

# *Saint Mary School*



**PARENT/STUDENT HANDBOOK**

**2020-2021**

**Including Covid-19 Addendum**



**PARENT/STUDENT HANDBOOK**  
**2020-2021**

**MISSION STATEMENT**

*Saint Mary School is a Christ—centered educational community dedicated to fostering Catholic faith and Gospel values, while striving for academic excellence within a nurturing family atmosphere.*

Father Corey Piccinino, Pastor  
Mr. Scott Smith, Principal  
Mrs. Carolyn Schlichtig, Administrative Assistant  
Phone: (203) 744-2922  
Website: [www.stmarybethelct.org](http://www.stmarybethelct.org)  
Facebook: St. Mary School, Bethel



# *Saint Mary School*

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24 DODGINGTOWN ROAD · BETHEL, CONNECTICUT 06801  
203-744-2922 · STMARYBETHELCT.ORG

Dear Families,

We are pleased to present the 2020-2021 Parent/Student Handbook to our St. Mary School community. Please be sure to read the policies and guidelines carefully. This year the handbook contains an addendum relative to policies and procedures that are in place due to the current COVID-19 pandemic. During the 2020-2021 school year this addendum to the Parent-Student Handbook will supersede the normal handbook for the sections in this addendum. All other policies in the normal handbook that are unrelated to the COVID-19 pandemic remain in place.

A mandatory signature page is included in this handbook, and must be signed and returned to school no later than Friday, September 11, 2020.

If you have any questions or concerns, please do not hesitate to reach out and contact us in the Main Office at [office@stmarybethelct.org](mailto:office@stmarybethelct.org).

May God Bless us all this coming school year.

In Christ's Love,

Scott Smith  
Principal

## **SCHOOL PHILOSOPHY**

The purpose of St. Mary School is to develop students' knowledge of God and self, educate their minds, enhance students' capabilities and skills, and teach them to respond to spiritual and social obligations.

The tradition and foundation of St. Mary School is Catholic Christian education based on Gospel values. The school fosters respect for God-given freedoms and dignity, global awareness, and acceptance of cultural differences.

St. Mary School exists to meet the Christian and academic needs of each child and challenges each student to think critically, evaluate, justify, and draw conclusions intelligently. St. Mary School provides a nurturing environment which develops each child's potential and enhances an appreciation of faith, family, and community.

Common goals form a partnership between parents and faculty which is a key element in the development of the whole child. At St. Mary School, our responsibility is to mold effective citizens of the world. A strong commitment to peace and social justice, as well as a genuine concern for others, is shared and encouraged in our faith community.

St. Mary School does not discriminate on the basis of religion, race, sex, national origin, age, or handicapping conditions.

**Religious, Administration, Faculty & Staff of St. Mary School 2020-2021**

Pastor:	Father Corey Piccinino
Parochial Vicar:	Father Harry Prieto
Principal:	Mr. Scott Smith
Administrative Assistant:	Mrs. Carolyn Schlichtig
Director of Enrollment:	Mrs. Linda Garvey
PK Teacher	Mrs. Bernadette Kane
PK Teacher:	Mrs. Mary Riehl
Kindergarten/1st Team:	
Kindergarten	Miss Nicole Rabito
1st	Mrs. Rose Schlemmer
Second Grade:	Mrs. Melissa Zilliox
Third Grade:	Mrs. Liz Mafale
Fourth Grade:	Miss Erin Spedalieri
Fifth Grade HR:	Mr. Paul Partelow
Sixth Grade HR:	Mrs. Ruth Kraus
Seventh Grade HR:	Miss Bridget Frouge
Eighth Grade HR:	Miss Johanna Reech
Music (PK-3):	Mrs. Barbara Chamberlain
Music Production (Gr.4-8):	Mr. Bob Sirois
Physical Education:	Mrs. Shaela Costello
PK Aide:	Mrs. Jaenine Lostumbo
PK Aide:	Mrs. Barbara Zganiacz
Nurse:	Mrs. Michelle Mitchell
Bookkeeper	Mr. Larry Rice

Faculty/staff email address: 1stinitiallastname@stmarybethelct.org

### **SPECIAL SERVICES**

Public Act 481 (State of Connecticut) affords our pupils the services of the following personnel on a limited basis: Language, Speech and Hearing Clinician, School Nurse, Learning Disabilities. Schedules for the above are determined by the individuals involved and the principal.

### **SCHOOL HOURS**

**Full day session for Grades K-8:** 7:40 A.M. to 2:00 P.M.

*No student should be dropped off before 7:10 A.M.*

**Pre-Kindergarten** 9:00 A.M. to 12:00 P.M. or

9:00 A.M. to 2:00 P.M.

**After-School Club PK-8**

2:00 P.M. - 6:00 P.M.

### **INCLEMENT WEATHER POLICY**

St. Mary School will *delay/dismiss early/close* whenever the Bethel Public Schools *delay/dismiss early/close* due to inclement weather (or other reason). Listen to WLAD (800) Danbury, WINE (940) Brookfield, WICC (600) and WNAB (14.50) Bridgeport for no School, Early Dismissal, or Delayed Opening announcements.

Notifications will also be sent via emergency notification system by text to the phone number that families have designated at the beginning of the year. Notifications will also be posted to the school Facebook page <https://www.facebook.com/StMaryBethel>, as well as by email. Please make sure to notify the office of any changes in phone numbers or email addresses.

**In the event of an unscheduled early dismissal, there will be no After School Care (Club) services available, therefore all students will need to be picked up or transported home on their bus route.**

## **TRANSPORTATION**

Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Bus drivers are the authority on the bus and at bus stops. Students are required to wear seat belts according to state law. Pupils attending St. Mary School, who reside in the Town of Bethel, are eligible for transportation to and from school under Public Act 653 (State of Connecticut). **Non-Bethel residents may not ride to or from school when going to the home of a Bethel resident.**

All students are expected to follow certain rules and regulations regarding safety and bus behavior specifically:

1. Remain in given seats until the bus stops.
2. Eating or throwing objects on the bus or out of windows is not allowed.
3. Loud or abusive language will not be tolerated.
4. If there is a problem with bus conduct, disciplinary action will be taken which could result in suspension from riding the bus.

**5. If your child is taking a different bus home for any reason, a note MUST be sent into the school office so that the proper dismissal notifications can occur.**

## **ABSENCE-TARDY**

If your child will be absent **please call the school** to verify his/her absenteeism before 8am. **DO NOT email the office or teacher.** Prolonged absences due to illness will be handled through the school nurse and principal.

**A written explanation from parents or guardians for a student's absence is mandatory upon return** and will be kept on file in the school office for at least one year. In the case of an absence of three days or more, a doctor's note will be required. Daily attendance records should be kept indefinitely.

Anyone entering the school after the 7:40am bell is tardy.

**Excessive tardiness may be reported to the State Department of Family and Children Services. Students may not participate in any school-sponsored event if they are not in school on the day of the event without the express permission from the Principal.**

Student attendance in Catholic schools of the Diocese of Bridgeport shall be in accordance with the General Statutes of the State of Connecticut. Students who have

## Attendance - Continued

four unexcused absences in one month, or ten unexcused absences in a school year, are considered to be truant.

Students 'shadowing' or spending the day at another school will be marked with an excused absence, provided the following has occurred:

1. Prior notification to the Principal from the parent.
2. No more than three school visits to be considered as excused absences during a school year.
3. Multiple visits to a single school within one school year will be counted as unexcused absences.

