



SAINT PIUS V SCHOOL

Since 1945

***ST. PIUS V SCHOOL
FAMILY HANDBOOK***

June, 2018 Edition

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ST. PIUS V SCHOOL
FAMILY HANDBOOK
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ST. PIUS V SCHOOL FAMILY HANDBOOK

I. MISSION STATEMENT

St. Pius V School . . .

. . . a “Lived Experience” focused on developing the whole child according to the gospel of Jesus Christ

. . . providing a unique, comprehensive, quality education with particular emphasis on Catholic values, fundamental skills, critical thinking, technology, and the fine arts

. . . promoting personal responsibility, appreciation for diversity, family involvement, a spirit of unity, and Christian stewardship

. . . encouraging each child to do his/her best and to be kind to others

. . . adding immeasurably to the stability and integrity of our parish, the wider community and the city of Lynn

II. INTRODUCTION

Welcome to St. Pius V School. The school is a community rich in family involvement, diversity, and a spirit of unity. This family handbook provides the important guidelines, policies, and procedures that insure common responsibility for everyone’s safety and well-being, and for perpetuating the school’s mission. This family handbook contains procedures related directly to parent/guardian routines and relationships with the school community. By signing the “Contract for Educational Services,” you agree to know and follow the procedures in this handbook. Parents should review the additional policies that are listed in Appendix A. The guidelines, policies, and procedures outlined in this handbook may be amended at any time as needed in order to ensure adherence to the parish and school mission statements.

Each student receives a student handbook. Faculty, administration and the student council review the contents of the handbook throughout the year. The contents of the student handbook (grades 4 to 8) appear here in *italicized universe print* beneath each framed parent section. This is included to make it easy for you to review the contents of the handbooks with your child often. For ease of readability, the word “child” is used throughout the Family Handbook but applies to all children enrolled in the school from the same family.

St. Pius V School recognizes you as the primary educators of your child. The school encourages you to review the contents of the student handbook with your child throughout the year. When the whole community agrees to live by the procedures outlined in the school’s handbooks, everyone benefits.

INTRODUCTION (STUDENT HANDBOOK VERSION)

This handbook is your guide to success as a student at St. Pius V School. It outlines many of the procedures and regulations that you are required to know and follow at all times.

The handbook explains the procedures about your day in school including attendance, behavior, dress code, homework and many other things. Cooperation, being on time, and good attendance are living skills that will help you develop a sense of responsibility and become a confident and dependable person. Learning and living skills related to behavior, schedules, announcements, details, dress code, and homework, stretch your coping abilities, help you become self-disciplined, and expand your thinking processes. Be faithful in little things and you will be faithful in great things.

Knowing and following the procedures and regulations in this handbook will help you be the best student you can be. It will also help St. Pius V School to be a safe, healthy and happy place to learn. You are required to read the handbook carefully and be able to find it for reference throughout the year.

III. SCHOOL SCHEDULE AND ATTENDANCE

Regular attendance is an absolute necessity to insure that your child develops to the greatest potential. Attendance and participation are considered a part of each student's overall achievement. More than six (6) unexcused absences during a marking period is considered excessive. Excessive absenteeism may result in an administrative failure in all academic courses for the marking period.

Please do not make dental or medical appointments during school hours. Please schedule family vacations to coincide with the school calendar. When your child misses school, there is an interruption in critical learning routines. This also impacts your child's teacher because he/she must now assist your child with the learning gaps that result from extended absences. The administration asks you and your child's teacher to negotiate your child's academic needs as a result of such absences. This negotiation must be completed well in advance of the extended absences resulting from family vacations. The administration will assist with these negotiations when necessary.

You should call the school office (781-593-8292) to inform the school in advance of your child's absence. The school staff will phone you in the event that your child is absent without previous notification.

Requests for homework should be made when you notify the school of an absence. The school staff will facilitate the arrangements for homework requests. Homework may be sent to a sibling's classroom or may be picked up by you in the school office between 2:30 p.m. and 3:30 p.m.

The day your child returns after an absence, you are required to send a signed explanation of the absence.

Your child is tardy after 8:10 a.m. and must be signed in at the school's office. Every effort should be made for your child to arrive in the schoolyard in order to file in with the teacher at 8:00 a.m. This helps your child to begin the day in a consistent routine designed to maximize learning and promote an orderly school climate. The administration reserves the right to assign lunch recess detention for excessive tardiness.

Dismissal before the end of the school day for appointments or events that could be made outside of school time is discouraged. Parents should not ask to dismiss their child five minutes early to avoid the traffic.

SCHOOL SCHEDULE AND ATTENDANCE (STUDENT HANDBOOK VERSION)

Before School Program 6:45 a.m. – 7:45 a.m. (Registration and separate contract required)

School hours: 8:00 a.m. – 2:30 p.m.

Pre-Kindergarten: 8:00 a.m. – 11:00 a.m.

Grades K* – 8: 8:00 a.m. – 2:30 p.m. Grades K-6 line up at 7:58 a.m. and file in with their teachers at 8:00 a.m. Grades 7 and 8 free file at the 7:58 a.m. bell.

PLEASE NOTE: The doors open at 7:50 a.m. on Thursdays for MATH – No Problem Thursdays. Homeroom teachers conduct opening exercises and the whole school is involved in math activities from 8:00-8:30 a.m. Students are encouraged to arrive in time to take advantage of this opportunity for additional math activities/instruction/review.

** Kindergarten academic session ends at noon. Kindergarten students will be dismissed at noon upon pre-arranged parental request.*

After School Program 2:30 p.m. – 5:30 p.m. (Registration and separate contract required)

Tardiness: Late bell rings at 8:10 a.m. If you arrive after 8:10 a.m. you and your parent/guardian are required to report to the school office where you will be signed in and marked tardy. If you are tardy more than three times during any one marking period, you may be assigned a lunch recess detention.

Lunch Periods:

Grades 4, 5, & 6: 11:25 a.m. – 12:00 noon (lunch, then recess)

Grades 7 & 8: 11:25 a.m. – 12:00 noon (recess, then lunch)

Grades K, 1, 2, & 3: 12:10 p.m. – 12:45 p.m. (lunch, then recess)

School Attendance: Regular attendance is required to ensure that you develop your potential. More than six (6) unexcused absences during a marking period are considered excessive. Excessive absenteeism may result in an administrative failure in all academic courses for the marking period.

Your parent/guardian should call the school office between 7:45 and 8:45 a.m. each day you will be absent. When you return to school, you are required to bring a note from your parent/guardian explaining your absence and make up all missed assignments in a timely fashion.

IV. DAILY ROUTINES AND PROCEDURES

Routines and procedures are designed to facilitate a successful and safe school community. When the whole community agrees to live by the procedures outlined in the school's handbooks, everyone benefits.

The daily routines and procedures are reviewed regularly with your child. Many of these procedures are described in the student handbook. It is essential that you and your child know and follow these procedures to insure everyone's safety as well as a positive school climate. The administration encourages you to call the school office if any procedure is unclear.

