

ST. MARGARET PRIMARY SCHOOL
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STUDENT AND FAMILY HANDBOOK
2019-2020



Accredited by the New England Association of Schools and Colleges

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OVERVIEW

St. Margaret Primary School is a Catholic elementary school for students in Pre-Kindergarten through Grade Four in the Fall River Diocese. There is one of each class level. Opened in 1994 by Bishop Sean O'Malley, OFM, Cap., the school has provided quality education and a commitment to the development of childrens' spiritual lives. In 2018, St. Margaret was unified with St. Francis Xavier Preparatory School and St. John Paul II High School as one, Pre K - 12 Cape Cod Catholic school. As a school dedicated to primary age children, the school was renamed as St. Margaret Primary School.

MISSION STATEMENT

The school is a caring community that embodies the Gospel of Jesus Christ and teaches the faith and practices of the Catholic Church. An educational ministry of the Diocese of Fall River, the school serves students and families of all faiths across Cape Cod, the Islands, and southeastern Massachusetts who seek distinctive co-educational elementary, middle, and high school Catholic education. Through strong relationships and worthy example, the school recognizes students' gifts, develops their potential, and inspires their pursuit of truth through faith and reason.

PHILOSOPHY

St. Margaret Primary School is to be a model of Christian love, concern, and care for our students. With this in mind, we strive to work with students and families by:

- being models of a vital, active, Christian faith that characterizes our lives as distinctively marked by Christ-like qualities
- including the message of Christ's Gospel
- recognizing that our lives and our eternal life is our individual responsibility and is developed in the communion with others
- helping to develop concern, respect, self-discipline, leadership, critical thinking, and the ability to stand up for personal conviction

SPIRITUAL LIFE

When it comes to our spiritual life at SMPS we strive to live the Gospel values in all that we do. We begin the day with prayer together, pray before and after meals and end the day with prayer. We have the opportunity to attend Mass every Friday morning, where are students are altar servers, lectors or sing in the choir. Our staff has the opportunity to be a lector or an Eucharistic minister. Throughout the school year we celebrate the major holy days, plus special attention is given during Advent, Christmas, Lent and Easter seasons. Families are encouraged to attend all religious services and celebrations. The school sets a theme for the year which is based on the Words of Jesus and guides us in all that we do. Our goal is to grow in our relationship with Jesus and to deepen our trust in God.

ADMISSIONS POLICIES

NON-DISCRIMINATION POLICY

As a school within the Diocese of Fall River, St. Margaret Primary School does not discriminate against students of any race, color, national, and ethnic origin, or and socio-economic status.

PROCEDURE

Registration forms are available on our website and at the school office. A non-refundable \$175 deposit should accompany new registrations. St. Margaret Primary School has an open enrollment. We require the following:

- Complete application form
- An interview with the principal
- Birth Certificate
- Teacher Recommendation Form (Grades 1-4)
- Current test scores and report card
- IEP or any 504 Plans (if applicable)
- Baptismal Certificate (if applicable)
- Deposit of \$175
- Kindergarten Screening
- Developmental History Form (Grades Pk-K)

Although it is not required, we strongly encourage prospective students to shadow, or spend a day with us.

Family re-registration takes place in the spring. A \$175 re-registration fee is required of all returning students.

ACADEMIC STANDING

Educational accommodations are made within classroom settings to assist students in reaching their personal potentials. The school works in partnership with local school districts to provide any formal evaluations, assessments, and Individual Educational Plans (IEP), required in determining specific learning disabilities. St. Margaret Primary School does *not* have the traditional special education services required for students in need of specialized programs.

CUSTODY

In instances where parents are separated or divorced, the school will assume that both parents have access to the children and their records. If court documents countermand this assumption, the sole custodial parent is required to inform the principal with a dated court order; verbal information is not sufficient. Court decrees are required for any individual other than the parent who has legal custody of the child. If duplicate school notices, report cards, progress reports, etc. are needed, the principal must be informed in

writing. It is of the utmost importance that custody issues, as they relate to the child's daily dismissal, are on record with the school.

RESTRAINING ORDERS

In instances where the court has approved a restraining order against any person in the student's life, a copy of the court decree must be given to the principal. Notification of all subsequent orders and changes must also be given to the principal. If the restrained is not known to the school, a picture of him/her must be given to the principal. In all cases, safety for the student and all others is the first priority. Should a restrained party appear on school grounds, police will be called.

SCHOOL PROCEDURES

CONTACT INFORMATION

It is essential that we have every student's *accurate* emergency family contact information. Changes of address, home phone, and updated cell phone information must be on file in case of sickness or emergency. If there are any changes in contact information, please let us know *at once*.

HOURS

Monday – Friday	8:00 A.M. to 2:20 P.M. (students may begin arriving at 7:45 A.M.)
Pre-K	8:00 A.M. to 1:00 P.M.
Early dismissal	8:00 A.M. to 11:30 A.M.
School office hours	7:30 A.M. to 3:00 P.M.
Before school care	6:30 A.M. to 7:45 A.M.
After school care	2:30 P.M. to 5:30 P.M.
Summer hours	8:00 A.M. to 1:00 P.M.

