

## **ST. MARGARET REGIONAL SCHOOL**

### **DIOCESAN POLICY**

“All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The \*\*policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.”

\*\*These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720.

### **OVERVIEW**

St. Margaret Regional School is a Catholic elementary and middle school environment for grades Kindergarten through grade 8 in the Fall River Diocese. There is one of each class level. Opened in 1994 at the direction of then Bishop Sean O’Malley, the school has an evolving history of providing quality educational standards and a commitment to the development of spiritual understanding and values at each appropriate age level. Partnership with families, students and staff is a clear understanding in professing our values and commitments on behalf of each individual child.

### **MISSION STATEMENT**

“As a Catholic School community we are dedicated to the message of Jesus Christ, as handed down to us through the teachings of the Catholic Church and we are called to educate our students and to give them witness to this message.” The Mission Statement is posted prominently throughout the school as a visible sign and reminder to all who enter St. Margaret Regional School.

### **PHILOSOPHY**

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

1. Being models of a vital, active, Christian faith that characterizes our lives as distinctively marked by Christ-like qualities.
2. Including the message of Christ’s Gospel
3. Recognizing that our lives and our eternal life is our individual responsibility and is developed in the communion with others
4. Helping to develop a concern, respect and self-discipline, leadership, critical thinking, and the ability to stand up for personal convictions.

It is our goal to provide a nurturing, respectful disciplined family and educational atmosphere that encourages spiritual, intellectual, physical and emotional growth. Staffed by qualified, caring and dedicated staff, St. Margaret Regional School provides a comprehensive curriculum in order to prepare our students for future learning and for a purposeful life.

## **SPIRITUAL LIFE**

In addition to religious instruction classes, daily classroom prayers, Grace before/after meals and end of day prayers, opportunity to attend weekly mass at 8:00 a.m. is provided to students and staff. Additional liturgical time is set aside throughout the year. Families are always most welcomed to attend these services along with their children. Students participate in the celebration of the Mass as servers, scripture readers, and choir participants. Please join with us as we build our Christian family at St. Margaret Regional School. The Religion Curriculum of the Diocese of Fall River for grades K-8 is a requirement of all students and is presented within the respective classrooms with the same amount of time as all academic subject areas.

## **ADMISSIONS POLICY**

### **NON-DISCRIMINATION POLICY**

As a school within the Diocese of Fall River, St. Margaret Regional School admits students of any race, color, national and ethnic origin and socio-economic status to all the rights, privileges, programs and activities generally accorded or made available to students at St. Margaret Regional School. We do not discriminate on the basis of race, color, socio-economic status, national and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and other school-administered programs.

### **PROCEDURE**

Applications are available on our website [www.saintmargaretregional.com](http://www.saintmargaretregional.com) or at the school office. Applications are to be accompanied by a one time non-refundable \$50.00 deposit. While normally new students begin at the beginning of the school year, pending space in a classroom, admissions may occur at any time.

1. An interview with the Principal is required.
2. An opportunity for the child to shadow in the classroom is encouraged
3. Past school records will be required prior to admission, including health and immunizations records.

### **ACADEMIC STANDING**

St. Margaret Regional School will admit students with the number one goal to develop a relationship with Christ in their educational journey. Educational accommodations are made within classroom settings to assist the student reach his/her personal potential. The school works in partnership with local school districts to provide any formal evaluations, assessments and Individual Educational Plan (IEP), if required to determine a specific learning disability. St. Margaret Regional School does not have the traditional special education services required for students in need of pull out or specialized programs.

## **CUSTODY**

In instances where parents are separated or divorced, the school will assume that both parents have access to the children and their records. If court documents countermand this assumption, you are required to inform the principal in writing with dated court order. Verbal information is not acceptable. Court Decrees are required for any individual other than the parent who has legal custody of the child. If duplicate school notices, report cards, progress reports, etc., are needed, the school secretary must be informed in writing. It is of utmost importance that custody issues as they relate to the child's daily dismissal are on record with the school.

## **SCHOOL PROCEDURES**

### **HOURS**

Monday – Friday	8:00 AM to 2:30 PM (students may begin arriving at 7:45)
Early dismissal	8:00 AM to 11:30 AM
School office hours	7:00 AM to 3:30 PM
Before school care	7:00 AM to 7:45 AM
After school care	2:30 PM to 5:00 PM
Summer hours	7:00 AM to 1:00 PM

### **LUNCH**

Students are required to bring their lunch to school. Glass containers of any kind are not permitted. Milk may be bought at the school with advance notification for 50 cents. Soda is not allowed at lunch or any time within the school. No fast food items may be brought into the school. On occasion, special lunches will be made available and announced at least one week in advance for ordering.