These excused absences will not affect a student's eligibility for perfect attendance recognition.

**Family vacations should not take place when school is in session. Should such a vacation occur during school time, such vacation will be deemed as an unexcused absence. It is expected that all missed assignments for any reason will be made up in a period of time determined by the teacher and approved by the Principal. Teachers will not provide work before a vacation.**

While regular school attendance is most important and is always strongly encouraged, we ask all parents to make sure that students are in good health before sending them to school. A child who is not well is unable to work productively, and his/her illness jeopardizes the health of fellow students and faculty.

A student's well-being is far more important than a perfect attendance record. Parents may arrange to have work picked up in the office between 2:00 and 3:00 P.M. Please be advised that if you are requesting work be sent home with another child, it may not be possible to send home all necessary books due to the weight of the books.

***If parents/guardians are out of town for a period of time, the school should be notified with the contact information of the temporary caregiver.***

## **DISMISSAL - SEE COVID-19 ADDENDUM FOR 2020-2021 DISMISSAL PLAN**

School is dismissed at 2pm and students should be picked up at 2pm if they do not ride a bus. At dismissal time, all children in K-8 are brought to the Gym. There, they will split into **Bus, Pick-Up, Club** and **Afterschool Activities** sections. Bus students are dismissed first. Then, families are allowed into the gym for pick-up. Finally, at 2:20, students going to Club proceed to that section of the building. Please note: if a child is not picked-up by 2:20, they are brought to Club. Families will be charged accordingly.



Cars are not permitted in the bus lanes (front of school). The parking lot on the side of the gym should be utilized to park for pick up.

A student should not be released from the school during the school day or from After Care (Club) without the written request and consent of the parent/guardian. Students should be released only to a custodial parent/guardian; a non-custodial parent/guardian only after the school makes a determination that such non-custodial parent/guardian is authorized to take the child; or to a person designated and authorized by the custodial parent/guardian. The individual to whom the student is being released is required to come into the school, show identification, and sign the student out.

Parents/guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must be made. Every diocesan school is expected to have an emergency information form on file for each student.

Under no circumstances should the student be sent home from school or a school-related function without the knowledge and permission of his/her parent/guardian. Under no circumstances are students to be sent home alone.

## **HEALTH**

All students attending schools in the Diocese of Bridgeport will be expected to comply with the existing policies of the local Board of Health as they pertain to required physical examinations and immunizations. All forms provided by the local Board of Health will be used. Parents who choose to have their child exempted from immunizations must present a religious exemption form to the Principal.

Physical examinations are required for all students entering preschool, kindergarten, grade six, and students entering school if requested by the nurse. Yearly sports physicals are also required to participate in our athletic program. All immunizations must be up to date according to the CT mandated standards.

Emergency telephone numbers are required for all pupils and must be updated as changes occur.

If, in the judgment of the school nurse or administrator, a child should be sent home, the parent(s) will be notified. If the parent is not available, the emergency number will be used.

Please keep the school updated on any changes in your child's physical/mental health. All medical information shared with the school is kept confidential and is only shared with those who need to know.

### **ILLNESS AND INJURY**

All communicable diseases including the following must be reported to the school office along with the name of the diagnosing doctor: strep, mononucleosis, conjunctivitis, chicken pox, impetigo, measles, German measles, rheumatic fever, pneumonia, scarlet fever, whooping cough, mumps, fifth's disease, meningitis. Please also notify the nurse if your child is experiencing flu-like symptoms, including, but not limited to, any COVID type symptoms.

**After your child has been sick, *with any illness other than COVID-19*, they may not return to school until they have gone 24 hours without symptoms or medication to control fever, vomiting or diarrhea.**

### **ACCIDENTS**

All accidents on school premises shall be reported to the Principal immediately. The Principal shall complete an accident form. The Diocese shall be informed by the Principal of any accidents. It is the responsibility of the Principal to immediately inform the Diocese of any accidents that occur on school premises or off-premise relating to students or faculty.

### **MEDICATION**

Administration of medication by school personnel should be in compliance with the city/town in which the school resides. Proper medical authorization forms must be used.

Students requiring prescription **and/or over-the-counter medications (oral/topical/other)** in school must present a physician's authorization and written parent/guardian permission. Such medication must be in its original pharmacy container and shall be kept in a locked file in the nurse's office. **All medications must be brought to school and returned home by a parent or guardian. Students may NOT carry medications to and from school.**

In some circumstances, a student may be allowed to self-administer medication with a physician's written authorization.

## **FOOD ALLERGIES**

In keeping with the Diocesan policy regarding life threatening food allergies, parents are required to notify the school in writing if their child has an allergy. We make every effort to work with families to keep children safe regarding allergies, but please know that we cannot be 100% nut and peanut free in our school.

## **BIRTHDAYS**

**No edibles are to be sent in or dropped off for birthday celebrations.** If you care to send in stickers, pencils, or something similar, that is fine; just no food.

**If party invitations are handed out at school, they must be delivered to ALL the girls in the class, or ALL the boys in the class, or to the ENTIRE class. No student is to be left out.**

## **TOBACCO**

Smoking and chewing tobacco are prohibited by law in the school building and on school buses. Disciplinary actions will be in accordance with regulations provided by the administration.

## **SUBSTANCE ABUSE**

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. A "prohibited substance" is defined as:

1. Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
  2. Alcohol or any alcoholic beverage;
  3. Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation;
  4. Any other intoxicant or mood-changing, mind-altering, or behavior altering drug; and
  5. Any prescription drugs used in amounts or purposes not contemplated by the prescription.
6. The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy.

7. Students who violate this policy shall be subject to disciplinary action, including expulsion and if necessary, notification to the proper law enforcement agencies.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

An interview with the parent/guardian of the student is required before a decision is made regarding the student’s readmission to school.

The school reserves the right to require professional counseling as a condition of maintaining a student’s enrollment.

**STUDENT PREGNANCY**

The Principal of the school, in conjunction with the Superintendent and his/her designee(s), will make every effort to provide pastoral support that will enable the student to complete the school year.

**GRADING**

**Pre-K:** Assessments are done throughout the year.

The Grading System for the elementary schools of the Diocese of Bridgeport shall be as follows:

**MARKING CODES:**

**KINDERGARTEN**

M	Meeting Success
P	Progress Shown
I	Improvement Needed
N	Not Yet Expected

**GRADES 1-8 (All Subjects)**

A	94-100
A-	90-93
B+	87-89

B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	66-69
F	65 and below

**The following grade codes are used in Grades 1-3 for the following subjects only:  
Art, Music, Computer Skills, Physical Education**

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

**Study Skills, Conduct, Effort and Social Development in Grades 1-5 and Conduct and Effort in grades 6-8 use the following codes:**

1	Excellent
2	Good
3	Improvement Needed
4	Unsatisfactory

### **SEMESTER EXAMINATIONS**

Semester examinations will be administered to students in grades 6, 7, and 8. First semester exams are averaged in with the first and second marking period grades to determine the first semester grade. Second semester exam grades are averaged in with third and fourth marking to determine the second semester grades. The semester exams will be weighed according to the following schedule:

The purpose of these examinations is four-fold:

1. To improve study skills;
2. To cultivate organizational skills;
3. To develop the skill of retaining information; and
4. To prepare students for high school.