LUNCH

Students are required to bring their lunches to school. For safety reasons, glass containers of any kind are *not* permitted. Milk may be bought at the school for 50 cents. Parents may choose to pay for milk in advance. Soda is not allowed during lunch or snack. No fast food items may be brought into the school. Throughout the month, special lunches will be made available to purchase. Parents are asked to honor published deadlines for online ordering, so that we may order accurately.

SHARED FOOD AND CLASSROOM CELEBRATIONS

Due to the many and varied food allergies our students must live with, we will be celebrating all birthdays that fall in a particular month on the first Friday of that month. Parents, whose students are in a classroom in which the teacher allows, may send in birthday treats; students will be allowed to choose one of the treats. Leftovers will be sent home. In this way, parents of students who are affected by dietary restrictions will know when to send in a safe treat; they and their children's teachers will not have to worry about contamination from shared foods at different times throughout the month. Teachers allow food in the classroom at their discretion, within the parameters of this policy. Attention to this policy is greatly appreciated.

SNACKS AND BEVERAGES

Students are encouraged to hydrate themselves with water throughout the day. Students may *not* bring flavor packets or flavored seltzer drinks. Juice and milk are allowed at snack times and lunch time.

ATTENDANCE

When absence is necessary, the following is our procedure:

ABSENCE Parents are requested to call or email the school to report the child's absence (Contact Mrs. Lauren Fish, Office Manager at lfish@smrs.dfrcs.org). Upon a student's return to school; a written note signed by a parent or guardian is required to excuse an absence. Students are responsible for completing work missed during an absence. More than three days absence requires a doctor's note.

TARDINESS School begins at 8:00 A.M. unless students are going to Before School Care, they should begin arriving at 7:45 A.M.. and go directly to the gym. Students who are late need to enter the building through the main door and check in at the school office; they will be given a tardy slip which they will give to their homeroom teachers. Excessive tardiness will result in a Parental/Guardian meeting with the Principal. *If your child is in Pre-K through Grade Four, please walk him or her to the main lobby; this is a matter of children's safety.*

APPOINTMENTS AND DISMISSALS

Whenever possible, medical appointments should be scheduled after school hours. SMPS realizes that this is not always possible.

We request a written note to teachers to inform them that the student will be leaving class. The parent or guardian must meet the student in the office and sign the Student Dismissal Log prior to the student's release from the building.

VACATIONS Taking prolonged vacations during school time is discouraged. The school expects students to assume responsibility for making up any classwork, assignments, standardized and other tests, missed due to absence.

If it is necessary for a student is to be absent from school for an extended period, parents are asked to talk to the student's teacher and to respect the school policy for making up missed work. These may vary from grade to grade.

HEALTH AND SAFETY

MEDICAL

ACCIDENTS

From time to time, accidents in school or on the playground will occur. In order to ascertain that students will be properly treated, students will be treated according to First Responder guidelines. A record of all witnesses, action taken, and first aid administered will be kept in a log in the school office. If there are any questions on the severity of the injury, paramedic and EMT help will be called and parents will be notified immediately.

MEDICINE

Before SMPS gives *any* medicine, including cough drops, (prescribed and/or over the counter), Massachusetts health laws require that the following forms must be on file in your child's health record:

1. **Signed consent by the parent or guardian to give the medicine.** These forms are available online.
2. **Signed medication order.** The written medication order should be taken to your child's licensed prescriber, (physician, nurse practitioner, etc.), for completion and returned to the school nurse. For students with ongoing need of medication from year to year, doctor's orders must be renewed each academic year. Parents or guardians should deliver medicines to the school in a pharmacy or manufacturer-labeled container. Please ask your pharmacy to provide separate bottles for school and home. No more than a 30-day supply should be delivered to school. This applies to prescription and non-prescription medicines.

IMMUNIZATIONS

State law requires that students be excluded from school unless parents provide proof of immunization or obtain official exclusion for medical or religious reasons. Accordingly, any child will not be allowed to attend school if the immunization record is not up to date. If, for any reason, a child is exempted from state mandated immunizations SMPS must have a written note from the physician.

It is only through immunization of the entire population that newborns and babies who are not fully immunized are protected from communicable disease. Therefore, we expect our students to be fully immunized for the safety of our school community.

Required immunizations for Kindergarten include:

- 5 DPT-Diphtheria, Pertussis, Tetanus Toxoid vaccine
- 4-5 TOPV-Trivalent Oral Polio Vaccine
- 2 MMR-Measles, Mumps, Rubella
- 3 –Hepatitis B

4 Varicella (1 dose)

Public Health regulations require children to present evidence of having been previously screened for lead poisoning as a condition for entry into Kindergarten. Physicals should be updated for students in Kindergarten and Grade 4. Physicals are valid for one year from date of exam. The school nurse and the principal will address with the parent any omissions within the school records. The principal reserves the right to deny access to the school as required for any missing medical information.

ILLNESS

Please use good judgment in determining if your child is well enough to be in school. Sick children will be sent to the nurse's office. Depending on the severity of the illness, the child will wait in the nurse's office or be sent back to class. Parents will be contacted if needed. Students with temperatures of 100 degrees and above will be dismissed. If you are notified, please respond quickly so as not to leave a sick child waiting for a lengthy time. Parents or guardians must write a note to the physical education teacher if students must be excused from class. A doctor's note may be required for a student's return to physical education classes after absence or injury.