### **ARRIVAL, DISMISSAL AND PARKING LOT PROCEDURES**

All students in Kindergarten through Grade 8 enter the building through the door bordering the parking lot by the kindergarten. Students should be dropped off between 7:45-8:00. If dropped off earlier than 7:45 students will be sent to extended care at a charge. All students arriving from 7:45-8:00 a.m. go directly to their classrooms. Students should be in class at 8:00 AM. Tardy students should enter the main school door where they will receive a tardy slip from the school secretary in order to be admitted to class. Habitual tardiness will require a meeting with the parent and principal.

### **ARRIVAL**

Students will be dropped off at school following the traffic pattern described below:

1. Drivers should enter the parking lot via the St. Margaret Street entrance.
2. Drop off students at the corner of Cohasset Avenue.
3. Exit the parking lot turning onto Cohasset Avenue.

**THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR STUDENTS BEING DROPPED OFF ON MAIN STREET.**

**\*SOVEREIGN BANK HAS ASKED THAT PARENTS DO NOT PARK IN THEIR PARKING LOT TO DROP CHILDREN OFF.**

Parents needing to stop in the school for any reason MUST

- a. First drop off students and exit the parking lot as described above; then
- b. RE-ENTER the Church entrance from Main Street to park.

**DISMISSAL**

Drivers picking up students at dismissal time should ALL:

1. Enter via St. Margaret Church parking lot on Main Street.
2. Meet students at designated dismissal door.
3. Walk students to their car.
4. Exit parking lot at St. Margaret Street.

Students will only be dismissed to adults indicated on the emergency card or with a written note of permission from parent/guardian. **Students who have written parent/guardian permission to leave school premises after school are no longer the responsibility of the school and once they leave they are not to return to school grounds.**

ALL TRAFFIC MUST ROUTE ALONG THE FENCE BORDERING THE FAR SIDE OF THE PARKING LOT TO EXIT. NO CARS WILL BE ALLOWED TO TRAVEL ALONG THE SIDEWALK AREA WHERE STUDENTS EXIT THE BUILDING.

For safety reasons, we request that parents get out of the car, pick up your child and closely supervise children in the parking area and exit immediately. All drivers need to exercise common sense with regard to driving slowly and safely and not blocking the way of other cars entering and exiting the lot. PLEASE park ONLY in parking spaces designated by white painted lines. PLEASE observe the orange cones for traffic flow.

**ATTENDANCE**

Regular school attendance is the ever-constant characteristic of students who are successful. We encourage you to be on time and to participate fully in all class activities. However, we realize that sickness, and family emergencies do occur. When absence is a reality, the following is our stated procedure:

**ABSENCE**

Parents are requested to call the school to report the child's absence or e-mail the school secretary at [ayoung@saintmargaretregional.com](mailto:ayoung@saintmargaretregional.com) Upon a student's return to school; a written note signed by a parent/guardian is required to excuse an absence. Students are responsible for securing and completing work missed during an absence. More than three days absence requires a doctor's note.

## **TARDINESS**

School begins at 8:00. Students not requiring Before School Care should arrive beginning at 7:45 a.m. and go directly to their assigned rooms. Students who are late need to obtain a tardy slip from the office. For middle school students, tardiness to each individual class will also be recorded and habitual offenses will be a matter to be addressed by the principal.

## **APPOINTMENTS/ DISMISSALS**

Medical, dental and counseling appointments are to be made after school hours. However, should it be necessary to make an appointment during school hours, early dismissals will be allowed, provided that a written note is given to the teacher and approved by the principal. Dismissal will only be allowed to individuals identified by parents/guardians and who meet the student in the office. The student dismissal log must be signed prior to the student's release from the building.

## **VACATIONS**

Prolonged vacation during school time is discouraged. The school expects student responsibilities for class work, assignments, standardized and other tests, missed by the students, to be made up.

\*It is not the teacher's responsibility to prepare work for students on extended vacations. Parents are asked to talk to the student's teacher and to respect the classroom policy, which will vary from grade to grade.