## **REPORT OF PUPIL PROGRESS**

Report cards are issued four (4) times during the school year. Graded papers are sent home at regular intervals. Developmental evaluations may be used for Pre-K at the discretion of the Principal.

Parent-teacher conferences are held in November for all students. If a teacher or parent would like an additional conference(s), arrangements should be made between and parent and teacher to meet on a mutually agreeable date and time.

## **HONOR ROLL - 8th Grade**

**All major\* subjects are included in calculating Honor status.**

**High Honors:** No grade lower than an A- *including nothing lower than a 2 in conduct and effort.*

**Honors:** No grade lower than a B- *including nothing lower than a 2 in conduct and effort.*

## **ASSESSMENT PROGRAMS**

The official testing program for the Diocese of Bridgeport consists of:

- IOWA/CoGAT testing in grades 1 – 7
- *Assessment of Catechesis Religious Education*, also known as ACRE (NCEA), for Grades 5 and 8.
- Developmental Reading Assessment (DRA) is administered to the students in Kindergarten
- STAR Reading and Math assessments in the fall and spring, grades 3-8

## **PROMOTION/RETENTION**

If the final grade is an “F” in a major subject summer school is strongly recommended. If the final grade is “F” in two or more major subjects, retention is strongly recommended.

PROMOTED means that the pupil has completed the grade’s work and has attained a minimum of a “D” average in all major subject areas. Major subjects: Religion, Social Studies, Math, Science, Language Arts.

ADVANCED means that the pupil has failed to meet the minimum level of achievement of grade level. After consideration of all factors (social, emotional, physical, academic,

age) and in consultation with the Student Study Team, a decision will be reached and parents will be notified.

RETAINED means that the pupil has failed on the final average, two or more major\* subjects.

\*Major subjects: Religion, Social Studies, Math, Science, Language Arts/English, Reading/Literature.

If consideration is being given for a pupil to either be advanced or retained, the parents shall be notified in writing no later than the end of the third marking period. Prior to this time, teachers should have been in frequent contact with parents and administrators to discuss the difficulties the student might be experiencing.

In all cases concerning advancement or retention, teamwork between school and home is essential. A positive attitude should be maintained.

Written notification of the determination to advance or retain a pupil shall be sent to the parents by the administrator no later than May 1 of the school year.

### **PARENT-TEACHER CONFERENCES**

Conferences are held in the fall. Additional conferences can be requested at any time convenient for both parent and teacher during the school year.

### **SCHOOL WEBSITE**

St. Mary School maintains a school website, which provides helpful reminders and useful information for existing parents as well as helpful information for prospective parents. The website can be found at <http://www.stmarybethelct.org>

### **PORTAL**

Parents may access their student(s) progress on PlusPortals. All parents are assigned a log-in through the school.

## **HOMEWORK**

Homework is assigned each evening. The homework will be assigned depending on the age and ability of the children. Failure to complete homework will affect the overall grade.

Approximate time schedule:

Kindergarten	10-15 minutes
Grade 1	20 minutes
Grades 2&3	30-40 minutes
Grades 4&5	45-60 minutes
Grades 6	60-75 minutes
Grades 7&8	90-120 minutes

**Students in grades 3 and above are REQUIRED to record homework assignments daily.**

It is expected that long term assignments and make up work will be done on weekends. Children needing additional reinforcement in their work should also use weekends to strengthen their skills.

## **TEXTBOOK-MATERIALS**

Students are responsible for all their books. Books must be covered at ALL times, with the name and subject on them.

Book-covers are to be kept neat and clean. No writing in books is allowed other than what is assigned by the teacher. Lost or damaged books must be paid for. Parents should check student's book bag for daily notices sent home.

## **RELIGIOUS EDUCATION**

In keeping with the purpose of a Catholic school, all students, whether Catholic or non-Catholic, are required to participate in the religious education program of the school. The religion program shall present the central doctrines of the Catholic faith in keeping with the norms set by the *Catechism of the Catholic Church* and the *National Directory for Catechesis*.

We begin each day with prayer as a school community. Religion classes are conducted daily.

Mass is celebrated at least once a month with seasonal themes. Students in grades K – 8 attend the 9:00 First Friday Mass each month. The Sacrament of Reconciliation is offered to the children several times throughout the year. The closing of each day ends in prayer. **SEE COVID-19 ADDENDUM**



## **COMMUNITY SERVICE**

Community service is an important part of the program at St. Mary School. Each class is required to participate in a community outreach project during the school year.

## **SAFETY**

All school entrances are to be locked at all times. Only specified school personnel may admit visitors. All visitors must report and register at the school office. No visitor is exempt from this policy.

**Parents: Please Sign IN and Sign OUT each time you are at the school. This is mandatory.**

Under the supervision of school personnel, only Preschool students are allowed to enter and exit the Preschool doors during drop-off and pick-up times. Siblings of Preschool students being dropped off should enter through the main (front) doors of the school. Students and parents may only enter and leave the building by the front doors. Gym doors that exit to the outside parking lot are to be used **ONLY** in the case of an emergency. Fire-drills and lockdowns are practiced throughout the year. There is a school safety crisis plan in place.

**Restrooms in the hallways are for student use only. Adults in the building should use the restroom in the nurse's office when visiting school.**

## **AFTER-SCHOOL CLUB (Preschool - 8th grade) - SEE COVID-19 ADDENDUM**

St. Mary After-School Club provides a safe, enjoyable after-school environment while assisting parents with childcare needs. Time is allotted for a change of clothes, snack (provided by the member), recreation and homework time. Club is located in the main building as well as in the school gym or on occasion, in regular classrooms, and meets Monday - Friday from dismissal to 6:00 P.M. when classes are in session, including early dismissal days. A list of pre-determined early closing dates are included on the Club registration form.

***Club closes promptly at 6:00 P.M.*** A late fee for anyone picking up after that time will be charged, per 15 minutes (or any portion thereof per child). All payments must be made on a monthly basis. Continuous late pick-up or accounts in arrears may result in the need to find childcare elsewhere.

**Please know: Club is CANCELED during emergency weather-related scenarios. Please plan ahead if this situation occurs. Please have an alternate plan in place**

**for these situations, as you will need to have someone come to the school to pick-up your child(ren) right away.**

### **EXTRA-CURRICULAR ACTIVITIES - suspended for 2020-21 until further notice**

St. Mary School offers a variety of extra-curricular, athletic, and cultural arts activities. Programs may vary from year to year and some require a fee to participate. Activities generally take place after school and participation may be limited to students in certain grades.

### **CONDUCT-DISCIPLINE**

School discipline should, in all cases, encourage the development and growth of each child toward "self-discipline". To this end, the following basic regulations for conduct and discipline are in effect:

- Self-control is required to facilitate the teaching and learning process for each class member.
- Respect is encouraged to create a positive Christian attitude toward themselves, classmates, and authority.
- An atmosphere conducive to learning is maintained throughout the school.
- Proper behavior and sportsmanship prevail during school related activities (basketball games, etc.) on or off the school premises.
- **No gum is allowed at St. Mary School.**
- Parents will be financially responsible for damage or destruction of school property.

### **DISCIPLINE PROCEDURES**

Any time a student is being disciplined, he/she will be fully informed of the reason. The student will be given the opportunity to tell his/her side of the story before action is taken. The Principal has the right to suspend those pupils whose presence in the school has become a serious impediment to the school operation. Expulsion of a pupil from school will only follow a period of suspension unless the situation calls for immediate action. Any student who brings a weapon of any kind to school which could prove to be harmful or dangerous to the safety and welfare of other students and members of the school community, will be automatically dismissed from school. If a student's conduct outside of school results in an arrest, the student may face disciplinary action from the school up to and including expulsion.