PRESCHOOL TOILETING POLICY

All students must be fully toilet trained by the time they begin school. Daytime use of diapers and pull ups indicates that the child is not toilet trained. In addition, refusal to use the toilet indicates that the child is not toilet trained. Preschool paraprofessionals and teachers will assist children with belts, snaps, buttons, etc.

ARRIVAL, DISMISSAL, AND PARKING LOT PROCEDURES

The safety of our students and families is our highest priority; please read and be familiar with this important traffic pattern and arrival procedures.

Arrival Time is from 7:45 A.M.. to 8:00 A.M.. Teachers will be present throughout this time to assist parents and students.

ARRIVAL: PARKING LOT TRAFFIC PATTERN

Pre-K families must enter the parking lot from Main Street, park and bring their Pre-K children into the building. They will sign their children in and leave them with the Pre-K teachers.

Kindergarten-Grade 4

1. Enter the parking lot via the St. Margaret Street entrance.
2. Follow traffic pattern to side entrance of SMPS; teachers will direct drivers.
3. Remain in your vehicle. Keep children inside your vehicle.
4. Teachers will assist students from vehicles to the safety of the sidewalk.
5. Exit the parking lot turning onto Cohasset Avenue.

6. Parents may also enter the parking lot from Main Street, park their vehicles, and escort their children to the school's side doors. They must exit back onto Main Street.

Under no circumstances, pass the car in front of you.

Entering Building:

Kindergarten-Grade 4 students will enter the building through the side doors alongside the parking lot; these doors are by Kindergarten and Grade 1. Students will go directly to the gym. Students should be dropped off between 7:45-8:00 A.M.. If dropped off earlier than 7:45 A.M., students will be sent to extended care at a charge. After morning prayer, students will be released to their teachers and taken to their homerooms.

Students arriving after 8:05 A.M. are considered tardy. Students who are tardy must enter through the school's main door and check in with the secretary, who will give them a tardy slip for their homeroom teacher. *All tardy students must be walked by a parent or guardian to the main office.*

DISMISSAL

Please place your family name on the inside driver's side dashboard so it can be clearly seen.

Pre-Kindergarten: 1:00 P.M. (Parents enter lot from Main St. and enter school at main entrance.)

Kindergarten-Grade 4: 2:20 P.M. Dismissal begins at 2:20; we ask that parents who intend to pick students up at the regular dismissal time make every effort to be here no later than 2:35 P.M..

Please be familiar with this important traffic pattern and dismissal procedure. Teachers will be present throughout Dismissal to assist parents and students.

1. Enter the parking lot via the St. Margaret Street entrance.
2. Follow the traffic pattern to side entrance of SMPS; teachers will direct drivers.
3. Remain in your vehicle; teachers will assist students from sidewalk and place them in vehicles.
4. Exit the parking lot turning onto Cohasset Avenue.

Students will not be dismissed unescorted to the parking lot. Students will only be dismissed to adults indicated on approved transportation pick up. If the individual is not well known to the school, we will ask for a picture ID.

Please do not park in the SANTANDER BANK parking lot.

WEATHER-EMERGENCY CANCELLATION

In the event of weather-emergency related school cancellation, delayed opening or early dismissal St. Margaret Primary School will follow the closure policy of the Bourne Public Schools. If schools in surrounding districts announce emergency closure and there is no announcement from Bourne Public, SMPS *may* announce school closure or delay, independently.

Ultimately, parents are encouraged to use their own good judgment regarding safety and driving conditions in their area.

Our families will receive a notification through RenWeb's Parent Alert (voicemail, email, text) informing them of closure or other instructions. PARENTS MUST "OPT IN" in order to receive this notification.

In the event that SMPS announces a delayed opening, Morning Care will begin one hour before the start of school.

EARLY DISMISSAL PROCEDURE

When early dismissal is necessitated by weather or emergency, the school will notify parents/guardians. The decision to dismiss students from school in the course of our day is not made lightly. Parents are asked to respond to an emergency closure notification in a timely manner; an expeditious dismissal is important to everyone's safety, as weather conditions can deteriorate quickly.

SCHOOL SECURITY

FIRE DRILLS

All rooms are equipped with a diagram of primary and secondary fire exits. Fire drills will be held with regularity and at the discretion of the Bourne Fire Department. These ensure that the school community is practiced in effective safety procedures, in the event of a fire emergency. Visitors are asked to respond to the alarm by quickly exiting the school building via the nearest outside door.

VISITORS

In order that we may note your presence and offer assistance, all visitors, including parents and volunteers, must first report to the front desk at the main entrance of the school and will be asked to sign in and sign out in the Daily Visitor Log. You will receive a visitor's pass which needs to be worn while in the school building. Parents may not interrupt teachers during class time. Parents are requested to be at the school only for scheduled volunteer activities and scheduled appointments. For safety reasons, no visitor is permitted to proceed directly to the classrooms at any time.

In the effort to keep our students safe, the following safety policies have been established

- Visitors must report to the office at Entrance "A" (main entrance).
- Visitors must remain in the main lobby unless escorted or given permission.