## **MEDICAL**

### **ACCIDENTS**

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

### **MEDICINE**

Massachusetts Health Laws require that the following forms must be on file in your child's health record before we begin to give any medicine, including cough drops, (prescribed and/or over the counter) at school:

1. **Signed consent by the parent or guardian to give the medicine.**

(forms available in the office)

2. **Signed medication order.** The written medication order should be taken to your child's licensed prescriber (physician, nurse practitioner, etc.) for completion and returned to the school secretary. This order must be reviewed as needed at the beginning of each academic year.

You or a responsible adult whom you designate should deliver medicines to the school in a pharmacy or manufacturer-labeled container. Please ask your pharmacy to provide separate bottles for school and home. No more than a 30-day supply should be delivered to school. This applies to prescription and non-prescription medicines.

When your child needs a medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible.

Medicines that are needed urgently such as epipens, asthma inhalers and insulin may be kept on the student with written prescriptions and approval by the nurse and the principal.

## **IMMUNIZATIONS**

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

Required immunizations for Kindergarten include:

5 DPT-Diphtheria, Pertussis, Tetanus Toxoid vaccine

4-5 TOPV-Trivalent Oral Polio Vaccine

2 MMR-Measles, Mumps, Rubella

3 –Hepatitis B

4 Varicella (1 dose)

Public Health regulations require children to present evidence of having been previously screened for lead poisoning as a condition for entry into kindergarten.

Physicals should be updated for K, grade 4 and grade 7. Physicals are valid for one year from date of exam. Please check sports policy for physicals and sport participation. The school nurse and the principal will address with the parent any omissions within the school records. The principal reserves the right to deny access to the school as required for any missing medical information.

## **ILLNESS**

Please use good judgment in determining if your child is well enough to be in school. Sick children will be sent to the office. Depending on the severity of the illness the child will wait in the office or be sent back to class. Parent will be contacted. Students with temperatures of 100 degrees and above will be dismissed. If you are notified please respond quickly so as not to leave a sick child waiting for a lengthy time. A written note by the parent/guardian needs to be given to the PE teacher in order to be excused from gym. A doctor's note may be required to participate if the need arises after being absent or injured.

## **EMERGENCY CLOSING**

In the event of a school cancellation or delayed opening, the following should be noted: St. Margaret Regional School follows the closure policy of the BOURNE PUBLIC SCHOOLS. Notification of cancellation will be made on all CAPE radio stations. Station WPLM (99.1 FM) in Plymouth, WQRC (99.9 FM), WCIB (101.9 FM), and the major Boston TV stations, Channels 4, 5, 6 and 7.

**EARLY DISMISSAL PROCEDURE**

When early dismissal is necessary, the procedure is by:

- 1. Radio
- 2. TV

NOTE: Should weather warnings be made on radio or TV stations, please be responsible and react to these emergency-closing notices with timeliness as weather and driving conditions can deteriorate rapidly. Please leave our school phones lines open.

With a delayed opening, morning care will run 1 hour before the start of school.

**STUDENT EVALUATION**

Report cards and progress reports are issued three times per year.

The academic marking code for grades 1,2,3,4:

- M- Mastery
- G- Generally Performs Skills
- E- Emerging
- N- Needs Improvement

Work Skills:  
Grades 1,2,3,4

- 1. Good
- 2. Fair
- 3. Needs Improvement
- 4. Poor

Performance Key:

- O- Outstanding Achievement
- S- Satisfactory Achievement
- M- Minimal Achievement

The academic marking code is as follows for grades 5,6,7,8:

Performance Key:

A+	100-97	C+	79-77	M-Mastery
A	96-94	C	76-74	P-Progressing
A-	93-90	C-	73-70	R- Needs Reinforcement
B+	89-87	D	65-69	NA- Not Applicable
B	86-84	D-	60-65	
B-	83-80	F	Below 60	

Work Skills  
Grades 5,6,7,8

1. Acceptable-meets expectations
2. Unacceptable-does not meet expectations

### TESTING PROGRAMS

Standardized tests, the Iowa Test of Basic Skills, are administered to grades 2-8 annually. The COGAT is administered to grades 3, 5, and 7 in early October each year. Testing results are sent to parents and conferences may be scheduled to review results if desired. The Metropolitan Readiness Test is given to Kindergarten. Parents will receive notification of testing programs prior to administration of tests.