Communication: In cooperation with the Pastoral Staff, the St. Pius V School Board supports and creates the policies by which decisions are made and procedures are established. The local policies are written in accordance with archdiocesan policies. The administration is solely responsible for the procedures by which the school operates. It is critical to the successful operation of the school that all parents and students know and follow the procedures. When parents need clarification or wish to make comments regarding general procedures, they should contact a school administrator or school board member directly.

Communication with your child's teacher is critical. Parents should first contact the teacher in the event that they have any questions or concerns regarding specific issues involving their child. Various means are available for parent-teacher communication including: written notes, phone calls, face-to-face meetings, and email. In the case of email, parents and teachers are required to follow the guidelines outlined in *St. Pius V School Email Policy* (Appendix C). Parents should not contact school personnel at their homes about school issues.

Direct communication with the teacher is the fairest and most effective means for addressing specific concerns/questions. The administration asks you and your child's teacher to negotiate these concern/questions before administrative intervention. The administration will assist with these negotiations when necessary.

The school calendars (yearly and monthly), *Tuesday "Take-homes"*, memos, *Instant Alert* phone messages, and the school website are vital communication tools. Please take the necessary time to review these carefully. Using these communication tools will keep you well apprised of school events and/or emergencies and will also reduce the number of unnecessary phone calls to the school office.

Every effort should be made to return communications such as progress reports, report cards, permission slips, lunch orders, absent notes on or before the due date. Your child will be apprised of the due date and will be held responsible for reminding you of this date. The administration reserves the right to assign recess detention or other penalties when due dates are missed.

Please make arrangements about dismissal or after school plans with your child before school each day. You will be asked to fill out a dismissal form at the start of each school year. This form will specify how your child will routinely go home (bus, car, walk, or after school program) and to whom the school may release your child other than you. If there is a change in your child's typical dismissal routine, a note to your child's teacher is required.

Morning Drop Off Procedures:

- All vehicles dropping off students are required to use the Bowler Street entrance into the main schoolyard and exit onto Maple Street. Please pull all the way forward to avoid a back up on Bowler St.
- Those parents wishing to walk their children to the main schoolyard should park in the small parking lot.
- Please note that the space in front of the school on Bowler Street is a fire lane and bus stop only.
- Please do not block or park in areas designated for faculty/staff parking.
- If you arrive late (8:10 a.m.) with your child you must come into the school office to sign-in your child.

DROPPING OFF ON BOWLER OR MAPLE STREET IS DANGEROUS AND STRICTLY PROHIBITED!!

- Pre-K parents should park on Bowler Street between the convent garages and Lake Street. Parents and children should gather on the walkway at the gate for the playground. The Pre-K teacher/aide will meet the children at the gate and walk them through the playground and into the school via the Pre-K door.

Pick Up Procedures:

- Parents are encouraged to provide the names of adults who are authorized to pick up their child(ren). The school will not release students to a “rideshare service” (taxi, *Uber*, *Lyft*, etc.)
- **Pre-K** parents should park on Bowler Street between the convent garages and Lake Street. Parents should gather on the walkway at the gate for the playground. The Pre-K teacher/aide will bring the students from the school, through the playground and meet parents at the gate.
- **Kindergarten, Grade 1, their siblings, and those students riding with them**, should be picked up in the small parking lot.
- **Grade 2 - 8** students must be picked up in the large schoolyard parking lot. Please enter from Bowler Street and bear to the left as you enter.

SPECIAL STUDENT AND TEACHER ZONES WILL BE MARKED OFF AT THE BACK OF THE SCHOOL AND BEHIND THE CHURCH. THESE ZONES ARE DESIGNED TO ENSURE THE SAFETY OF ALL CHILDREN. PLEASE DO NOT ENTER THE CONED OFF TEACHER/STUDENT ZONES DURING DISMISSAL.

Visitor Policy: All visitors must report to the school office, sign in, and wear a visitor’s badge before entering the classroom wing or any other part of the school building.

No School Announcements: St. Pius V School will follow the school cancellation system for the Lynn Public Schools. You may get this information from an *Instant Alert* phone message or by calling the school office; visiting the school’s website; watching the television; or listening to radio announcements.

Telephone Usage: You are asked to review the telephone usage procedure that is outlined in the student handbook below with your child. Only a teacher or administrator may give students permission to use a cell phone or other electronic device during school hours. **Students who carry cell phones must keep them turned off and in their schoolbags in the coat closet during the school day. When students do not follow this rule, the phone will be taken and held by the administration and parents will be required to pick up the phone at the school office. The administration may inspect the contents of confiscated items, including cell phones, text messages, photographs, etc. WHEN STUDENTS DO NOT FOLLOW THIS RULE, THE SCHOOL MAY TAKE DISCIPLINARY ACTION AS DESCRIBED IN SECTION IX OF THIS HANDBOOK.**

Emergency Information Forms: You are required to complete a detailed and accurate Emergency Information Form for each child. The form provides the option for you to give written permission for the school nurse to administer non-prescription medication, such as Tylenol, etc. Changes of address, phone number, or any other relevant information should be reported to the school office as soon as possible.

Medication: All medications, both prescription and non-prescription, shall be administered by the nursing staff. Your child may not have any medication in his/her possession, including inhalers and epi-pens, except when the administration, with the counsel of the school nurse, and parent/guardian enter into an agreement which specifies the conditions under which medication may be carried and self-administered. All medications must be held in the school office or secured by a teacher. Medications will be administered by the nursing staff or other trained school staff in the event of an emergency. If your child requires a prescription medication, a doctor’s order, including prescription information, must be on file in the office. Your child will report to the office to receive medications. In the event that a school nurse is available, the school nurse will administer non-prescription medications provided you have signed this option on the Student Information Form. If your child requires medication such as Tylenol and the nurse is not available, you will be called and may be asked to come to the school to administer the medication.

Break/Recess/Lunch Time: Students must cooperate to insure that lunchtime rules are followed:

Snacks: In grades Pre-kindergarten through grade six, students may have one (1) snack at recess time. Fruit or cookies are recommended. Soda is not permitted at snack or lunch. Good table manners are expected. Sharing is not permitted without permission from a school official. Students must know and follow the procedures about food allergies in the school.

Lunch and drink should be eaten quietly. Loud talking is not permitted. Students may not leave their seat without permission. Students must give the lunch monitors 100% cooperation. Students must clean up after themselves. Students may be required to assist with keeping the school, schoolyard, and/or lunchroom clean. This requirement is intended to help students learn about and appreciate the importance of community responsibilities. Rules for safe play are to be followed in the recess yard. Wild running and rough play are not allowed. Students may not bring toys to play with before school, during recess or after school without the teacher’s permission. Students must follow the rules of the game as explained by the teacher or lunch monitor. Play fair and include everyone. **WHEN STUDENTS DO NOT FOLLOW THESE RULES, THE SCHOOL MAY TAKE DISCIPLINARY ACTION AS DESCRIBED IN SECTION IX OF THIS HANDBOOK.**

Food Allergies: St. Pius V School is a “Food Allergy Aware School.” Please see Appendix C.

Fire Drill and Other Emergency Procedures: You are asked to review the fire drill and other emergency procedures that are outlined in the student handbook below with your child. Please explain the importance of following such procedures to your child.