- Visitors must exit the building from Entrance “A” (main entrance) only.
- Visitors may not go to classrooms or interrupt any class during the school day.
- Visitors may not enter the Boys’ or Girls’ rooms.
- Students may not open entrance doors to visitors.

A registered sex offender who is the parent/guardian of a student may come onto his/her child’s diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school’s calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school’s administrator/head of school. When an appointment is scheduled with and confirmed by the school’s administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

STUDENT EVALUATION

Report cards and progress reports are issued three times per year in Grades 1-4. The academic marking code is as follows:

A+	100-97	C+	79-77
A	96-94	C	76-74
A-	93-90	C-	73-70
B+	89-87	D	65-69
B	86-84	D-	60-65
B-	83-80	F	Below 60

*Grades are based on student performance in areas such as classwork, tests, quizzes, projects, homework, and class participation.

TESTING PROGRAMS

One of the ways in which the academic progress of SMPS students is measured and utilized to inform further instruction, is by the administration of standardized testing. SMPS will administer the MAP testing from Grades 2-4. This test will be given 3 times a year. The Metropolitan Readiness Test is given to students in Kindergarten. Parents will receive notification of testing programs prior to administration of tests.

PARENT/GUARDIAN TEACHER CONFERENCES

Formal Parent/Guardian-Teacher conferences for Grades 1-4 will take place after mid-term of the first semester in October. A schedule time will be assigned for the parent/teacher conferences.

Parents and Guardians are encouraged to contact their student's teachers with concerns and questions whenever these arise. If a conference is desired at any point in the year, please contact the child's teacher(s) and make an appointment.

UNIFORM AND GROOMING POLICY

A Dress Code serves many purposes; it assists in establishing and enhancing the culture of the school, and facilitate active learning and proper behaviors. Uniforms remind students that they are part of a greater whole and that the important characteristics that distinguish them from others are often internal rather than external. Students are expected to wear uniform with pride. Uniforms are to be clean and all shirts for both boys and girls are to be tucked in. Any distracting or attention seeking attire or grooming is not appropriate at any time. Good hygiene habits will be stressed to encourage a healthy lifestyle. Disciplinary action may be taken should a student not heed a warning to adhere to the dress code and standards of grooming.

* Uniforms are posted on the Donnelly's Website: www.donnellysclothing.com

PRESCHOOL

GIRLS

Solid navy blue jumper dress with school logo

White or navy, knee socks or tight

OR

Solid navy blue shorts (September - October - May - June)

or solid navy blue pants (November - April)

Yellow polo shirt with school logo (short sleeve or long sleeve)

White or navy socks (no peds)

Blue cardigan sweater with school logo

Hair bows, headbands, or scrunchies - *Please*, no flowers, glitter, sequins, luminescent colors, etc.

Black, brown, or navy shoes

BOYS

Solid navy blue shorts (September - October - May - June)

or solid navy blue pants (November - April)

Yellow polo shirt with school logo (short sleeve and long sleeve)

Black and blue, socks (no peds)

Black, brown, or navy shoes

Navy Blue v-neck sweater or sweater vest with school logo

KINDERGARTEN- GRADE 4

GIRLS

Dress Uniform:

Blue plaid uniform jumper (with school emblem)

Yellow broadcloth with rounded collar (Long or short sleeved)

Navy blue cardigan sweater with school logo

Optional - (September, October, May, June)

Navy blue shorts with belt and powder blue knit polo shirt with school logo

Navy blue or white knee socks or tights

Plain black, brown, or navy blue flat shoes.

Platforms, sandals, heels, and flip flops are ***not*** allowed for safety reasons.

BOYS

Dress Uniform:

Navy blue pants

Light blue Oxford button down with school logo short or long sleeved.

Optional- (September - October, May-June)

Navy blue pants or shorts

Powder blue polo shirt with school logo

Black or blue solid belt (worn with shorts and long pants)

Black or blue socks (no white socks or peds)

Navy blue sweater vest with school logo

Navy blue cardigan sweater with school logo

Black or brown Oxford shoes (no sneakers worn with dress uniform)

GYM UNIFORMS-All students

Navy blue short sleeve t-shirt with school logo

Navy blue shorts with school logo (September - October - May - June)

Navy blue sweatpants with school logo (November - April)

Sneakers (must be tied for safety reasons)

No "light up," sneakers or luminescent/fluorescent colors

Sweatshirts and Hoodies

During school hours, students are not allowed to wear sweatshirts or hoodies in school.

Grooming for All Grades:

Developing a sense of pride in one's appearance is important for all students, especially when representing St. Margaret Primary School in uniform. Please adhere to the following guidelines regarding dress and grooming:

Girls may wear one pair of stud post earrings. Hoop and dangle earrings are not allowed.

Boys are not allowed to wear earrings or gauges.

All students: No body piercing of any type is allowed.

No tattoos (permanent or temporary) are allowed.

No pocket chains, chokers, necklaces or bracelets made of hemp may be worn.

Students *may wear* a watch, one bracelet, one special ring, one modest cross or crucifix.

Earrings and jewelry are NOT allowed in physical education classes for safety reasons.