The Principal and/or his/her designee may search student desks, lockers and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession.

The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers and classrooms as a proactive, preventative measure.

## **BULLYING**

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

**\*\*\*\*\*Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.**

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student (B) a physical act or gesture by one or more students repeatedly directed at another student, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

School employees, students, and parents who become aware of any act of bullying must report the incident to the school administrator for further investigation.

Students may report acts of bullying anonymously. Parents or guardians of students may make written reports of acts of bullying or speak with the teacher or principal the day the bullying incident is observed.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues.

If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

Bullying incidents that demand suspension or expulsion shall be reported to the Superintendent before any final decision is reached.

### **INTERNET ACCEPTABLE USE**

St. Mary School has Internet access in the classrooms and the office. Faculty, staff, parents, and students sign a Diocesan Internet Acceptable Use Policy (AUP) each year. Parental permission is needed for the students to use the Internet. The school maintains a web-filter to block inappropriate content; however no tool is 100% effective. Web logs are maintained and viewed regularly. Any student engaging in inappropriate use of the Internet at school will not be able to use the school computers and may be subject to additional disciplinary actions up to and including expulsion. Internet safety and computer ethics are taught as part of the technology curriculum. Parents are strongly encouraged to develop their own rules and policies for safe Internet use at home.

### **ELECTRONIC DEVICES**

At St. Mary School we recognize the educational benefits that your child may receive from reading on an electronic reading device. These devices may include, but are not limited to: Amazon Kindle, Barnes and Noble Nook, Sony Reader, iPads and others.

Saint Mary School will not be liable for lost/damaged/stolen devices. If your student uses his/her electronic reader for its internet capabilities, downloadable games, or

shares with classmates, that student will lose the privilege of bringing the electronic device to school for the remainder of the school year. If the device is taken away, a parent needs to come to school to pick up the device after school.

**Cell phones are NOT permitted during school hours. If a student must bring a cell phone to school, it must be in the off position and in their backpack until after dismissal.**

I-Pads and Chromebooks will be used at the discretion of each classroom teacher. All students and parents will sign an Acceptable Use Policy each year in order to be allowed to access and use of these devices.

### **DRESS CODE**

All students in Grades 1-8 in St. Mary School wear the school uniform, purchased through Lands End. The uniform is worn from the first day of school to the last day of school unless otherwise specified. *All clothes should be labeled with the child's name or initials.*

**Access your Lands' End shopping site via the direct link:**

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900149956>

**Choose the appropriate grade and gender**

### **PRE-K**

No uniform required. Please make sure your child wears comfortable shoes in which they can play outside.

**KINDERGARTEN** - Gym uniform is worn everyday:

Navy mesh shorts or navy sweatpants

Navy gym t-shirt w/logo or white polo w/ logo

Sneakers and white socks

Additionally, girls may opt to wear the Land's End navy "skort" and white polo w/logo on non-gym days if they choose.

### **BOYS (Gr 1 - 8)**

**From the Opening Day of School until Columbus Day (October 13):**

**Option 1: traditional school uniform (long blue pants/blue oxford shirt/tie)**

**Option 2: Khaki Shorts (knee length) and the Lands End polo shirt with school logo.**

**Option 3: Gym uniform (SMS logo t-shirt and navy mesh shorts from Lands End)**

**Beginning Tuesday, October 13 the traditional uniform, or the Lands End polo with long pants is to be worn. Gym uniforms should only be worn on gym days between October 13 and April 30. All uniform pieces are ordered through Lands End.**

**NEW: Khaki shorts, knee length**

Navy or light blue Land's End performance mesh polo w/school logo

Blue oxford shirt - short or long-sleeved (Columbus Day - April 30)

Tie (classic navy/evergreen plaid gr 1-4; navy gr 5-8)

Navy socks

Belt (navy or black)

Shoes: blue, black, brown

**Gym Uniform:**

Navy mesh shorts

Navy sweatpants (for winter)

Navy gym t-shirts w/logo

Sneakers and **white** socks

**Optional:** Sweatshirt, 1/2 zip fleece, pullover or cardigan w/SMS monogram

**GIRLS (GR 1-8)**

**From the Opening Day of School until Columbus Day (October 13):**

**Option 1: traditional school uniform (plaid jumper/skirt and blouse)**

**Option 2: Khaki Shorts (knee length) or navy long pants and the Lands End polo shirt with school logo.**

**Option 3: Gym uniform (SMS logo t-shirt and navy mesh shorts from Lands End).**

**All uniform pieces are ordered through Lands End.**

**NEW: Khaki shorts, knee length**

Navy or light blue Land's End performance mesh or feminine fit polo w/school logo (Opening Day of School - Columbus Day)

Blue oxford shirt - short or long-sleeved (Columbus Day - April 30)

Classic navy/evergreen plaid jumpers (gr 1-4) or skirt (gr 5-8)

Land's End School Uniform Girl's Stretch Pencil Pants - navy (optional)

Navy knee-high socks

Shoes: blue, black, brown

**Gym Uniform:**

Navy mesh shorts

Navy sweatpants (for winter)

Navy gym t-shirts w/logo

Sneakers and **white** socks

**Optional:** Sweatshirt, 1/2 zip fleece, pullover or cardigan w/SMS monogram

**Miscellaneous Uniform Reminders:**

- Corduroy or denim is not acceptable. Blue or black belts must be worn with long pants and khaki shorts. All boys wear dark socks.
- Shirts and blouses having long sleeves must have the cuffs buttoned. The top button must be buttoned and the tie in the correct place.
- Extreme or fad hairstyles, such as mohawks, are not permitted. Boys' hair length may not exceed beyond the shirt collar or be covering the ears; girls and boys must not have hair hanging in their eyes. No heads may be shaven. Colored hair is not permitted.
- **St. Mary School** fleece/sweatshirts are allowed in cold weather. **No other SWEATSHIRTS or jackets, including St. Mary basketball sweatshirts, hooded sweatshirts, cheerleading or track sweatshirts may be worn in class.**
- Wearing any shirt with sleeves hanging below school short sleeved shirts is NOT allowed.
- Shirts having sayings, numbers, pictures, and/or designs which can be seen through the school shirt are NOT acceptable.
- Leg warmers may be worn to and from school and for recess during the winter months.
- Colored nail polish, nail tips, glitter, sparkles, and make-up are not allowed. Tattoos are not allowed.
- Jewelry - only stud earrings, one in each ear on the lobe, religious medals, patriotic pins, one bracelet and wrist watch may be worn to school. No headbands with ribbons or tails, nor other decorative headbands (crowns, cat ears, etc.). Jeans, cargo pants, and sleeveless shirts are never allowed to be worn to school by any student.
- On casual dress days, instructions will be provided regarding appropriate attire.

## **SHOES**

The following are not acceptable: sneakers (permitted on gym days only), canvas shoes, joggers, clogs, flip-flops, thongs, sandals, heelys, platform shoes, heels, wedges, work boots, Crocs or slippers.

## **PHYSICAL EDUCATION**

St. Mary School has a regulation physical education uniform ordered through Land's End (Landsend.com) throughout the school year by the individual family. Please refer to the handbook section titled **Dress Code** above for gym uniform requirements.