DAILY ROUTINES AND PROCEDURES (STUDENT HANDBOOK VERSION)

Communication: You are responsible for bringing home the school calendar and other memos for your parents/guardians. Please remind your parents/guardians to read the school calendar and school memos. You and your parents/guardians are asked to make all arrangements about dismissal or after school plans before coming to school each day. Last minute calls at dismissal time present many problems since this is one of the busiest times of the school day.

No School Announcements: St. Pius V School will follow the school cancellation system for the Lynn Public Schools. You may get this information from an Instant Alert phone message or by calling the school office; visiting the school's website; watching the television; or listening to radio announcements.

Telephone Usage: **If you carry a cell phone you must keep it turned off and in your schoolbag in the coat closet during the school day. When you do not follow this rule, the phone will be taken and held by the administration and your parents will be required to pick up the phone at the school office. The administration may inspect the contents of confiscated items, including cell phones, text messages, photographs, etc.** You are not permitted to use the school telephone without permission. Only a teacher or administrator may give students permission to use a cell phone or other electronic device during school hours.

Medication: All medications, both prescription and non-prescription, shall be administered according to the following medication policy:

- You may not have any medication in your possession, including inhalers, except when the administration, with the counsel of the school nurse, and parent/guardian enter into an agreement which specifies the conditions under which medication may be carried and self-administered.
- All medications must be held in the school office or secured by your teacher. Medications will be administered by the nursing staff or other trained school staff in the event of an emergency.
- If you require a prescription medication, a doctor's order, including prescription information, must be on file in the office. You will report to the office to receive medications.
- If you require non-prescription medication such as Tylenol, your parent/guardian will be called and may be asked to come to the school to administer the medication. In the event that a school nurse is available, the school nurse will administer such medications provided you have signed this option on the Student Information Form.

Food Allergies: St. Pius V School is a "Food Allergy Aware School." Please follow the instructions of your teacher and lunch monitor regarding food allergy awareness procedures.

Fire Drill: Fire Drill instructions are posted in every classroom. If your class' usual exit is blocked, you should immediately exit by the nearest door. You should then report to the designated area outside as instructed. There must be no running, talking, or pushing during a fire drill. Everyone **MUST** evacuate the building! Absolute **QUIET** is the rule for fire drills; you must be able to hear the orders given by teachers and fire personnel.

Other Emergencies: For all other emergencies, you must follow the instructions from your teacher or administrator.

Bicycles: You may not ride a bicycle on school property. No motorized bikes/scooters are allowed. Bicycles should be chained to the rack provided. The school cannot assume responsibility for bicycles.

Miscellaneous Items: Items such as skateboards, roller blades, electronic devices, trading cards, toys or balls must be stored in your schoolbag in the coat closet during the school day. You may take these items out of your bag **ONLY** with your teacher's or an administrator's permission. **When you do not follow this rule, the item(s) will be taken and held by the administration and your parents will be required to pick up the item(s) at the school office.** Ball playing is not allowed in the schoolyard before school or during dismissal. Teacher-approved items must be stored in the classroom during the school day.

V. DRESS CODE

You are asked to review the dress code that is outlined in the student handbook below with your child. Please support your child in his/her effort to follow the dress code carefully. Please explain the significance of the uniform to your child as a symbol of school pride and unity. An explanatory note is required if your child comes to school out of uniform.

DRESS CODE (STUDENT HANDBOOK VERSION)

Students in grades K – 8 are required to wear uniforms to school each day. Gym uniforms will be worn on scheduled gym days.

- Pre-K: Comfortable play clothes or St. Pius V School gym uniform (optional)
- Boys, Gr. K - 5: Navy blue pants, light yellow shirt, navy blue tie, dress shoes
- Boys, Gr. 6 – 8: Navy blue pants, white shirt, navy blue tie, dress shoes
- Girls, Gr. K - 5: Uniform jumper and yellow blouse, cross tie, navy or green knee socks or tights, dress shoes. Girls may wear navy blue uniform pants, uniform blouse, and cross tie year-round.
- Girls, Gr. 6 – 8: Gray skirt, white blouse, St. Pius V sweater or vest, navy or gray knee socks or tights, dress shoes. Girls may wear navy blue uniform pants, uniform blouse, St. Pius V sweater or vest year-round. Gym Uniform: St. Pius V navy blue sweat or wind pants, St. Pius V polo shirt (short or long sleeve), navy blue St. Pius V sweatshirt (optional) and sneakers. St. Pius V navy gym shorts may not be worn after Thanksgiving until the April vacation.

FOOTWEAR: Dress shoes in navy, black, or brown. Shoe laces must coordinate with the shoe color. Sneakers are also acceptable to be worn with the dress school uniform. **Only black, gray, or navy sneakers (with matching soles or white soles) can be worn with the uniform.** Clogs, heels, sandals, or open-toed shoes may not be worn in school. **Boots may be worn from November 20 through March 20.**

No visible piercings, other than in the ear, are permitted. Make-up, hairstyles, and jewelry, determined by the administration to be dangerous or distracting, are not permitted. Students' hair may not cover their eyes.

Extreme hair styles, fads, and unnatural colors are not permitted at school. Students who are not in compliance with the above regulation will not be permitted in class until they are in compliance as determined by the school administration. Students may be asked not to wear strong colognes or other scents because of the allergies of others.

VI. BUS REGULATIONS

Only students deemed eligible by the Lynn Public School Transportation Department may ride the school bus provided by the city of Lynn. You are asked to review the bus regulations that are outlined in the student handbook below with your child. Parents/guardians are held responsible for their child's diligence in understanding and following the bus regulations. Failure to follow these regulations may result in your child's losing the privilege to ride the bus.

BUS REGULATIONS (STUDENT HANDBOOK VERSION)

You may only ride the school bus if you have been approved for bus transportation. You must respect the bus driver and cooperate with all other riders. Remain in your seat until you reach your bus stop. Exit by the regular door, except in the case of an emergency. You may not eat or drink on the bus. Keep all parts of your body inside the bus at all times. Do not damage or mark the bus in any manner. Failure to follow these regulations may result in you losing the privilege to ride the bus.

VII. HOMEWORK, CHEATING AND PLAGIARISM

You are asked to review the homework procedures that are outlined in the student handbook below with your child. The faculty will work with your child to develop life-long study skills. Your consistent support and cooperation is essential to the development of these skills. Your support may include the following: setting a proper time and place for homework completion; monitoring your child's progress with homework assignments; checking for completion of homework assignments; and assisting with the organization of homework materials. Each child's needs in this area can vary according to his/her age and experience. The ultimate goal is for each child to be able to manage and complete homework assignments independently.

You are asked to review the information related to cheating and plagiarism that are outlined in the student handbook below with your child. The faculty will work with your child to develop an understanding about the consequences of cheating and plagiarism. Your support is essential to the development of this understanding. Cheating and plagiarism are unfair to everyone. Students who knowingly engage in or attempt to engage in cheating, plagiarism, falsification, violation of software copyright laws or violation of computer access shall be subject to disciplinary action.