### PARENT/GUARDIAN TEACHER CONFERENCES

Conferences for Kindergarten children are held in December. At any time a parent:teacher conference is desired, please make an appointment with the teacher(s).

### PROMOTION

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

### HOMEWORK POLICY

Homework is an essential part of the study program. It will be required for the students of St. Margaret Regional School. Keep in mind that homework grows out of class work, and is intended to supplement that class work. The assignment should be a review of classroom material and used as reinforcement.

Parents are responsible to check the homework each night and be aware of any difficulties students may be experiencing. If academic struggles should arise, please contact the classroom teacher. Please remember that reading is the most important part of homework and should be encouraged nightly, whether formally assigned or not.

Starting with Grade 3, an agenda will be assigned to each student. The student is responsible for writing the assignment daily in the log. It is the responsibility of the parents to review the assignments nightly. All students are required to carry the agenda to and from school every day. This agenda will become a very important line of communication between students, parents and teachers.

Grade 5-8 homework responsibilities are gradually transferred to the student. Nightly and long-term assignments may be found on our web site: [www.saintmargaretregional.com](http://www.saintmargaretregional.com) and then clicking on "Today at St. Margaret Regional."

If your child is spending too much time on homework, something may be wrong. Please contact the classroom teacher.

## **FINANCIAL**

### **TUITION**

For the school year 2009-2010, the tuition is an inclusive charge of \$3,675. The Diocese of Fall River allows for two methods of payment:

1. Payment in full on or before July 1 of each year
2. Monthly payments using the FACTS Tuition Management Plan
3. All financial information is to be conducted with the school bookkeeper prior to admission and thereafter ongoing during enrollment of the student.
4. All tuition payments are to be paid in full before entering the next grade level.

### **PAYMENTS**

All payments, such as lunch, extended care, athletic fees and library books must be up to date at the end of each trimester or the principal reserves the right to withhold the report card.

### **FINANCIAL AID**

Financial Aid available by annual application to the St. Mary's Fund. Applicants need to apply in January. Forms and information will be made available at the school.

### **FUNDRAISERS**

The school relies on supplementary funds to support the school and to maintain tuition at an affordable rate. The PTO does regular fundraisers to provide essential items and support to the school. The Friends of St. Margaret (FOSM) also provide funds with an annual Golf Tournament. The school will also develop fundraising activities that will be used directly to

offset our operational costs and enhance programs and services. All families are encouraged to support the school as fully as their means allow.

## **CODE OF CONDUCT**

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

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

### **ACCEPTABLE BEHAVIORS**

These behaviors include but are not limited to:

- Walk at all times for safety sake.
- Keep inappropriate non-school related objects at home.
- Disagree peacefully; ask for help.
- Treat everyone with respect and courteous behavior.
- Stay in the school area.
- Take care of books and supplies.
- Have and keep what is yours.
- Keep your hands and feet to yourself.
- Take care of school property and the property of others.
- Demonstrate high Christian standards of language and actions.
- Wear uniform with pride.

### **NOT ACCEPTABLE BEHAVIOR**

These behaviors include but are not limited to:

- Running in school.
- Throwing things in school or on the playground.
- Disrespect to staff, parents or other parties.
- Fighting, bullying or shoving.
- Swearing, vulgar motions or language, teasing, name-calling, interrupting others.
- Gum chewing in school.
- Writing on or damaging books or supplies.
- Taking things that do not belong to you.
- Destroying or defacing school property.
- Possession of a weapon or objects that could cause harm to others.
- Smoking, drugs or alcohol possession of, or sale thereof.
- Using medications without permission (including over the counter products)
- Non-conforming to uniform dress code.

## **THREATENING LANGUAGE**

The Principal is required by Diocesan Policy #5665 to address students regarding the consequences for students who use threatening or violent language, or language perceived to be threatening or violent. The Principal determines whether the language is threatening or violent. This language includes, but is not limited to, phrases such as, "I am going kill you," "I'm going to blow up this building," or "I'm going to sabotage the school's computer system." Any person using such language shall be subject to discipline, including but not limited to, suspension or expulsion.

## **OUT OF SCHOOL CONDUCT**

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

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

## **PROCEDURES**

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

- An incident report and/or conference with the student by the teacher and/or the principal.
- Loss of recess and/or class privileges.
- Removal from class.
- Parents notified.
- In/out of school suspension.