### **Students without proper gym clothing will not be allowed to participate.**

\*No student may phone home for physical education attire.

\*Borrowing other peoples' physical education clothes and/or sneakers is NOT allowed.

\*A child may be excused from physical education with a note from his parent or doctor due to health reasons.

## **LUNCH**

The lunch and recess period begins at 11:15 A.M. and ends at 11:55 A.M for all students.

## **RECESS**

Students must play in assigned areas for their grade and with their age group. Behavior and sportsmanship are required. There should be no pushing or pulling of other students. No hard balls of any kind are allowed.

Lunch duty volunteers assist the teachers in supervising the students at lunch and recess time. Parents supervising on the playground are assigned a particular area and are responsible for students playing in that area. Careful attention should be given to the students during recess time.

Lunch duty volunteers **must** be in the school building by 11:15 A.M.

## **SCHOOL TRIPS - suspended for 2020-2021 until further notice**

Educational field trips during the school year are permitted.

A student who does not have a signed, official Diocesan permission form may not go on the planned trip. Parent phone calls and/or handwritten notes are not acceptable. A faxed permission slip is allowed.



Except in extenuating circumstances, parents and teachers are not permitted to transport students in private vehicles on field trips. Parents and teachers should be aware that the school's insurance policy does not cover them and that they can be held personally liable in the event of an accident.

The Principal always reserves the right to exclude a student from participation in a field trip due to concerns regarding behavior. A student is not to be excluded due to delinquent tuition. No student shall be denied a trip because of parental inability to pay.

### **MISCELLANEOUS**

The office telephone may be used only with permission or in the case of emergency.

All lunchboxes, lunch-bags, clothing (i.e. uniforms, sweaters, sweatshirts and sweatpants) and book-bags must be labeled.

**All money that is sent in with a student should be in a marked envelope with name, grade, and purpose.** Please send the correct amount when possible.

### **ATHLETIC PROGRAM - *suspended for 2020-2021 until further notice***

Basketball for boys in Grades 5,6,7,8

Basketball for girls in Grades 5,6,7,8

Cheerleading & Pep Squad for girls

Track & Field for boys and girls in Kindergarten- Grade 8

Our athletic program is directed by volunteers; therefore, your support is greatly appreciated.

**No students will be selected for the athletic program if he/she is not maintaining at least a solid "C" average in each subject. The academic status of students selected will be reviewed periodically.**

Students who are selected will be suspended if they do not maintain at least a solid "C" in each subject. Reinstatement will be considered after two weeks if the student attains a solid "C" average.

*If a student falls below a "C" average a second time, he/she may be removed from the team for good.*

*Any student receiving an "F" in a subject will be removed from a team or squad.*

*A "3" in conduct may result in suspension from the team.*

*A "4" in conduct will result in removal from the team or squad.*

*Poor attitude and lack of self-discipline in the classroom or on the school campus will also be grounds for suspension. Good sportsmanship should be displayed everywhere.*

*Manager(s) for each team fall under the same guidelines.*

### **GREATER DANBURY PAROCHIAL SCHOOL BASKETBALL LEAGUE - *suspended for 2020-2021 until further notice***

The Diocesan Policy for Athletes in the Elementary School:

Commencing September 1, 1997, all students taking part in athletic activities (Basketball & cheerleading) are required to have a YEARLY SPORTS PHYSICAL. A copy of this physical must be dated for the 2020-2021 school year. Example, if dated January 2020 it must be renewed by January 2021, etc. This physical must be on file in the school office. Students who do not have a physical may not participate in the Open Gym prior to tryouts, tryouts, or in any Athletic League Program.

### **HOME/SCHOOL ASSOCIATION**

Every parent, by virtue of having a child enrolled in St. Mary School, is a member of the Home/School Association.

The Home/School Association plans activities for the school, including fundraisers.

Meetings are held periodically in the Science Lab or in the Gym.

**Any notices being sent home for any activity or event sponsored by the Home/School Association must be approved by the Principal prior to being copied and distributed. Prior to scheduling any committee meetings or Home/School events, the School Office calendar and the Parish Office calendar must be checked and permission must be granted by the Principal.**

### **VOLUNTEERS**

Volunteers are an integral part of our community and we rely heavily upon them. Some of the volunteer opportunities we have include:

1. Room Parents
2. Lunch and Recess Duty

3. Fundraisers/Socials run by the Home School Association
4. Coaches/Athletic Committee
5. Chaperones

All parents/volunteers, as directed by the Dioceses of Bridgeport, are required to sign-off on the Sexual Misconduct Policy and receive a copy of the Code of Conduct for the Diocese. All volunteers MUST complete a background check before they are permitted to work in the school. Volunteers must also attend a 4-hour Virtus training class held periodically throughout the Diocese. For more information regarding this policy, please visit [www.virtusonline.org](http://www.virtusonline.org).

## **TUITION AND FEES**

### **2020-2021 Tuition & Fee Rates**

#### **Pre-K**

PK 3 Half / 4 days	\$4,518	(M, T, Th, F 9 am - 12 pm)
PK 3 Full / 4 days	\$5,113	(M, T, Th, F)
PK 3 Full / 5 days	\$6,482	
PK 4 / 4 days	\$5,113	(M, T, Th, F 9 am - 2 pm)
PK 4 / 5 days	\$6,482	
Pre-K Supply fee	\$150 / year	

#### **K - 8**

1 child	\$5,969
2 children	\$11,341
3 children	\$15,400
4 children	\$17,668

#### **Other Fees**

Registration Fee:	\$200 / Family New
	\$150 / Current Family before 3/1/20
	\$200 / Current Family after 3/1/20

HSA Fee:	\$300 / Family
Technology Fee:	\$25
8th Grade Fees:	\$400

### **SUMMARY STATEMENT**

Once students have met the necessary admission requirements and have been accepted in Saint Mary School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Saint Mary School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and the school, and students are expected to conduct themselves in such manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Saint Mary School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Saint Mary School relinquish certain rights they might otherwise be entitled to if they were attending public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Saint Mary School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks.

It should be noted that any mention of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.



**St. Mary School**  
**2020-2021 Addendum to the Parent-Student Handbook**  
**Related to the COVID-19 Pandemic**

*The following document was prepared using the requirements and guidelines published by the Connecticut State Department of Education entitled, “**Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together**”, as well as guidance provided by the Office of the Superintendent of the Diocese of Bridgeport in the document entitled, “**We Face It Together: Faith, Academics, Community and Empowerment”.***

*During the 2020-2021 school year this addendum to the Parent-Student Handbook will supersede the normal handbook for the sections in this addendum. All other policies in the normal handbook that are unrelated to the COVID-19 pandemic remain in place. A paper copy of the full 2020-2021 Parent Student Handbook, with this addendum included, will be sent home when school opens. A mandatory signature page, acknowledging receipt and review of the handbook and addendum, must be signed and returned by Friday, September 11, 2020.*

## **Scenario One: Attending School In-Person**

*We recognize the need for students to attend school in-person to the degree that health conditions allow. As such, we have developed plans to increase the safety of everyone at Saint Mary School by changing how we use our space and implementing new practices that allow for personalized learning during times of pandemic.*

### **Arrivals Procedures – K-8**

***Regardless of the method of transportation, or time of arrival, please understand that no parents will be admitted to the building at drop off or pick up.***

#### **Bussing**

- Saint Mary School will follow Bethel Public School/First Student guidelines related to bussing, social distancing, and the wearing of masks. Bus routes will be available on the Bethel Public School website the last week of August, as well as posted on our social media and website.