HOMEWORK, CHEATING AND PLAGIARISM (STUDENT HANDBOOK VERSION)

Homework is a required part of your education at St. Pius V School. All assignments should be done neatly and accurately according to the directions of the teacher. All assignments should be handed in on time. It is your responsibility to make sure you understand the assignments. You are responsible to do your best work on all assignments. If you miss a class or are absent, it is your responsibility to fulfill the homework requirements. You can expect your daily homework assignments to follow the time guidelines below:

Time:	Grades 1, 2, 3	15-30 minutes
	Grades 4, 5, 6	45-60 minutes
	Grades 7, 8	1 ½ - 2 hours

Cheating means giving or receiving help on academic work without permission.

Plagiarism means copying the language, structure, or idea of another and saying it is your own work.

Cheating and plagiarism are unfair to everyone in your class. Doing your best means not cheating yourself and not allowing others to cheat. You will not receive credit for any assignment or test in which cheating or plagiarism is involved. Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws or violation of computer access shall be subject to disciplinary action.

VIII. ACADEMIC PROGRESS/REPORT CARDS

You are asked to review the report card information that is outlined in the student handbook below. Your child's report card is a primary communication tool. It is the official record of your child's progress in school. The faculty and administration recognize the importance of confidentiality regarding your child's progress in school. The faculty and administration encourage families to assist in promoting confidentiality. Please contact your child's teacher regarding any questions that you may have about the report card.

The report card reflects your child's daily progress over three months. The following are considered when determining report card grades: grade averages, homework/class work, class participation, effort and conduct. It is critical that you respond to the teacher's ongoing communication with you regarding your child's progress. To assist in this communication, teachers post the grades contributing to the report card online. You will receive a username and password and directions for accessing the online grades at the *Meet the Teacher Night*. Parents are encouraged to review their child's grades periodically.

VIII. ACADEMIC PROGRESS/REPORT CARDS (cont.)

When a student's grades are not satisfactory, teachers will send a progress report indicating areas of need. The progress report should be signed by you and returned to the teacher promptly.

To a child, daily feedback from the teacher on assignments and quizzes is the most immediate and effective way for him/her to gauge his/her own progress. The faculty will work with your child to understand the significance and limitations of a report card. Your support and cooperation are essential to this understanding.

The monthly calendar will indicate when report cards will be distributed. First term report cards are distributed to you at scheduled conferences in December. Second term report cards are distributed to your child in March. Parents of students in grade kindergarten through eight are required to sign and return the March report cards by the assigned due date. Third term report cards are sent home for parents/guardians to keep in June.

ACADEMIC PROGRESS/REPORT CARDS (STUDENT HANDBOOK VERSION)

The best way for you to know about your progress in school is daily feedback from your teacher on assignments, tests and quizzes. Most teachers use a folder that contains your assignments. Your parents are encouraged to look at the grades posted by your teachers online. Teachers will send a progress report to your parents when your marks are not satisfactory.

Your report card reflects your daily progress over three months. The following are considered when determining your report card grades: grade averages, homework/class work, class participation, effort and conduct. Report cards are distributed three times per year. First term report cards are distributed to your parents/guardians at scheduled conferences. Second term report cards are given to you by an administrator and third term report cards are sent home.

IX. BEHAVIOR AND DISCIPLINE

St. Pius V School's mission is reflected in a school climate that is Christ-centered, kind, unified, and inclusive. Your child is reminded daily to "Do Your Best" and "Be Kind to Others." Parents/guardians are the first teachers and models for their child's development of these values. For St. Pius V School to maintain its outstanding reputation, it is essential that parents/guardians, faculty, administration and other school staff work together.

You are asked to review the behavior and discipline information that are outlined in the student handbook below with your child. By signing your "Contract for Educational Services," you agree to know, understand, and support the behavior code, rules of good conduct, the school's Zero Tolerance Policy and the policies related to Alcohol, Drugs, Weapons and Harassment. Furthermore, you agree to remind your child daily about good behavior and discipline. Because of the importance of your role and the implications for your child, the *Consequences for Failure to Meet Standards*, the *Alcohol, Drugs, Weapons, and Harassment* policy and the *Zero Tolerance Policy* are repeated below.

Consequences for Failure to Meet Standards

If the Standards of Behavior are not met your child may be asked to call you and may be suspended from class immediately. Disciplinary actions include recess detention, after school detention, suspension, probation, expulsion, and required intervention plans. These terms are defined in Appendix A. These actions will include your notification. Disciplinary actions will be handled on a case-by-case basis and will be subject to the administration's discretion. The school may take and hold items that are deemed dangerous or disruptive.

In cases where your child's conduct inside or outside of school hurts the school's reputation or hurts the moral good of the students, the administration reserves the right to take disciplinary action in order to protect the school's reputation and student body

Alcohol, Drugs, Weapons and Harassment

NO STUDENT SHALL POSSESS, HANDLE OR TRANSMIT ANY WEAPON, FACSIMILE OF A WEAPON, OR OTHER OBJECT THAT CAN REASONABLY BE CONSIDERED OR USED AS A WEAPON OR DANGEROUS INSTRUMENT. THIS REGULATION WILL NOT APPLY TO ANY STUDENT WHO FINDS A WEAPON OR DANGEROUS INSTRUMENT ON SCHOOL PROPERTY OR RECEIVES IT FROM ANOTHER PERSON ON SCHOOL PROPERTY AND WHO IMMEDIATELY REPORTS IT TO SCHOOL AUTHORITIES.

The use, possession, selling or distribution of liquor, tobacco, or drugs is prohibited. Infractions of this rule will result in disciplinary action.

Your child is required to be kind to others. Teasing, bullying, or harassment of any forms including verbal, nonverbal, written, and physical harassment are not allowed. St. Pius V School follows the Bullying Prevention Policy of the Archdiocese of Boston. This policy can be found in Appendix E.

Zero Tolerance Policy

All students are required to observe the laws of the state and school concerning alcohol, tobacco, drugs, weapons, bullying, hazing or harassment of any kind including threats.

The school reserves the right to notify the police in cases related to alcohol, tobacco, drugs, weapons, bullying, hazing or harassment of any kind including threats. In certain cases the school is required to notify the police. Serious infractions will result in serious disciplinary action, including immediate expulsion.

BEHAVIOR AND DISCIPLINE (STUDENT HANDBOOK VERSION)

Behavior Code: *As a St. Pius V student, you are always expected to "DO YOUR BEST and BE KIND TO OTHERS." You should make every effort to participate fully in the learning experience. It is expected that you will cooperate at all times with the school staff members and with others.*

Rules of Good Conduct: *You must adhere to the following rules of good conduct:*

- *Use polite, respectful and appropriate language and behavior at all times.*
- *Be honest in speech, actions, and class work.*
- *Always respect the privacy of others. Spreading gossip or rumors is wrong.*
- *Respect school property and the property of others.*
- *Follow the school's procedures in this handbook and as explained by your teachers and school staff.*

Break/Recess/Lunch Time: *You must cooperate to insure lunchtime rules are followed:*

- *Snacks: In grades Pre-kindergarten through grade six, you may have one (1) snack at recess time. Fruit or cookies are recommended. Soda is not permitted at snack or lunch.*
- *Good table manners are expected. Sharing is not permitted without permission from a school official.*
- *You must know and follow the procedures about food allergies in the school.*
- *Lunch and drink should be eaten quietly.*
- *Loud talking or leaving your seat is not permitted.*
- *You must give the lunch monitors 100% cooperation.*
- *You must clean up after yourself. You may be required to assist with keeping the school, schoolyard, and/or lunch clean. This requirement is intended to help you learn about and appreciate the importance of community responsibilities.*
- *Rules for safe play are to be followed in the recess yard. Wild running and rough play are not allowed. You may not bring toys to play with before school, during recess or after school without your teacher's permission.*
- *Follow the rules of the game as explained by your teacher or lunch monitor. Play fair and include everyone.*

Standards of Behavior: You must be respectful of administrators, teachers, staff, monitors and your schoolmates. Rules of behavior are to be followed at all times during the school day and at any school-sponsored event.