Fingernails: Hands and nails should be clean. Girls may wear clear nail polish. No colors or fake nails are allowed.

Hair: Dyed or streaked hair is not allowed. Hair extensions are not allowed. Beads and hair jewelry, such as flowers and feathers, are not allowed. Girls' hair should be clean and worn in a manner that does not cause distraction. Boys' hair should be clean, neatly groomed, and no longer than collar length. No fad haircuts are allowed. Students are not permitted to have symbols, letters, or numbers cut into their hair. Both girls' and boys' bangs must be above the eye.

Make-up: No make-up is permitted.

The principal has the final determination of appropriate attire and reserves the right to waive the dress code for certain occasions.

Non-Uniform Days:

When students are out of uniform, SMPS *expectations of modesty and cleanliness remain*. Dresses, skirts, shorts and shorts must be modest in length, about 3-4 inches above the knee. Shirts must not show any midriff. Tank tops, shirts, and dresses that are strapless, or have spaghetti straps are not allowed. Jeans must not be ripped or have holes. Shirts must be free from profanity or offensive statements or phrases.

Shoes must have backs: no sandals, flip flops, and no high, platform, or stacked heels. This is for safety reasons.

Parents should oversee students' attire and make sure that our children are dressed suitably and modestly: no sagging pants, thigh length tunics top must be worn with "leggings" and "jeggings." Exercise good judgment; if parents and/or students have doubts about the appropriateness of an outfit, simply ***do not wear it.***

It is essential that families and students cooperate fully with the school's uniform policy. Consequences of repeated violation of the SMPS dress code:

1. Written warning will be given by the teacher - slip returned to school the next day signed by parent or guardian.

2. After 3 infractions there will be a loss of dress down privileges and a Principal-parent contact.
3. Consequences of repeated violation will be determined by the principal.

Cold Weather Months:

When boots are worn to school due to inclement weather, students must bring their uniform shoes to be worn in the classroom. Appropriate outdoor clothing is required for outdoor recess and activities. Boots are not to be worn in school.

Uniform Purchase:

Donnelly's Uniforms

www.donnelysclothing.com

1-800-498-0045

St. Margaret Primary School has a uniform consignment program. Parents donate used uniforms in good condition; these donated uniforms may be obtained by other parents, free of cost.

PROMOTION

Questions concerning the promotion of a child will be discussed with the parent by the beginning of the third trimester. Any student failing two subjects in a marking period will be reviewed for retention by the teacher and principal. Notification of possible retention will be made in writing to the parent/guardian in March of the school year. Final retention decisions will be made by June 1st of the school year.

HOMEWORK POLICY

Homework is an important part of the academic program. Homework is meant to be relevant to material covered in the classroom; assignments are meant to supplement class work and offer practice and reinforcement of the skills and material being studied.

Parents are encouraged to partner with their children and teachers in the learning process. All parents should check their children's homework each night and be aware of any difficulties students may be experiencing. At the first sign of academic problems or concerns, parents are encouraged to contact the classroom teacher. Please remember that reading is the most important part of homework and should be encouraged nightly, whether formally assigned or not.

Beginning in Grade 2, students are given an agenda in which to write down daily and weekly assignments and reminders. In order to learn and practice organizational techniques, students are guided each day by their teachers to write in their agendas. Parents can assist their children and the teachers by reviewing the assignments and reminders nightly. All students are required to carry the agenda to and from school every day. This agenda will become a very important line of communication among students, parents and teachers.

Parents should familiarize themselves with RenWeb and our web site.

If your child appears to be struggling or is simply spending too much time on homework, *please contact the classroom teacher*. The teacher needs to be aware of your concerns in order to best help you and your child.

FINANCIAL POLICIES

Tuition Rates 2019-2020

Pre-Kindergarten:

Five day program: (8:00 A.M. - 1:00 P.M.): \$6,300.00

Four day program: (8:00 A.M. - 1:00 P.M.): \$5,890.00

Three day program: (8:00 A.M.- 1:00 P.M.): \$5,150.00

Two day program: (8:00 A.M. - 1:00 P.M.): \$4,425.00

Kindergarten-Grade 4: (8:00 A.M. - 2:20 P.M.) \$5,825.00

Registration Fee

New students applying to the school must pay a non-refundable \$175.00 registration fee per student.

Re-registration Fee

Returning families must re-register their student(s) each year. There is a non-refundable \$175.00 registration fee per student.

Military Discount

The school offers a \$100.00 Active Military Discount per family. Please notify the Business Office if you are eligible for this discount.

Multiple Student Discount

There is a multiple student discount for families with more than one child currently enrolled at St. Margaret Primary School, St. Francis Xavier Preparatory School and/or St. John Paul II High School. The discount will be applied as follows:

First Child: 100% Tuition

Subsequent Child: 5% Discount

Payment Options

FACTS Management handles the billing and payment processing for all tuition payments. FACTS will process the automatic withdrawal from a checking or savings account in a single payment or monthly payments. The program has some flexibility if unexpected circumstances affect a family's ability to pay on time. Families may choose either the 5th or the 20th of the month to make their tuition payments. There is an annual administrative fee of \$45 for monthly users payable to FACTS. A returned payment fee charged by FACTS is \$30. Every family must enroll in the FACTS program as mandated by the Diocese of Fall River Catholic Education Center.