## **EXPULSION**

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

## **SEARCH**

Desks and lockers are property of the school. The Principal has the right to conduct a search of the student's desk and personal belongings.

### **PLAYGROUND RULES**

- There will be no running
- There will be no pushing, tripping or general roughhousing on the playground area.
- Students must wait their turn for equipment use.
- Children must play within the designated area and need permission to re-enter the school building.
- Students should seek the assistance of the recess duty teachers if any difficulties arise.
- Any infractions of these rules may result in removal from the playground area and loss of recess.
- No Walkman or electronic toys are allowed on the playground or on school property.
- No cell phones are allowed on school property without permission.

### **CLASSROOM RULES**

Classroom contracts, stating accepted classroom behavior, will be established between the teacher and students, and will not supersede school policies.

### **HARASSMENT / TOLERANCE**

Students, faculty, staff members and others connected with St. Margaret Regional School should expect to be treated with consideration. As a community, embodied by its diversity, all members have a right to feel both safe and respected to live, work, and learn in an environment, which is free from harassment. To preserve and protect the health of the community and those differences among individuals, the school will not tolerate harassment of any kind and is prepared to respond with appropriate discipline, including dismissal.

St. Margaret Regional is committed to maintaining a school and work environment that is free of harassment based on race, color, religion, national origin, age, sexual orientation, gender or handicap. St. Margaret School expects all employees and members of the school community, (students, volunteers and parents), to conduct themselves in an appropriate and professional manner with concern for their fellow Christians. Harassment in any form will not be tolerated.

**HARASSMENT MAY INCLUDE BUT NOT BE LIMITED TO:**

- Repeated or persistent offensive remarks
- Intimidation for favors
- Overt threats or demands
- Unwanted physical contact
- Display or circulation of written materials or pictures of a derogatory nature

Any violation of this policy should be brought to the attention of the principal as soon as possible who will conduct an investigation and take appropriate action.

### **PROCEDURES**

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

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

1. Report any incident to the principal immediately. Be sure to include the person's name, nature of the incident, date, time, place or location and any witnesses.
2. Keep written notes on all things relevant to your complaint. Make at least two copies of said notes for reference purposes.
3. File a complaint in writing with the principal within 24 hours of the incident so that the important data will not be forgotten or misplaced and while issues surrounding the incident are still fresh in memory.
4. Make an appointment with the principal to review your complaint as soon as possible.

## **BULLYING**

### **Definition of Bullying**

Bullying is an ongoing physical, emotional or verbal mistreatment where there is:

- An imbalance of power.
- The victim (target) is exposed repeatedly to negative actions on the part of one or more other students.

### **Behaviors associated with Bullying**

Intimidating type of behaviors such as:

- Offensive name calling-verbal and written
- Aggressive personal contact
- Threats-verbal and written
- Intimidating body language
- Damage, destruction and theft of property
- Invading personal space
- Intentional/continual noise making
- Intentional exclusion

### **The test conditions for harmful bullying:**

- An intent to harm by the perpetrator
- Intensity and duration
- Abuse of power
- Vulnerability of the victim
- Isolation and lack of support for the victim

### **Consequences of Bullying:**

- Written warning form signed by student and parents identifying the occurrence and the formal warning.
- Possible In/Out of school suspension-followed with a conference with student, parent, teacher and principal.

## **SPORTS POLICY**

Sports are an important part of our school curriculum. To ensure the physical safety and academic standing of all students involved in our sports programs, the school will give out specific policies for each sports activity. The parent/guardian and student will be required to read and sign the form. No sport can be played without a physician approved medical sports form. This physician signed form must be on file before the child can play any sport during the year. This applies to practices also. **IT IS THE PARENT'S RESPONSIBILITY TO COPY THE PHYSICIAN SIGNED SPORTS FORM AND GIVE TO THE SEASONAL COACH.** A separate copy of the physician signed sports form is required for each sport each year.

Classroom work must be up to date and at the achievement level of the individual student. Behavioral concerns may also be cause for not allowing an extracurricular activity upon the determination of the principal.

If the student is absent, serving a detention or suspended they may not attend practice or play a scheduled game that day. Behavioral consequences take precedent over schedules. Two unexcused absences (detention is considered an unexcused absence) or suspension may result in removal from the team. Fees paid will be non-refundable.

Specific policies for each sport will be provided at the beginning of each season.