- You are expected to follow classroom rules as outlined by your teacher at all times.
- Answering any staff member back, calling staff members at their homes, or being disrespectful in any manner is not permitted.
- You are not allowed to leave the school grounds without permission of your teacher or an administrator.
- Fighting, teasing, name-calling, and inappropriate language are unacceptable behaviors.
- Wild running, pushing, shoving, and rough play are not permitted anywhere on school property.
- Chewing gum is not permitted in the school or on the school grounds.
- Smoking is not permitted on school property, or at any school function.

Use of Technology and Social Media

- All students are required to follow the “Acceptable Use Policy for Technology and Social Media.”
- The use (inside or outside of school) of any electronic device or virtual public forum shall not compromise the school’s mission and/or the school’s reputation. Electronic device and/or virtual public forum includes but is not limited to personal websites, email addresses, text messages, blog posts, *Facebook*, *Twitter*, *Flickr* interactions, and chat rooms.

Consequences for Failure to Meet Standards

If the Standards of Behavior are not met you may be asked to call your parents/guardians and may be suspended from class immediately. Disciplinary actions include recess detention, after school detention, suspension, probation, expulsion, and required intervention plans. These actions will include parental/guardian notification. Disciplinary actions will be handled on a case-by-case basis and will be subject to the administration’s discretion. The school may take and hold items that you are not permitted to wear or use.

In cases where your conduct inside or outside of school hurts the school’s reputation or hurts the moral good of the students, the administration reserves the right to take disciplinary action in order to protect the school’s reputation and student body

Alcohol, Drugs, Weapons and Harassment

NO STUDENT SHALL POSSESS, HANDLE OR TRANSMIT ANY WEAPON, FACSIMILE OF A WEAPON, OR OTHER OBJECT THAT CAN REASONABLY BE CONSIDERED OR USED AS A WEAPON OR DANGEROUS INSTRUMENT. THIS REGULATION WILL NOT APPLY TO ANY STUDENT WHO FINDS A WEAPON OR DANGEROUS INSTRUMENT ON SCHOOL PROPERTY OR RECEIVES IT FROM ANOTHER PERSON ON SCHOOL PROPERTY AND WHO IMMEDIATELY REPORTS IT TO SCHOOL AUTHORITIES.

The use, possession, selling or distribution of liquor, tobacco, or drugs is prohibited. Infractions of this rule will result in disciplinary action.

You are required to be kind to others. Teasing, bullying, or harassment of any form including verbal, nonverbal, written, and physical harassment are not allowed. St. Pius V School follows the Bullying Prevention Policy of the Archdiocese of Boston.

Zero Tolerance Policy

All students are required to observe the laws of the state and school concerning alcohol, tobacco, drugs, weapons, bullying, hazing or harassment of any kind including threats.

The school reserves the right to notify the police in cases related to alcohol, tobacco, drugs, weapons, bullying, hazing or harassment of any kind including threats. In certain cases the school is required to notify the police. Serious infractions will result in serious disciplinary action, including immediate expulsion.

X. CARE OF BOOKS AND SCHOOL PROPERTY

St. Pius V School is proud of its safe, clean environment. It takes all members of the community working together to create this environment.

You are asked to review the care of books and school property that is outlined in the student handbook below with your child. Your child will be expected to respect school property and the property of others. This includes learning to handle books/materials, to clean individual and community areas, and to appreciate others’ efforts to maintain school property.

You may be held responsible for any expenses incurred as the result of your child’s misuse of school property. At the time of transfer from the school, your child’s academic records will be withheld until all schoolbooks and materials have been returned in proper condition.

CARE OF BOOKS AND SCHOOL PROPERTY (STUDENT HANDBOOK VERSION)

Library: You are entitled to borrow books from the school library. You are expected to respect the rights of others and use the facilities properly. Books may be borrowed for a period of one (1) week and can be renewed at the discretion of the librarian. You must sign out books you wish to borrow with the librarian. The student who signs out the book is responsible if the book is lost or damaged. You should inform the librarian if a book is lost or damaged. The librarian will make all needed repairs to books. You should not tape ripped pages or make any repairs. You are not allowed to be in the library without permission.

Book Care: All schoolbooks should be covered. Books must be carried in a book bag or backpack. You are responsible for replacing any lost or damaged books.

Desk Care: You are expected to maintain a neat and tidy desk. Writing, marking or carving into desks is not allowed.

Care of School Building and Parish Property: You are expected to respect all school buildings and parish property, and to cooperate and assist with the cleaning and care of the school and parish facilities. You will be required to pay for damages or loss for which you are responsible.

XI. FIELD TRIPS

Field trips are an integral part of the school's regular curriculum. They are planned in order to reinforce, extend, or enrich your child's learning. You are asked to review the field trip information that is outlined in the student handbook below with your child.

Your child's teacher will plan and organize any field trips according to the curriculum. The teacher will send information about the date, cost, and procedures of any field trips. This correspondence will include the mandatory permission slip. Your child will not be allowed to participate if a signed permission slip is not returned. Please return field trip permission slips and money by the due date.

Parents may be asked to assist on field trips by chaperoning. Field trip chaperones are REQUIRED to submit and pass a Criminal Offense Record Investigation (CORI) well in advance of a field trip. If you plan to chaperone any field trip you should request a CORI form at the start of the school year.

FIELD TRIPS (STUDENT HANDBOOK VERSION)

You are required to bring a permission slip signed by your parent/guardian in order to attend a field trip. If you fail to demonstrate acceptable behavior in the regular school setting, you may be excluded from a field trip. All of the Standards of Behavior outlined in this handbook are required during a field trip.

XII. EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are offered to expand and extend the school's regular curriculum. These activities must always reflect the mission of the school. The school recognizes parents/guardians as the first teachers and it is assumed that parents/guardians will appreciate the ways these activities reflect the mission and model for their child this appreciation. Your participation is both necessary and encouraged.

You are asked to review the extra-curricular activities information that is outlined in the student handbook below with your child. Extra-curricular activities are open to all enrolled students who meet the specific eligibility requirements of the activity offered. In all cases, you and your child are required to sign a participation contract for each activity in which your child participates. On all contracts, you and your child agree that "good conduct and a positive attitude during the school day" are required to maintain eligibility. All of the Standards of Behavior outlined in this handbook are required during extra-curricular activities.

Parents who volunteer to participate are REQUIRED to submit and pass a Criminal Offense Record Investigation (CORI) well in advance of program's start. Parents are also required to attend *VIRTUS*, a program designed to insure all children's safety. If you plan to volunteer, you should request a CORI form and information about the next *VIRTUS* training at the start of the school year.