The following options are available:

Option 1: Full payment by July 1 through FACTS Management. There is no FACTS administrative fee if you make one payment.

Option 2: 10, 11, or 12 monthly payments made through FACTS Management beginning June. FACTS charges an administrative fee of \$45 each year per family.

If you cannot start making tuition payments in June, you will no longer be able to select the 12 month option. Beginning with the 2019/2020 school year, tuition payments need to be paid in full by May of the school year.

Partial Year Attendance and Tuition Refund Policy

Students who are accepted to SMPS after the school year has begun are required to pay the registration fee. Once a student begins attendance in a month, tuition for that month must be paid in full. If a student withdraws from school, tuition credits will be processed for any month that the student has not attended. Students who leave the school during the course of the school year forfeit 100% of school financial aid.

Financial Responsibility

Students whose tuition accounts are unpaid, or who have outstanding obligations to the school may face restriction of student privileges. All outstanding obligations to the school must be satisfied prior to the start of a new school year.

CODE OF CONDUCT

Students of St. Margaret Primary School are expected to demonstrate responsible behavior that follows Christian values and focuses on respect for all adults, peers, personal, and school properties.

St. Margaret Primary School endorses fair and appropriate school rules which ensure a safe and orderly educational environment. School personnel, parents, and guardians working together can teach and reinforce respect for others. Group rules are necessary for maintaining a peaceful, Christian, and safe environment.

Cell Phone Policy: St. Margaret Primary School is a no cell phone school. If a student inadvertently brings a phone to school, he or she must bring it to the office; it will be kept there until dismissal. Cell phones will not be allowed on field trips. *Disciplinary action will be taken when students violate this policy.*

Electronic Devices: Electronic devices such as iPods, mp3 players, games, etc. are not allowed in school. *Disciplinary action will be taken when students violate this policy.*

NON-ACCEPTABLE BEHAVIOR

These behaviors include, but are not limited to:

- Cell phone use
- Running in school
- Throwing things in school or on the playground
- Disrespect to staff, parents or other parties
- Fighting, bullying or shoving
- Swearing, vulgar gestures or language, teasing, name-calling, interrupting others
- Gum chewing in school
- Writing on or damaging books or supplies
- Taking things that do not belong to you
- Destroying or defacing school property
- Vandalism of any kind
- Inappropriate use of technology; destruction of school technology
- Possession of a weapon or objects that could cause harm to others
- Smoking, drugs or alcohol possession of, or sale thereof
- Using medications without permission (including over the counter products)
- Not conforming to uniform dress code; no hats or hoods worn in the school building
- Baseball caps worn on the playground should not be worn backwards

THREATENING LANGUAGE

The principal is required by Diocesan Policy #5665 to address students regarding the consequences for students who use threatening or violent language, or language perceived to be threatening or violent. The

principal determines whether the language is threatening or violent. This language includes, but is not limited to, phrases such as, “I am going kill you,” “I’m going to blow up this building,” or “I’m going to sabotage the school’s computer system.” Any person using such language shall be subject to discipline, including but not limited to, suspension or expulsion.

OUT OF SCHOOL CONDUCT

In accordance with the Diocese of Fall River Policy #5226, Catholic school students may be held responsible for conduct outside the school’s jurisdiction. The school officials may hold students responsible for any conduct on or off school property that violates school rules, common decency, or civil laws, and therefore reflects negatively on their school community. Such student behavior may be a cause for student suspension or expulsion.

St. Margaret Primary School reserves the right to impose consequences for inappropriate behavior that takes place away from school and outside school hours. Thus, inappropriate use of technology (i.e. home computer) may subject the student to disciplinary actions. Parents/guardians must be aware that they are held legally responsible for the activities of their child on the computer. Inappropriate use of technology includes but not limited to harassment, defamation, misuse or unapproved use of school name/logos/photos, and remarks directed to or about teachers, offensive communications, and safety threats.

PROCEDURES

When a child’s behavior departs from the school’s standards of acceptable behaviors, any of the following may take place as determined by the teacher and the principal.

- The student may lose recess and/or class privileges.
- The student may be removed from class
- The student’s parents or guardians may be notified.
- An incident report may be filed
- Depending on the severity of the incident, the student may receive a suspension from school.

EXPULSION

In the event of a serious infraction, or in the case of repeated suspensions, it is within the jurisdiction of the principal to expel a student from school. Parents or guardians will be required to meet with all involved parties. A student leaving school under these circumstances will not have his or her tuition refunded.

SEARCH

Desks are property of the school. Teachers and the principal have the right to conduct a search of students’ desks and personal belongings.

PLAYGROUND RULES

- No running.

- No pushing, tripping, or general roughhousing on the playground area.
- Wait and take turns for equipment use.
- Play within the designated area and ask permission to re-enter the school building.
- Seek the assistance of the recess duty teachers if any difficulties arise.
- Any infractions of these rules may result in removal from the playground area and loss of recess.
- No electronic devices are allowed on the playground.