## **UNIFORM and GROOMING POLICY**

Students at St. Margaret Regional School are required to wear uniforms with pride. A Dress Code assists in establishing and enhancing the culture of the school, presents an environment of active learning and proper behaviors. Uniforms are to be clean and all shirts for both boys and girls are to be tucked in. Any distracting or attention seeking attire or grooming is not appropriate at any time. Good hygiene habits are to be stressed for a healthy lifestyle. Disciplinary action may be taken should a student not heed a warning to adhere to the dress code and standards of grooming.

The uniforms are described below:

### **Girls**

- K-4
- Blue plaid uniform jumper (with emblem)
  - Yellow blouse with Peter Pan collar-long sleeve or short sleeve (when worn with pants/shorts a blue crosstie must be worn)
  - Navy blue uniform shorts with belt /yellow knit polo shirt with school emblem (Sept., Oct., May, June)
  - Navy blue uniform slacks with belt/yellow knit polo shirt with school emblem
  - Navy blue cardigan sweater with school emblem
  - Black and white saddle shoes or solid black shoes
  - Navy blue socks or tights. Tights must be worn in the winter.

5-6 Blue plaid uniform skirt (can only be shortened to 1” above the knee)  
Yellow blouse, oxford material with button down collar, long or short sleeve, tucked in and top button buttoned with navy blue or plaid cross-over tie  
Navy blue uniform shorts or long uniform pants with belt/yellow knit polo shirt with school emblem (Sept., Oct., May, June)  
Navy blue uniform pants with belt / yellow oxford shirt with cross tie  
Navy blue sweater with school emblem  
Black and white saddle shoes or solid black **low heeled** shoes  
Navy blue socks or tights

7-8 Navy Blue or Khaki skirt (can only be shortened to 1”above the knee)  
White or Blue polo knit shirt with school emblem (Sept. Oct., May, June)  
White or Blue blouse, oxford material with button down collar  
Navy blue sweater with school emblem  
Navy blue or white knee socks or tights (no peds)  
Black **or brown low heeled** shoes for safety

## Boys

K – 4 Navy uniform pants with solid belt (blue/black) yellow polo shirt with emblem  
Navy uniform shorts with belt /yellow polo shirt with emblem (Sept., Oct., May, June)  
Navy blue V-neck sweater with school emblem  
Black oxford shoes  
Black or blue solid belt (with shorts and long pants)  
Black or blue socks (no white socks or peds)

Grades 5 – 8 Navy uniform pants with solid blue or black belt/yellow oxford button down shirt, long or short sleeve (top button buttoned), blue or plaid tie  
Navy uniform shorts or long pants with solid blue or black belt, yellow polo shirt with emblem (Sept., Oct., May, June)  
Navy blue V-neck sweater with school emblem  
Necktie of navy blue or uniform plaid  
Black oxford shoes  
Black or blue socks (no white socks or peds)  
Black or blue belt (worn with both shorts and long pants)

Grades 7-8 Navy Blue or Khaki uniform pants  
Solid navy blue or black belt  
White or blue polo shirt with school emblem (Sept., Oct., May, June)  
White or Navy striped oxford with button down collar with striped Four-in-hand tie with school emblem  
Navy blue sweater with school emblem

Navy blue/black socks (no peds)  
Black or brown oxford shoes

## **Gym Uniform**

All Grades: Navy blue tee shirt with school emblem  
Navy blue sweat pants or shorts with school emblem (Elastic may be taken out of cuff but pants not cut)  
Navy blue long sleeved crew neck sweatshirt with school emblem  
**No jewelry to be worn during gym (for safety)**  
Athletic Sneakers (tied) for safety  
Blue or black socks or white socks or peds

(Optional)  
Grade 7-8 Navy Wind pants with school emblem  
Navy Wind Jacket with school emblem

Additional for All Grades:

**Jewelry:** Girls may wear one pair of stud post earrings (not to gym). Boys are not allowed to wear an earring. No pocket chains, chokers, necklaces or bracelets made of hemp may worn. The following **may be** worn: (not to gym): watch or one bracelet, one special ring, one small cross.

**Fingernails:** No make-up, fingernail polish, fake nails

**Hair:** No colored/streaked hair, hair extensions or numbers cut in hair. No fad haircuts.

The Principal has the final determination of appropriate attire and reserves the right to waive the dress code for certain occasions. (On no uniform days, conservative school clothing may be worn). No halter tops, short skirts/shorts, sagging pants, bare midriff or spaghetti straps.