EXTRA-CURRICULAR ACTIVITIES (STUDENT HANDBOOK VERSION)

You are required to "Do Your Best" (conduct and effort) if you wish to participate in extra-curricular activities. It is a privilege to participate in extra-curricular activities sponsored by St. Pius V School. Poor conduct or lack of effort may result in your removal or suspension from the activity. All of the Standards of Behavior outlined in this handbook are required during extra-curricular activities.

Sportsmanship: You are urged to show your school spirit by attending athletic events and cheering for our teams. Good sportsmanship requires that we be good losers as well as winners. Visiting teams should always be made to feel welcome. Any booing or jeering of officials or members of opposing teams (coaches or players) will not be tolerated.

Fan Behavior: You should be accompanied by an adult when attending athletic events. Proper St. Pius V School fan behavior is required. Fans should not bring basketballs to the basketball games. Fans should stay off the court during timeouts, at half-time, and between the games. **ONLY BASKETBALL PLAYERS AND CHEERLEADERS ARE ALLOWED ON THE COURT.** Referees may impose a forfeit for any home team that does not follow these rules.

XIII. ACCEPTABLE USE POLICY FOR TECHNOLOGY AND SOCIAL MEDIA

The St. Pius V School Mission supports the advancement of technology as a learning and communication tool. The use of technology is guided by the acceptable use policy that is outlined in the student handbook. You are asked to review the acceptable use policy that is outlined below with your child.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND SOCIAL MEDIA (STUDENT HANDBOOK VERSION)

1. You should remember that everything you do with technology at St. Pius V School is open to inspection by the teacher.
2. You shall use the technology resources of the school only for education and research.
3. You shall respect the privacy of other people's files.
4. You shall use technology only for honest endeavors.
5. You shall not copy commercial software.
6. You shall use only school-approved materials and websites.
7. You shall use the school's technology accounts only while at school.
8. You shall download only with permission.
9. You shall think about the social consequences of your actions when using technology. Never use technology to hurt other people, or interfere with other people's work.
10. You shall use technology in ways that show consideration and respect, following the rules of etiquette and behavior as outlined in the school handbooks.

Using this powerful educational tool is a privilege, not a right. This privilege can be taken away for breaking the rules.

XIV. PERMISSION TO PHOTOGRAPH STUDENTS

On occasion, your child may be photographed by a school employee or a media professional while participating in school events. Most often these photographs are used by the school to foster community spirit, enhance the classroom environment, or to provide memories of the educational experience in pictures. These photographs may also be used in the school's public relations materials or advertising including newspapers, television, the school's website, and brochures. By signing the "Tuition Payment Agreement," you acknowledge and give permission for this practice.

XV. CONCLUSION

These guidelines, policies, and procedures are intended to provide sound structures for learning and living at St. Pius V School. The guidelines, policies, and procedures outlined in this handbook may be amended at any time as needed in order to ensure adherence to the parish and school mission statements. Parental support is vital if the school is to live out its mission of "developing the whole child according to the gospel of Jesus Christ." When the whole community agrees to live by the procedures outlined in the school's handbooks, everyone benefits. The pastoral staff, administration, faculty, and staff are grateful to you for entrusting your child to our care.

CONCLUSION TO STUDENT HANDBOOK (STUDENT HANDBOOK VERSION)

This handbook contains ideas and facts that can help your learning experience at St. Pius V School. Its guidelines are meant to set a positive educational climate and encourage you to "Do your best and to be kind to others." Your parents have a handbook too. We have asked them to review the contents of each book with you at the beginning of each learning period. Your handbook should always be kept with you in school. Read it carefully and work hard at what it asks you to do. The choices you make always have consequences. It is ultimately up to you to make good choices in order to experience positive consequences.

Appendix A Additional Policies

Admission Criteria

Roman Catholic Archdiocese of Boston Admissions Policy

The goal of our Catholic Schools is to provide students a rigorous academic, spiritual and moral education based on Catholic faith and values. Catholic school principals and faculty teach students to love and worship God, strive for high academic achievement, live the Gospel values, work together, build community and give service to others.

Our schools welcome all qualified students whose parent(s)/guardian(s) accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum. We count on our parents to partner with our principals and faculty in the student's educational experience. We do not discriminate against or exclude any categories of students. Qualified Catholic students may be given priority for admission to Catholic Schools.

1. St. Pius V School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies, scholarship and loan programs, and in the hiring of school personnel. Parents must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.
2. Screening and admission of new students will be done according to the following criteria when there is more than one applicant for the same seat or opening in a grade:
 - a. Siblings of currently enrolled students
 - b. Parishioners of St. Pius V Parish
 - c. Other applicants
 - d. When all criteria are equal, the date of receipt of the application will be used to set the order of screening and potential admission.
3. Admission is based on a complete application and the required records (Baptismal if applicable, birth, health and immunization). The school will conduct an assessment of its ability to provide your child with appropriate educational services, and ascertain that such services can be provided with no unreasonable threat to the health and well-being your child.

Transfer Students to and from Another Catholic School

1. Families who transfer to St. Pius V School from another Catholic school must provide as part of their application, a transfer waiver form, which states that there is no outstanding financial obligation to the sending school or that administrator of the sending school has waived the right to collect outstanding financial balances.
2. Secondary schools in the Archdiocese of Boston are required to follow the above policy when a graduate of St. Pius V School transfers to a Catholic high school. St. Pius V School will contact the receiving Catholic school of graduates or transfer students when there is an outstanding financial obligation to St. Pius V School.

Access to Records

1. **Student Records** – Parents and legal guardians have the right to inspect any and all material that is part of a child's permanent record. Barring court orders to the contrary, either parent, whether or not he/she has custody of the child, has access to the records including grades. Parents and legal guardians must make a written request should they wish to examine the child's permanent record. At the time of inspection a school administrator or qualified delegate will be present.
2. **Financial Records** – The financial records pertaining to a student are the private business of the person who signed the Tuition Payment Agreement. These records will not be included as "records" that are subject to view by opposing parties in a divorce agreement.

Use of St. Pius V School Name and Logo

No student or student's parent or guardian, without the express prior written authorization of the school's principal, may utilize the school's name or identifying logo for any inappropriate purpose including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds or collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation, or other accommodations
- To post on any website for any purpose

Both disciplinary and legal action may be taken by the school against any person who uses the school's name or logo without written authorization.

Definitions

Recess detention is the loss of privilege to play and associate with schoolmates during recess.

After school detention is a requirement that a student remain in school for a period of time after the school dismisses.

Suspension is the removal of a student from the classroom environment and the loss of all privileges.

Probation is an official warning to a student's parent or guardian that the student must improve behaviorally or academically by a certain period of time which if not satisfied will result in expulsion. Probation will include a plan of action for the student on probation and may include a requirement that a family provide proof that counseling intervention is being provided to the student.

Expulsion is the permanent loss of enrollment at the school.