HARASSMENT / TOLERANCE

Students, faculty, staff members, and others connected with St. Margaret Primary School should expect to be treated with consideration. As a community, embodied by its diversity, all members have a right to feel both safe and respected to live, work, and learn in an environment, which is free from harassment. To preserve and protect the health of the community and the differences among individuals, the school will not tolerate harassment of any kind and is prepared to respond with appropriate discipline, including dismissal. St. Margaret Primary School is committed to maintaining a school and work environment that is free of harassment based on race, color, religion, national origin, age, sexual orientation, gender, or handicap. St. Margaret Primary School expects all employees and members of the school community (students, volunteers and parents), to conduct themselves in an appropriate and professional manner with concern for their fellow Christians. Harassment in any form will not be tolerated. Harassment may include but may not be limited to:

1. Repeated or persistent offensive remarks
2. Intimidation for favors
3. Overt threats or demands
4. Unwanted physical contact
5. The display or circulation of written or electronic materials or pictures of a derogatory nature.

Any violation of this policy should be brought to the attention of the principal immediately. The principal will conduct an investigation and take appropriate action.

Reporting Harassment

If you feel you or your child is a victim of harassment, contact the principal immediately to discuss the issues regarding the perceived violation.

The complainant, to ensure effective and timely results, should use the following steps:

1. Report any incident to the principal immediately. Be sure to include the perceived aggressor's name, and the nature of the incident, date, time, place or location and any witnesses.

2. Keep written notes on all things relevant to your complaint. Make at least two copies of notes for reference purposes.
3. File a complaint in writing with the principal within 24 hours of the incident so that the important data will not be forgotten or misplaced and while issues surrounding the incident are still fresh in memory.
4. Make an appointment with the principal to review your complaint immediately.

GENERAL POLICIES

TELEPHONE USE

The school telephone is primarily for school business, but often parents must contact the school with important messages for their children. The Office Manager will take parent messages and convey them to students. Teachers and students will not be called to the phone from the classroom except in cases of emergency. Students often need to contact parents or guardians, and they are allowed to do so; however, students may not use the school telephone without the permission of a school authority, such as the principal, teachers, or the school secretary.

FIELD TRIPS

St. Margaret Primary School's academic program recognizes the tremendous importance of fieldwork. Field trips of an educational nature may be scheduled by the teachers to enhance the classroom curriculum. Students must have written parental permission to participate; students without such permission *will not be allowed to participate*; these students should remain at home.

Please note: permission slips must be the legal documents given out by the teacher. No other form is acceptable due to legal complications. Phone permission *cannot* be accepted.

The cost of the field trip and bus will be dependent upon the number of paying participants. No child should be excluded due to financial hardship; please contact your child's teacher if expenses are a problem. Any and all chaperones must have an updated CORI on file and must have participated in the Abuse Training Program.

PERSONAL BELONGINGS

Personal items are the responsibility of the student. No items such as toys, electronic devices, cameras, inappropriate reading materials, or large amounts of money should be in a student's possession. Such items will be confiscated and returned only to the parent.

TEXTBOOK POLICY

Textbooks are owned by St. Margaret Primary School and are loaned to students free of charge. All students are to exercise care with the books, including keeping them covered and in a safe place at home and in the schoolyard. Normal wear is expected, but any student who is issued a book in new or good condition and returns it in fair or poor condition will be expected to pay to replace the book. Lost books will be paid for before another text is issued to the student. On occasion, students may be asked to purchase special books for a certain class. If there is a financial problem please speak to your child's teacher.

EXTENDED CARE

Extended Day Program Schedule

The Before Care program runs from 6:30 – 7:45 A.M. for Pre-Kindergarten – Grade 4. The After Care program runs from 1:00 – 5:30 P.M. for Pre-Kindergarten and 2:30 -5:30 P.M. for Grades K – 4 on full school days. Any changes to the schedule will be communicated by the principal. There is no After Care program on half days.

Admission Policy

Students enrolled in Pre-Kindergarten – Grade 4 at SMPS may participate in the Extended Care Program. Students must adhere to the rules, and parents must keep financial obligations up to date in order for the student to attend the program. Students may participate in morning or afternoon sessions, as needed. Students arriving prior to 7:45 A.M. or not dismissed to parents or guardians by 2:30 P.M. will join an Extended Care class for proper supervision; parents will be billed accordingly. Please note that students dropped off at any time between 7:30 A.M. and 7:45 A.M. will incur a 15 minute charge.

To facilitate proper staffing, please notify the school of your child’s Extended Care schedule. We encourage parents to fill out all Extended Care paperwork so that we will have it on file should you unexpectedly require Extended Care services. Also, students who are not dismissed to parents or guardians after extracurricular activities will be sent to Extended Care; their families will be billed accordingly.

Extended Care Pick Up Policy

Parents, guardians, or authorized individuals must enter through the doors by the Kindergarten classroom. Students will be released only to parents or an authorized individual. An authorized individual is someone on the student’s Emergency Information Form, or someone to whom the parent or guardian has given written permission and submitted this permission to the school. A photo ID of the authorized individual will be requested unless well known to school personnel. Students *will not be released* to individuals who are not on their emergency forms or to those without written permission. Students must be signed out by a staff member.