**Bus Arrivals:** Students arriving by bus will be dropped off, as always, at the front door and enter the building, masked, and proceed to the gym where they will wait with other members of their homeroom until they are dismissed to their homeroom at 7:20am. Distancing will be marked and maintained in the gym between homeroom groups.

**Car Drop Offs:** DROPS OFFS AT THE FRONT DOOR ARE NOT PERMITTED. Drop offs must be from the parking lot on the gym side of the building. Students will walk, masked, up the sidewalk and through the front door and report directly to their homeroom if arriving after 7:20am, or to the gym if arriving prior to 7:20am. Parents may walk their student(s) as far as the front door, but no parents will be admitted into the building.

Students arriving tardy will ring the doorbell at the main entrance and be admitted by a staff member and issued a tardy pass. Parents will not be admitted to the building with a tardy student.

## **Arrival Procedures - PreK**

Before School Care is offered for PreK students beginning at 7:10am. Students and parents will come, masked, to the PreK entrance at the front of the building and ring the bell. A teacher will greet you at the door and admit the student. Parents will not be permitted to enter the building.

Arrivals for PreK students not using Before Care will begin at 8:50am.

PreK4 parents will drive around to the back of the school and drop off at the PreSchool doors next to the playscape. Parents and children should walk, masked, to the door where they will be admitted by a teacher. Parents will not be able to enter the building.

PreK3 parents will park in the front of the building at the PreK entrance (furthest door to the right of the building). Parents and children should walk, masked, to the door where they will be admitted by a teacher. Parents will not be able to enter the building.

*PreK parents should be aware of proper social distancing protocols while waiting for their child to enter the school building. Please remember that some children might be a little hesitant to enter, especially at the beginning of the year, so please be patient with the PreK drop-offs.*

Any arrivals to PreK after 9:10am must be through the main office at the front of the school building. Ring the bell and a staff member will come to the door to admit your student.

### **Cohort Grouping (Class Assignments):**

- Each homeroom is considered a “cohort” which means that the students in this class will remain together all day within the same classroom. This procedure follows the published guidelines and will assist with any necessary contact tracing during the school year.
- Students in Grades Kindergarten and 1 each have their own cohort (homeroom) but will come together at various parts of the day where peer learning and group work can be utilized. When content specific curriculum to each grade is being taught, each cohort will work separately in their own classrooms, and the teachers will move between classrooms.
- Middle School teachers and the “specials” teachers (Music, Art, and Spanish) will be the ones to move into each cohort to teach their classes. Students will NOT be traveling to change classes this year until further notice.
- Physical Education classes will be held as a cohort outdoors, weather permitting, and in classrooms during inclement weather.
- Cohorts (classes) will utilize outdoor spaces when possible.

### **Health Related Issues**

- The current guidance of the Connecticut Department of Education **does not require** that the temperature of every child be taken upon arrival to school. Thus, we will not be checking temperatures upon arrival. However, if guidance from the CDC, the CT Department of Health and/or the CT Department of Education changes to suggest this step should be implemented, we will adjust our policy.
- We will be requiring that all administration, faculty and staff have a temperature check upon arrival to school each day.
- We have created an “isolation room plan” which will go into effect if a child develops a fever or other symptoms related to illness and possible COVID-19. In the event a student presents symptoms, the nurse’s office doors will be closed and will therefore be isolated. The nurse (or other Staff member) will remain with the student until a parent is able to pick them up. All non-symptomatic conditions will report to the main office to be addressed. The nurse will check any student’s temperature before entering her office.
- Saint Mary School will work with local health officials to develop and follow procedures for individuals who are ill or are suspected to have been in contact with someone who is affected by COVID-19.



## Health Related Issues - continued

- Students, faculty, staff, and volunteers will be educated and engaged in the new expectations related to all public health policies and protocols. All will be informed about the standard health practices that should be used to prevent the spread of diseases.

These practices include but are not limited to:

- social distancing
- frequent hand washing and use of hand sanitizer
- use of face coverings that completely cover the nose and mouth
- respiratory and cough etiquette
- enhanced cleaning/disinfection of surfaces

## Lunch and Snack:

Hot lunch and pizza will begin in September. Students not ordering hot lunch or pizza will need to bring lunch to school, as **drop offs will NOT be permitted**.

- All students will eat lunch in their classroom (cohort) this year until further notice.
- Lunch boxes will be permitted, however we ask that each evening parents thoroughly clean their child's lunch box. Disposable paper bags are encouraged.
- Classrooms are nut-free so we ask that no food containing nuts be brought to school for lunch or snack. This includes peanut butter.
- As the water fountains in the school will be turned off, we recommend that you send more than one plastic water bottle with your child each day, especially if they drink a lot of water.
- No glass bottles please.

## Backpacks

When possible, we strongly encourage students to use smaller draw-string backpacks this year in lieu of full size backpacks that they would traditionally bring to and from school.

## Face Coverings (Masks)

Per the requirements published by the State of Connecticut Department of Education:

- Every student needs to come to school each day with a mask. The HSA has generously purchased masks for every student. However families are permitted to provide their own masks for their children if they prefer. Masks brought from home may not include any graphics or wording that would be contrary to the teachings of the Catholic Church, offensive, or insensitive in any manner. The principal reserves the right to decide if a mask is or is not acceptable to be worn during the school day.
  - Special accommodations will be made for students in our Pre-Kindergarten program and will be adjusted as necessary. In Pre-Kindergarten, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement. Therefore, Pre-Kindergarten teachers will focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, and spending time outdoors (AAP, 2020).
  - Pre-Kindergarten students are however required to at least wear a mask to and from school and when social distancing is not possible.
- Students in Kindergarten – Grade 8, while in their classroom/cohort, students may be permitted to remove masks at designated times during instruction as long as 6ft distancing is achieved and with all students facing in the same direction. The teacher will alert students to when this designated time begins and ends.
- When social distancing is not possible within the classroom, masks for children will be required.
- When students leave the cohort (classroom) they are required to wear their mask to and from their destination.
- Masks are not required during gym class and recess as students will be socially distant as much as possible during these time periods.

## **Face Coverings (Masks) - continued**

- Clear plastic face shields are not permitted as a replacement for a mask as they do not provide the same protection as masks. If a student opts to wear a face shield, a mask will also be required.
- Teachers and staff at Saint Mary School will be required to wear masks when they are with students in the classrooms or hallways. Additionally, they will be required to wear masks when social distancing is not possible in other areas as well.
- Any visitors with permission to enter the school building are required to wear a mask.
- Masks provided by the school are available to any student and adult who forgets to bring their personal mask to school.

## **Recess**

- We will offer recess to students in Grades PK – 8 this year. It is important that the students are able to get outdoors each day.
- Cohorts will be separated into various areas for recess and social distancing.
- Each cohort will be given a recess schedule.
- Each cohort will have their own set of playground balls and equipment and sharing of equipment between cohorts will not be permitted.
- In inclement weather students will have indoor recess within their cohort.

## **Uniforms**

Uniforms are purchased through Lands' End. A gently used Uniform Sale/Swap will be held on Friday, August 21 from 10am-11:30am and 6:00pm-7:00pm, and Saturday, August 22 from 10am-11am in the parking lot next to the gym.