Appendix B
St. Pius V School Food Allergy Awareness Policy

St. Pius V School is a “Food Allergy Aware School.” All staff members assist with promoting an awareness of food allergies in all community members. Students with food allergies should be identified by parents/guardians on the Emergency Information Form at the beginning of each school year. The administration will apprise the nursing staff, faculty, and lunch monitors of this information. All staff members will be trained and will follow specific procedures regarding food allergies, including the proper use of an epi-pen. These procedures specify the following:

- Food Allergen-Free tables are designated and labeled in the lunch hall. Those students with food allergies must sit at these tables. These tables are marked underneath “food allergen-free” so that when tables are moved they will be put back in the same place. Food allergen-free tables will be verified and scrubbed every day prior to lunch.
- On days when lunch/snack is in the classroom or outdoors, students consuming foods with food allergens will be required to sit in a designated location and to wash their hands when finished eating. This location is cleaned thoroughly at the end of the lunch/snack period.
- Parents/guardians of students with food allergies should send a sufficient supply of epi-pens (when prescribed) to be stored in the school office, classroom, and lunch hall. A copy of the prescription must be provided and will be kept on file in the school office. All epi-pens will be secured properly. All personnel will be aware of where the epi-pens are kept. All personnel will be trained in proper usage of the epi-pen.

In addition to the response procedures outlined above, the administration asks all parents/guardians to be aware of and sensitive to the issue of food allergies in a school community. To that end, the administration will:

- provide a list of allergen-free foods and snacks at the beginning of each school year,
- promote increased food allergy awareness through on-going education and communication,
- review and revise food allergen procedures as needed.

APPENDIX C
ST. PIUS V SCHOOL
E-MAIL POLICY

Teachers/administrators are required to use e-mail as a line of communication and additional resource for enhancing parent-teacher/administrator relations.

Confidential information and / or sensitive information regarding any student shall not be sent via e-mail. E-mail shall not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent, or other individual.

Professional staff will check their e-mail (minimally) once daily on school days when school is in session. E-mail will be checked during an assigned prep time, before, or after school. This routine checking time will be determined by the teacher. Teachers are encouraged to inform parents of the routine daily checking time so that parents can determine whether or not another form of communication will be more timely.

Teachers are advised that e-mail is not considered private and that St. Pius V School does not guarantee privacy for electronic mail.

Teachers should exercise caution in sending and opening attachments in order to prevent the potential spread of computer viruses.

Teachers are NOT expected to provide individual homework assignments via e-mail.

Appropriate Uses of E-mail

1. To request or set up conferences or appointments.
2. To provide a mutually agreeable periodic report, the parameters of which have been previously outlined in writing and determined in a face-to-face meeting.
3. To alert parents about missing work that is impacting a child's grade.
4. To provide reminders to all parents regarding upcoming due dates and events.
5. Appropriate e-mail must always have "RE: (student's name)" in the subject line.

Teachers are **not required** to reply to any e-mail that does not conform to the guidelines stated in this policy. Teachers should alert an administrator should they receive any e-mail that is not in keeping with this policy.

Parents are invited to use e-mail as a line of communication and additional resource for enhancing parent-teacher/administrator relations.

Confidential information and/or sensitive information regarding any student shall not be sent via e-mail. E-mail shall not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent, or other individual.

In general, parents may anticipate a response from the respective teacher or an administrator within 48 hours via e-mail, telephone, handwritten note, or other appropriate form of communication at the discretion of the staff member.

Professional staff will not be required to check e-mails on non-school days, including weekends and school vacations.

Parents should not expect to use e-mail as a means of retrieving homework assignments, grades, class schedules, or information that is available through other communication methods.

Parents are advised that e-mail is not considered private and that St. Pius V School does not guarantee privacy for electronic mail.

Parents should exercise caution in sending and opening attachments in order to prevent the potential spread of computer viruses.

Appropriate Uses of E-mail

1. To request or confirm a phone call or conference.
2. To review a previously agreed upon special report of progress.
3. To provide information that has been requested by the teacher or administrator.
4. Appropriate e-mail must always have "RE: (student's name)" in the subject line.

Prohibited Uses of E-mail

- discussing a child's behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting).
- discussing issues regarding other students, critical issues that require an in-person meeting or a timely response.
- explanation of homework, discussion of low test/quiz grades.
- sending or forwarding emails contained libelous, defamatory, offensive, racist, or obscene remarks or graphics.
- sending emails not related to school activities, including advertisements, unwanted spam, or messages such as "Joke a Day" or greeting cards.

Parents should alert an administrator should they receive any e-mail that is not in keeping with this policy.

PURPOSE AND GOALS

St. Pius V School recognizes that good nutrition and physical activity are essential for students to maximize their full academic, physical and mental potentials, and achieve lifelong health and well-being. A progressive and sequential approach to nutrition and physical activity promotes healthy weight maintenance and reduces the risk of many chronic diseases including hypertension, heart disease, Type 2 diabetes and asthma.

St. Pius V School has a responsibility to provide a school environment that helps students learn and maintain lifelong healthy eating and lifestyle habits. Many factors play a role in achieving a healthy school environment including the availability of healthy foods and beverages at school and positive modeling by adults, as well as opportunities to learn about healthy lifestyles through physical activity and nutrition education.

1.0 Nutrition Guidelines

1.1. School Meals Program

The school meals program will operate in accordance with the National School Lunch Program standards and applicable laws and regulations of Massachusetts. (Code of Federal Regulations 7 Parts 210-299) The school will offer varied and nutritious food choices that are consistent with the federal government's current Dietary Guidelines for Americans. Students will be encouraged to start each day with a healthy breakfast. Parents and caregivers will be given educational resources and will be encouraged to support a healthy school environment by providing a variety of nutritious foods if meals or snacks are sent from the home. Only the John Stalker Institute "A-List" of food items by manufacturer and product will be "acceptable" food items for student's consumption.

1.2 Eating as a Positive Experience

The school will work towards providing adequate time to eat, at least 10 minutes for breakfast and 15 minutes for lunch from the time the student is seated. Whenever possible, lunch will be scheduled near the middle of the school day.

1.3 Food Safety

In accordance with Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), the school will purchase meals from an outside vendor who uses a food safety program for the preparation and service of school meals based upon the Hazard Analysis and Critical Control Point (HACCP) principles. All food service equipment and facilities will meet applicable local and state standards for safe food preparation and handling, sanitation, and workplace safety. Access to hand washing or hand sanitizing will be available before meals. Cafeteria and classroom modifications will be made for students with food allergies according to the St. Pius V School Food Allergy Awareness Policy.

2.0 Nutrition Education

2.1 Student Nutrition Education

Students will have the opportunity to participate in a variety of classroom nutrition education learning experiences.

2.2 Staff Nutrition Education

Staff will be encouraged to be positive role models and be committed to help improve school nutrition. The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program. Preparation and professional development activities will provide basic knowledge of nutrition, skill practice in program-specific activities and instructional techniques, and strategies designed to promote healthy eating habits.

2.3 Parent Nutrition Education

The nutrition education program will engage families as partners in their children's education. Nutrition education may be provided to parents in the form of handouts, website postings, school newsletters, and nutrition presentations.

3.0 Physical Activity/Education

3.1 Physical Education

Physical Education shall be taught as a required subject in grades K-8. for the purpose of promoting the physical well-being of students. Physical education classes should be taught in such a way that students learn, practice and

APPENDIX E

ARCHDIOCESE OF BOSTON **BULLYING PREVENTION POLICY**

Introduction.