Discipline

Students are expected to abide by the SMPS Code of Conduct while attending the Extended Care Program. They are expected to demonstrate responsible behavior that exemplifies Christian values and focuses on respect for all adults, peers, personal, and school properties. Students are required to remain in their school uniform while they are at Extended Care.

Emergency Procedures

The school nurse is not available during Extended Care hours. Any minor first aid care will be provided by the extended day staff. If an injury requires more than minor first aid, the parents and/or rescue will be contacted. Emergency procedures are consistent with the emergency procedures used during the school

day. Emergency contact information must be provided on the school Emergency Information Form for students attending the Extended Care Program. This information will be on file in the school office. A copy will be made available to the Extended Care Program staff.

Snacks

Please send a snack and a drink with your child for Extended Care. Please let your child know that this snack is for Extended Care. The staff will have snacks available only for students who must unexpectedly attend Extended Care due to unforeseen circumstances. **Parents should notify the Extended Care staff in writing if their child has any food allergies.**

Payment

The Extended Care cost is \$7.50 per hour for the first child and half-price or \$3.75 per hour for each additional sibling. Please note that students are charged by the minute between 6:30 A.M.- 7:45 A.M. or 1:00 P.M. - 5:30 P.M.

Parents arriving after 5:30 P.M. will be charged for every (5) minutes late at the rate of \$7.50 and \$3.75 respectively. Financial obligations must be kept up to date in order for your child to participate in the Extended Care Program. Parents or guardians will be billed via email or paper invoice if desired on or about the 15th day of each month for Extended Care services for the prior month. If payment is not received by the 20th of the month, your child will not be able to attend Extended Care. Also, if you have a balance from the previous school year, your child will not be able to attend Extended Care until it is paid in full. If you prefer a weekly invoice please notify the Business Office. Deposits for the program are accepted and parents or guardians will receive a statement detailing the declining balance.

Staff

The Extended Care Program is staffed by teachers, teacher aides, parents, and work-study students from the Massachusetts Maritime Academy. All staff members attend the Abuse Prevention Training Workshop required by Catholic Social Services of the Diocese of Fall River and complete a Criminal Offender Record Information (CORI) filing.

Extended Care Procedures

Before Care (6:30 -7:45 A.M.): Students enter through the Kindergarten doors and proceed to the Kindergarten classroom where Miss Larson signs them in. Students' activities include studying, reading, playing games, etc. A staff member accompanies students to the gym for morning prayer at 7:45 A.M.

After Care (2:30 P.M. – 5:30 P.M.): After regular dismissal, students are escorted to the Extended Care rooms according to grade. Pre-kindergarten students, who have remained in their classroom until 2:45 P.M., will be escorted to the kindergarten classroom to continue their extended day. Students' activities include doing homework, playing outdoors or indoors in the gym, working on arts & crafts, playing games, supervised technology in the computer lab, and videos.

If parents believe their children have been at Extended Care for a long enough period of time to have finished their homework and they are consistently not finished, please inform Mrs. Teehan. Family time is important, and it is our intention that students who are here for more than an hour will have completed most, if not all, of their required homework.

Bullying Prevention and Intervention Plan for the Diocese of Fall River

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

The Diocese of Fall River will review and/or update the plan at least biennially. The school will give notice to and provide a comment period for families that have a child attending the school. The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, school nurses.

Parents/guardians and students shall receive annual written notice of the relevant student-related sections of the plan.

All school staff shall receive annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in the school employee handbook.

Definitions

The Diocese of Fall River and Saint Margaret Primary School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“Bullying” is the repeated use by one or more students *or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional* of

a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. ***For the purposes of this section, bullying shall include cyber-bullying.*** (Massachusetts General Laws c. 71 § 37O)

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“Retaliation” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“Hostile Environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. (Massachusetts General Laws c. 71 § 37O)

“Aggressor” is a student, *or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional*, who engages in bullying, cyber-bullying, or retaliation.

“Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

Safety of the target

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: pre-determining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

Protection of the reporter, witness, or provider of information during the investigation

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement

- a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

II. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1)

determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.

At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.

*****Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.***

Amended 12/16/2013

DISCLAIMERS

The policies and procedures presented herein have in some cases been condensed to fit the format of this handbook and are not totally inclusive of all situations. The Diocese of Fall River maintains a comprehensive policy and procedure manual.

The Catholic Education Office and/or the principal of St. Margaret Primary School retain the right to amend any section of this Handbook at any time. Parents will be given written notification if any changes are made.

Administration's Right to Amend

The Administration retains the right to amend or modify the policies in this handbook.

All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The policy manuals of the Diocese of Fall River replace and supercede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River. **These manuals are available to be read at the Catholic Schools Office, 423 Highland Avenue, Fall River, MA 02720.

**SAINT MARGARET PRIMARY SCHOOL
STUDENT HANDBOOK AND BULLYING POLICY ACKNOWLEDGEMENT**

Please Print

Student's Name

Grade

_____	_____
_____	_____
_____	_____
_____	_____

I have read the Saint Margaret Primary Student Handbook and Bullying Policy for the school year of 2019-2020. I am aware of and I agree to be bound by the policies and guidelines found therein.

Parent(s) Signature _____ Date _____

Parent(s) Printed Name _____