**Access your Lands' End shopping site via the direct link:**

**<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900149956>**

- 1. Choose the appropriate grade and gender**

## **PRE-K**

No uniform required. Please make sure your child wears comfortable shoes in which they can play outside.

## **Uniforms - continued**

**KINDERGARTEN** - Gym uniform is worn everyday:

Navy mesh shorts or navy sweatpants

Navy gym t-shirt w/logo or white polo w/ logo

Sneakers and white socks

Additionally, girls may opt to wear the Land's End navy "skort" and white polo w/logo on non-gym days if they choose.

## **BOYS (Gr 1 - 8)**

**From the Opening Day of School until Columbus Day (October 13):**

**Option 1: traditional school uniform (long blue pants/blue oxford shirt/tie)**

**Option 2: Khaki Shorts (knee length) and the Lands End polo shirt with school logo.**

**Option 3: Gym uniform (SMS logo t-shirt and navy mesh shorts from Lands End)**

**Beginning Tuesday, October 13 the traditional uniform, or the Lands End polo with long pants is to be worn. Gym uniforms should only be worn on gym days between October 13 and April 30. All uniform pieces are ordered through Lands End.**

### ***NEW: Khaki shorts***

Navy or light blue Land's End performance mesh polo w/school logo

Blue oxford shirt - short or long-sleeved (Columbus Day - April 30)

Tie (classic navy/evergreen plaid gr 1-4; navy gr 5-8)

Navy socks

Belt (navy or black)

Shoes: blue, black, brown

### **Gym Uniform:**

Navy mesh shorts

Navy sweatpants (for winter)

Navy gym t-shirts w/logo

Sneakers and **white** socks

**Optional:** Sweatshirt, 1/2 zip fleece, pullover or cardigan w/SMS monogram

## Uniforms - continued

### GIRLS (GR 1-8)

From the Opening Day of School until Columbus Day (October 13):

**Option 1: traditional school uniform (plaid jumper/skirt and blouse)**

**Option 2: Khaki Shorts (knee length) or navy long pants and the Lands End polo shirt with school logo.**

**Option 3: Gym uniform (SMS logo t-shirt and navy mesh shorts from Lands End).**

**All uniform pieces are ordered through Lands End.**

#### **NEW: Khaki shorts**

Navy or light blue Land's End performance mesh or feminine fit polo w/school logo (Opening Day of School - Columbus Day)

Blue oxford shirt - short or long-sleeved (Columbus Day - April 30)

Classic navy/evergreen plaid jumpers (gr 1-4) or skirt (gr 5-8)

Land's End School Uniform Girl's Stretch Pencil Pants - navy (optional)

Navy knee-high socks

Shoes: blue, black, brown

#### **Gym Uniform:**

Navy mesh shorts

Navy sweatpants (for winter)

Navy gym t-shirts w/logo

Sneakers and **white** socks

**Optional:** Sweatshirt, 1/2 zip fleece, pullover or cardigan w/SMS monogram

## Student Supplies

- Supply lists have been prepared with the understanding that students will not be permitted to "share" classroom supplies.
- The school has purchased clear plastic bins to hold students' personal supplies.

## Visitors

Per the guidelines published by the Connecticut Department of Education the following will apply to all visitors to Saint Mary School until further notice:

- **At least for the start of the 2020-2021 school year** no parents or other visitors will be permitted to enter the school building before, during or after school hours without the permission of the principal. Exceptions to this rule will be made on a case by case basis.
- If a parent or visitor is given permission to enter the school building they must sign in, be wearing a mask, use the hand sanitizer station in the front foyer and be required to have their temperature taken.
- Teacher/parent meetings regarding the progress of a child will either need to be by phone or using Zoom or Google Meet.
- Parent volunteers in the classroom for lunch duty will be permitted, however no younger siblings will be permitted to accompany the parent volunteer. All parents volunteering in any capacity must be VIRTUS trained, and follow all social distancing protocols. For more information regarding the VIRTUS program, please visit [www.virtusonline.org](http://www.virtusonline.org).
- Parents who need to submit paperwork, drop off forgotten items, etc. are asked to place these items in the bins outside of the main entrance to school. We will be checking these bins frequently during the school day.

## Dismissal Procedures

**Please note:** *school dismisses at 2:00pm. Parents picking students up should arrive at school by 2:00pm to expedite the dismissal process safely for everyone.*

- **Bus riders** will dismiss directly from their classroom to their bus at the front entrance of the school, escorted by a staff member.
  
- **Car riders**
  - **PreK students** will be picked up outside of the same door they entered through in the morning (PreK 3 front of building, PreK 4 rear of building). Students will be dismissed at the door to their parent. No parents will be admitted into the school to pick up their child. **If a PreK student has a sibling in the upper grades, the PreK student must be picked up first and then the parent must go to the front door to pick up their upper grade student(s).**
  
  - Kindergarten – Grade 8 students being picked up will move to the gym with their cohort after buses have left. Parents picking up will wait outside the front door and students will be called from the gym individually by family to be dismissed to their parent. No parents will be admitted into the school for dismissal.
  
- For all grades, if someone other than a parent is picking up a student, the parent must provide in writing (not email) to the homeroom teacher the name of the individual allowed to pick up their student at the end of that school day. This individual must show a drivers license at pick up.

## After School Care Program (Club)

- After Care will be offered this year beginning on Monday, September 14. Club for students PreK - K will take place in the PK3 classroom. Club for Grade 1-Grade 8 will take place in the gym.
- **ALL STUDENTS (PK-Grade 8) WILL BE PICKED UP FROM CLUB AT THE MAIN DOOR.** Students will be dismissed by a staff member at the front door. No one will be admitted into the building for pick up.

## **Mass and Assemblies**

- To begin the year, students will not attend an in-person Mass that is open to the public.
- If students attend an in-person, private Mass, social distancing protocols will be followed.
- Assemblies will be limited to a certain number of students and per cohort until further notice.

## **Facilities and Cleaning Protocols**

### **● Facilities**

- All classrooms and office areas within the school building will be set up following the CT State requirements to maximize social distancing, and with all students' desks/chairs facing in the same direction.
- All unnecessary rugs, furniture and other items that cannot be easily sanitized have been removed from the classrooms.
- The number of students in each cohort (classroom) will be determined by the space available to achieve the social distancing requirement. Capacity limits per classroom/Cohort will be adjusted as long as COVID-19 restrictions are in place.
- Procedures within each cohort will be put in place to limit proximity while using the classroom closet.
- Procedures will be established for the use of the bathrooms related to social distancing and sanitation frequently during the day.
- Touchless soap dispensers and paper towel dispensers already exist in all bathrooms.
- Plexiglas barriers will be installed in the PK bathrooms between the sinks and the urinals.
- Floor markings will be installed to illustrate to students social/physical distancing.
- Hand sanitizer will be in each classroom and hand sanitizing stations will be set up at the 3 entrances to school, as well as the gym.
- Plexiglas barriers will be placed on the reception counter of the main office.
- Signage will be posted related to good hygiene protocol and the requirement of masks in all areas of the school.