The Archdiocese of Boston (“Archdiocese”) and the Catholic Schools Office (“CSO”) believe that each Catholic school in the Archdiocese of Boston must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other like disruptive or violent behaviors constitute conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and embracing environment. Pastors, principals, faculty, Staff and volunteers are expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, Seán Cardinal O’Malley, O.F.M., Cap., Archbishop of Boston, (the “Archbishop”) hereby promulgates this Bullying Prevention Policy (the “Policy”) which shall be applicable to all Catholic Parish Schools and all other Catholic schools over which the Archbishop has authority to appoint trustees, directors, governors or officers (each herein sometimes referred to as a “school”).

Definitions.

For purposes of this Policy, the following definitions shall apply:

“Aggressor”, means a student who engages in Bullying or Retaliation.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target’s property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this Policy, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying.

“Cyber-Bullying” means 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:

- wire
- radio
- electromagnetics
- 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 knowingly impersonates another person as 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 enumerated in the definition of Bullying.

“Hostile Environment” means 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 the student’s education.

“Plan”, a Bullying prevention and intervention plan established by a school.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target”, a student against whom Bullying or Retaliation has been perpetrated.

Prohibition Against Bullying and Retaliation.

Bullying is prohibited:

- On School Grounds owned, leased or used by a school;
- On property immediately adjacent to School Grounds;
- At any 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 any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited 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 act or acts in question:

- create a Hostile Environment at school for the Target;
- infringe on the rights of the Target at school; or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan.

On or before December 31, 2010, the Principal (or the individual who holds a comparable position) (herein, the "Principal") of each school in the Archdiocese that is subject to this Policy shall be responsible for overseeing the development of a prevention and intervention plan (a "Plan"), in consultation with all stakeholders, which may include teachers, Staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this Policy, as well as Massachusetts and federal laws. In particular, reference is made to Massachusetts General Laws, Chapter 71, Section 37O. The consultation shall include, but not be limited to, notice and a comment period for all families that have a child attending the school.

The Plan *shall* include, but not be limited to:

- descriptions of and statements prohibiting Bullying and Retaliation;
- clear procedures for students, Staff, parents, guardians and others to report Bullying or Retaliation;
- a provision that reports of Bullying or Retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;
- clear procedures for promptly responding to and investigating reports of Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- clear procedures for restoring a sense of safety for a Target and assessing that Target's needs for protection;
- strategies for protecting from Bullying or Retaliation a person who reports Bullying, provides information during an investigation of Bullying or witnesses or has reliable information about an act of Bullying;
- procedures consistent with state and federal law for promptly notifying the parents or guardians of a Target and an Aggressor; provided, further, that the parents or guardians of a Target shall also be notified of the action taken to prevent any further acts of Bullying or Retaliation; and provided, further, that the procedures shall provide for immediate notification by the Principal or designee to the local law enforcement agency when criminal charges may be pursued against the Aggressor;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation shall be subject to disciplinary action; and
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of said students.

The Plan shall afford all students the same protection regardless of their status under the law. A school may establish separate discrimination or harassment policies that include categories of students. Nothing in the Plan shall prevent a school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

Although not required by applicable Massachusetts law, the Plan may include a provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, Staff, custodians, athletic coaches, advisors to extracurricular activities and volunteers to prevent, identify and respond to Bullying. The content of such professional development may include, but not be limited to:

- developmentally appropriate strategies to prevent Bullying incidents;
- developmentally appropriate strategies for immediate, effective interventions to stop Bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an Aggressor, Target and witnesses to the Bullying;
- research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the school environment;
- information on the incidence and nature of Cyber-Bullying; and
- internet safety issues as they relate to Cyber-Bullying.

The Plan shall include provisions for informing parents and guardians about the Bullying prevention curriculum of the school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school or school plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber-Bullying.

The Plan shall be reviewed and updated at least every two years.

The Principal is responsible for the implementation and oversight of the Bullying prevention and implementation plan within his or her school.

Retaliation.

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.

Training.

Annual training on the Plan shall be provided for Staff and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice.

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of this Policy and the Plan. Relevant sections of the Plan relating to the duties of Staff shall be included in the school employee handbook.

Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

The Plan shall be posted on the school's website.

Reporting.

A member of a Staff shall immediately report any instance of Bullying or Retaliation the Staff member has witnessed or become aware of to the school Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

Investigation.

Upon receipt of such a report, the Principal or his or her designee shall promptly conduct an investigation.

Minimum Required Actions.

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if the Principal or his or her designee believes that criminal charges may be pursued against an Aggressor;
- take appropriate disciplinary action;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target and, to the extent consistent with Massachusetts and federal law, notify them of the action taken to prevent any further acts of Bullying or Retaliation.

If the reported incident of Bullying or Retaliation involves students from more than one school district, Catholic school, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Principal or his or her designee first informed of the incident shall, subject to Massachusetts and federal law, promptly notify the appropriate administrator of the other school district or school(s) of the incident so that each school district and school may take appropriate action.

If an incident of Bullying or Retaliation occurs on School Grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or his or her designee informed of such incident shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.

Target Assistance.

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both alleged Targets and Aggressors, affected by Bullying or Retaliation, as necessary.

Available Consultation.

If any Staff member has questions concerning this Policy, he or she is encouraged to contact the Catholic Schools Office or the Office of the General Counsel of the Archdiocese.

APPENDIX F

ST. PIUS V SCHOOL BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

Please fill out this report. Upon receipt of this report an investigation of the incident(s) will be made by an administrator.

1. Name of Reporter/Person Filing the Report:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the Target)

3. Check whether you are a: Student Staff member (specify role)

Parent/Guardian Administrator Other (specify)

Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____ -

Name: _____ Student Staff Other _____ -

Name: _____ Student Staff Other _____ -

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.

9. Signature of Person Filing this Report: _____ **Date:** _____
(Note: Reports may be filed anonymously.)

10: Form Given to: _____ **Position:** _____ **Date:** _____

Signature: _____ **Date Received:** _____

II. INVESTIGATION (Incident report filed by _____ Date Incident report filed _____)

1. Investigator(s): _____ Position(s): _____

2. Interviews:

- Interviewed Aggressor Name: _____ Date: _____
- Interviewed Target Name: _____ Date: _____
- Interviewed Witnesses Name: _____ Date: _____
Name: _____ Date: _____

3. Any prior documented incidents by the Aggressor? Yes No

If yes, have incidents involved Target or Target group previously? Yes No

Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional sheets of paper and attach to this document as needed)

1. Finding of bullying or retaliation:

YES NO

- Bullying Incident documented as _____
- Retaliation Discipline referral only _____

2. Contacts:

- Target's parent/guardian Date: _____ Aggressor's parent/guardian Date: _____
- Catholic Schools Office Date: _____ Law Enforcement Date: _____

3. Action Taken:

- Loss of Privileges Detention Referral Suspension
- Community Service Education Other _____

4. Describe Safety Planning: _____

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____

(If principal was not the investigator)

Signature and Title: _____ Date: _____