### **Cold Weather Months:**

When boots are worn to school due to inclement weather, students must bring their uniform shoes to be worn in the classroom. Appropriate outdoor clothing is required for outdoor recess and activities.

### **Uniform Purchase:**

Harvey Uniforms  
1950 Fall River Avenue  
Seekonk, MA 02771  
1-800-462-8192

The School has a uniform consignment program whereby parent donated used uniforms in good condition may be obtained free of cost.

## **GENERAL POLICY**

### **TELEPHONE USE**

The school telephone is for school business. The secretary, via the teacher, will give messages for children to them. Teachers and students will not be called from the classroom except in cases of emergency. Students may not use the telephone unless the principal or secretary grants permission. **No cell phones or other similar devices are permitted at school. If there is a problem please call the office and arrangements will be made for the phone to be in the office until the end of the day. Phones will be confiscated and not returned until the end of the year.**

### **EMERGENCY TELEPHONE LINE**

An additional telephone line has been established at the school for EMERGENCY USE. This number is (508) 759-9540. This number is to be used only in cases of emergency and should not be used for any other purposes at this time.

### **FIELD TRIPS**

Field trips of an educational nature may be scheduled by the teachers to enhance the classroom curriculum. Students must have written parental permission to participate and students without such permission will not be allowed to participate. Permission slips must be the legal documents given out by the teacher. No other form is acceptable due to legal complications. Phone permission will not be accepted. The cost of the field trip will be pro-rated by class membership... No child should be excluded due to financial hardship (please contact the office.) Any and all chaperones must have participated in the Abuse Training Program. Families will be requested to share the costs of the bus for field trips. Volunteers to assist in chaperoning a field trip must have an updated CORI on file.

### **FIRE DRILLS**

All rooms are equipped with a diagram of primary and secondary fire exits. Fire drills will be held at the discretion of the fire department. Visitors are asked to respond to the alarm by quickly exiting the school building via the nearest outside door. For additional procedures, in case of an emergency, please see our School Crisis Plan.

### **VISITORS**

In order that we may note your presence and offer assistance, all visitors, including parents and volunteers, must first report to the front desk at the main entrance to the school. Visitors will be asked to sign in and sign out on the Daily Visitor Log sheet. Parents may not interrupt teachers during class time. Parents are requested to be at the school only for scheduled volunteer activities

and scheduled appointments. No-one is permitted to proceed directly to the classrooms at any time.

## **PERSONAL BELONGINGS**

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

## **TEXTBOOK POLICY**

Textbooks are owned by St. Margaret Regional School and are loaned to students free of charge. All students are to exercise care with the books, including keeping them covered and in a safe place at home and in the schoolyard. Normal wear is expected, but any student who is issued a book in new or good condition and returns it in fair or poor condition will be expected to pay to replace the book. Lost books will be paid for before another text is issued to the student. Please be aware that continued dropping of book bags might result in broken bindings, which will not be considered normal use. Students will be asked to purchase special books for a certain class and a school agenda. If there is a financial problem please contact the office.

## **EXTENDED CARE**

Extended Care is available from 7:00 AM to 7:45 AM and from 2:30 PM to 5:00 PM Monday through Friday and is offered to every family. Students arriving before 7:45 AM or remaining after 2:30 PM must go to extended care and parents will be charged for the service. Cost is \$3.50 AM and \$1.25 for each additional sibling. For the afternoon the charges is \$10.50 PM and \$5.25 for each additional sibling. Charge for late pickup is \$5.00 per student. Payments need to be made daily or weekly. Balances due after 30 days will require termination of this service. All policies including behavior policies are the same for Extended Care programs. If a student is absent from school, attending Extended Care is not allowed. All policies and procedures within this handbook also pertain to Extended Care. Extended Care is a support service to the family and is a privilege to attend. The Principal reserves the right to exclude any student who is not cooperative from the privilege of attending Extended Care.

## **DISCLAIMERS**

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

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

**SAINT MARGARET REGIONAL SCHOOL**  
**STUDENT HANDBOOK ACKNOWLEDGEMENT**

I have read the Saint Margaret Regional Student Handbook. I am aware of and I agree to be bound by the policies and guidelines found therein.

Student's name/grade \_\_\_\_\_

Parent's signature \_\_\_\_\_

Parent's printed name \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature (grades 4-8) \_\_\_\_\_