- **Cleaning Protocols**

- We have ordered and will provide adequate supplies including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for students and staff who can safely use hand sanitizer), disinfectant wipes and no-touch trash cans.
  - We have employed Preferred Building Maintenance (PBM) LLC to perform nightly cleaning of the school building as well as frequent deep cleaning. PBM, will also be on sight daily from 11:30am -1:00pm to provide daily sanitization of the school while students are in the building.
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### **Support for Students and Families**

The following information (in italics) is published on page 11 of the ***Diocesan Plan for Reopening*** and outlines available support to students and families:

*We understand that these challenging times have brought new fears around the mental and physical health of young people as well as significant financial concerns for parents. In the coming weeks you will receive more information regarding each of the following initiatives which we hope will provide you and your family support and additional comfort as you send your child back to school.*

### **PHYSICAL AND SOCIAL EMOTIONAL WELL-BEING**

*As Catholic educators we, in our effort to form, inform, and transform the young people with whom we work, understand that education, especially faith based education, requires a commitment to the whole student – mind, body and soul. Further, we recognize the commitment you make in sending your child to one of our schools and the trust you place in us. As such, we offer the following supports for our students and families.*

## **Physical Well-Being**

*We are pleased to announce our new school-based telehealth partnership with MyCatholicDoctor, a leader in the telehealth industry offering medical care that is in line with the teachings of the Catholic Church. With Parent consent, MyCatholicDoctor can provide in-school telehealth visits that include the school nurse, the child and the parent. The parents see the child and the whole exam. Then the parent, the school, and the pediatrician have a conversation about how best to meet the needs of the child. Their team of faithful healthcare professionals provide comprehensive pediatric examinations and treatment, using state-of-the art equipment, including a virtual care stethoscope to listen to heart and lung sounds, and a video otoscope to look at ears and throat.*

*Their pediatricians can:*

- *Order lab tests at Quest Diagnostics or your lab of choice*
- *Order x-rays and other imaging studies at your local imaging center or hospital*
- *Prescribe medications to your pharmacy of choice*
- *Coordinate care with the family's primary care physician*

**Details regarding participating in this telehealth program with MyCatholicDoctor will be forthcoming.**

## **Social Emotional Well-Being**

*Recognizing that this has been a potentially stressful year for students and that some students may experience some level of anxiety as they return to school, we are developing a social-emotional wellness plan that ensures that every student at every school has access to a qualified and licensed social worker.*

*This social worker can provide counseling to students and support to families as needed and will enable us to provide student and parent access to a 24 hour call line as well as a cache of resources to help families through this crisis. We hope to have this program in operation by the end of August so that we can help any family who needs support in the transition back to school.*

## **Financial Support**

*Recognizing the very real financial implications that this pandemic has had on families and in response to the overwhelming number of requests made on the parent survey, we are happy to announce the **COVID-19 Hardship Fund**.*

*Thanks to the generous donors to Foundations in Education, we have already secured one million dollars to help families. With the benefit of their generosity, we will do the best we can to support a family's desire to remain in Catholic education. Information on this new fund was emailed home to all SMS parents on July 14<sup>th</sup>. Please contact us if you did not receive this information.*

## **Scenario Two: Sudden Closure**

***It is possible that at some point a class, our entire school, or all schools in the State of Connecticut may need to return to distance learning for a period of time with a plan that ensures high- quality distance learning for all students across our school.***

- Decisions regarding closure will be made in collaboration with the Principal, the Diocesan Superintendent of Schools, and local health officials.
- Under the leadership of the Diocesan Office of the Superintendent, key structures and strategies that lead to distance learning success have been identified.
- These structures and strategies included below reflect our commitment to your child as an individual and includes small-group personalized instruction. If the class or our school needs to close, your student will attend school from home in accordance with our schools distance-learning attendance and behavior policies.
- If you need assistance to secure access to a Chromebook or tablet and adequate internet access during times of possible closure, please let the principal know now so we can plan accordingly.

## **ALL CLASS STANDARDS**

- Saint Mary School will use an online Learning Management System (LMS) such as Google Classroom or Seesaw as directed by the principal to plan and share lessons and communicate with students and families
- We will use synchronous distance learning technologies, such as Zoom or Google Meet to engage students learning at home at least four days each week with real-time video instruction between students and teachers
- We will communicate in advance, a schedule that includes live sessions and assignments
- Teachers will curate or create and share with students, curriculum-aligned digital learning resources, lessons, and activities such as online videos to review curricular content teachers were not able to cover during live sessions

### **❖ Pre-Kindergarten 3 & 4 year olds**

- Synchronous, live whole group instruction will occur daily (at least four days each week) and will be aligned to the curriculum
- Each student will receive 1-1 or small-group differentiated instruction at least twice weekly
- Live sessions for specials (e.g. art, music, P.E.) will occur as directed by the principal

### **❖ Kindergarten through Grade 3**

- Synchronous, live whole group instruction will occur daily (at least four days each week) and will cover Religion; phonics; reading; writing; and math and will make connections to science and social studies
- Each student will receive small-group differentiated instruction at least twice weekly to include English/language arts, reading, and math
- Live sessions for specials (e.g. art, Spanish, music, P.E.) will occur as directed by the principal

## **ALL CLASS STANDARDS - continued**

### **❖ Grades 4 and 5**

- Synchronous, live whole group instruction will occur daily (at least four days each week) and will cover: Religion; English/language arts; math; science; and social studies
- Each student will receive small-group differentiated instruction at least twice weekly to include English/language arts, and math
- Live sessions for specials (e.g. art, Spanish, music, P.E.) will occur as directed by the principal

### **❖ Middle School**

- Synchronous, live whole group instruction will occur at least twice each week for each departmentalized content area (e.g. Math, English/language arts, Science, Social Studies, and Religion)
- Each student will receive 1-1 or small-group differentiated instruction at least twice weekly to include English/language arts and math
- Students may receive 1-1 or small group instruction in other content areas as needed, at the discretion of the principal and/or teacher
- Live sessions for specials (e.g. art, Spanish, music, P.E.) will occur as directed by the principal

## **Scenario Three: Temporary At-Home Instruction for Individual Students**

***Students who are unable to immediately return to school in the fall or those who need to temporarily return to distance learning while their classmates are attending in person classes will continue to be a part of their school and class communities and will continue to receive some instruction (live and recorded) from their teachers.***

Students who are receiving at-home instruction will be assigned a diocesan learning support teacher who will coordinate the child's education needs with the school and the parent as well as provide academic support.

Temporary at-home instruction is arranged through the school principal and is coordinated at the diocesan level.

- Although the teacher's primary focus will remain with the children present in the classroom, students will receive academic support from a Diocesan distance learning support teacher to provide personalized attention to their learning needs.
- If a parent has concerns about their child returning to school in-person in the fall, please contact the principal as soon as possible.

## ◆ PRE-KINDERGARTEN THROUGH GRADE 8

- Students will continue to receive direct instruction, assignments, and feedback from their classroom teacher(s).
- Teachers will use a learning management system (LMS, e.g. Google Classroom, SeeSaw) to provide lessons, assignments, give feedback, and communicate with students and families
- Students will turn assignments in through the LMS
- Teachers will use synchronous and/or asynchronous learning technologies to provide those learning at a distance access to instructional materials aligned with the sequence and pacing of students learning in-person. These may include live-streaming classes and/or providing pre-recorded lessons.

**Additionally, students will be assigned a Distance Learning Support Teacher who will provide small-group instruction and support while they are learning from home.**

- Distance Learning support staff will coordinate with our classroom teachers to join the classroom teachers' LMS and stay abreast of upcoming assignments
- Distance Learning Staff will make regular contact with students and families, including phone calls
- Students will receive age/grade-level small group or 1-1 instruction from their Distance Learning Support Teacher twice per week



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