



2018 – 2019 Student Parent Handbook

Please sign and return the following to the front office no later than September 15, 2018

1. Student/Parent Statement of Responsibilities in the Technology Acceptable Use Policy page 49
2. Student and Parent Handbook Agreement on page 51

August 2018

Dear Students and Parents,

Welcome to a new year at Mater Christi School full of hope and possibilities! As a school founded and sponsored by the Sisters of Mercy, we are proud of our rich history in the heart of Burlington, and our reputation as a truly child-centered and Christ-centered school rooted in the charism and values of the Sisters of Mercy. Our school is richly blessed with caring and intelligent students, dedicated faculty and staff, active parents, and committed alumni and friends. It is because of the commitment of our entire community that we have been able to offer daily the rigorous, progressive, and mercy-centered education for which we are so thankful and of which we are so proud.

It is our hope and expectation that every student who graduates from Mater Christi School will be prepared intellectually, interpersonally, and spiritually to enter high school and eventually navigate our larger, global society and make a difference in the lives of others.

This handbook has been prepared in order to give you important information about our school. It contains information about our school's philosophy, policies and procedures, as well as other vital information about our school community. We ask that you familiarize yourself with the contents of this handbook and discuss it with your child(ren). Over this past summer, this handbook was revised so you are asked to review this information thoroughly.

Thank you for entrusting your child(ren) to us and we look forward to working in partnership with you during the 2018-19 academic year!

May God bless your children and family as well as our school family in the coming year.

Tim Loescher
President/Head of School

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MISSION STATEMENTS AND CORE VALUES

Mission Statement

Mater Christi is a private Catholic school sponsored by the Mercy Education System of the Americas (MESA), serving students in preschool through grade eight. We are committed to providing a quality, values-centered education in the Catholic tradition that prepares students for the complexities of our diverse world.

Core Values

Spiritual Growth and Development
Personal and Educational Excellence
Concern for Human Dignity
Global Vision and Responsibility
Compassion and Service
Collaboration

Mercy Education System of the Americas (MESA) Mission Statement

The Mercy Education System of the Americas (MESA) is rooted in the Gospel, through the Catholic faith and the Mercy charism. Inspired by Catherine McAuley, MESA nurtures highly competent and deeply compassionate leaders ready to serve a vulnerable world.

Approved February 23, 2018

Direction Statement

Animated by the Gospel and Catherine McAuley's passion for the poor, we, the Sisters of Mercy of the Americas, are impelled to commit our lives and resources to act in solidarity with

- the economically poor of the world, especially women and children;
- women seeking fullness of life and equality in church and society;
- one another as we embrace our multicultural and international reality.

This commitment will impel us to

- develop and act from a multicultural and international perspective;
- speak with a corporate voice;
- work for systemic change;
- practice non-violence;
- act in harmony and interdependence with all creation; and
- call ourselves to continual conversion in our lifestyle and ministries.

MATER CHRISTI SCHOOL FACULTY AND STAFF 2018–2019

<u>President/Head of School</u>	Mr. Tim Loescher
<u>Assistant Head of School</u>	Ms. Amanda Barone
<u>Preschool</u>	Ms. Nicole Pinard
<u>Pre-Kindergarten</u>	Ms. Hilary Bickford
<u>Kindergarten</u>	Mrs. Patty LaMothe
<u>Kindergarten</u>	Mrs. Patrice Rogers
<u>Grade 1</u>	Ms. Kristen Lee
<u>Grade 2</u>	Mrs. Miranda McClellan
<u>Grade 3</u>	Mrs. Jennifer Coulter
<u>Grade 4</u>	Mrs. Leslie Sem
<u>Grade 4</u>	Mr. Jason Moore (Director of Spiritual and Religious Life)
<u>Grade 5</u>	Mrs. Glenda Bedard
<u>Grade 6</u>	Ms. Samantha Avant (6-8 French)
<u>Grade 6</u>	Mrs. Emily Siex (6-8 English)
<u>Grade 7</u>	Mrs. Julia Melloni (6-8 Religion)
<u>Grade 7</u>	Mrs. Jacie Kendrew (6-8 Mathematics)
<u>Grade 8</u>	Mr. Allan Whayland (6-8 Literature)
<u>Grade 8</u>	Mr. Brent Tremblay (6-8 Social Studies)
<u>Science</u>	Mr. Mark Pendergrass (grades 6-8)
<u>French</u>	Mrs. Delphine Giron (grades K-5)
<u>Art</u>	Mrs. Laura Poirier
<u>Music</u>	Mrs. Lori Marino
<u>Band</u>	Mrs. Barb Heath
<u>Physical Education</u>	Mr. Zac Farnham-Haskell
<u>Support Services Director</u>	Mrs. Carole McLenithan
<u>Support Services</u>	Mrs. Margaret Knows the Ground
<u>Teaching Assistant</u>	Ms. Courtney Tisdale
<u>Makerspace</u>	Mrs. Tricia Finkle
<u>Technology</u>	Mr. Michael Early
<u>Office Manager</u>	Mrs. Jean Rock
<u>Finance Manager</u>	Mrs. Kate Lafferty
<u>Advancement Director</u>	Ms. Mary Warner
<u>Enrollment and Marketing Manager</u>	Mrs. Melissa Senesac
<u>After School Director</u>	Mr. Pronto Parenteau
<u>Guidance Counselor</u>	Ms. Jenelle Dumas
<u>School Nurse</u>	Mrs. Ellen Ammirato
<u>Chef</u>	Mr. Daniel Phillips
<u>Maintenance</u>	Mr. Noel Boucher
<u>Maintenance</u>	Mr. Mustafa Semic

TUITION

Tuition at Mater Christi is set on an annual basis, based on the school's operational budget. Tuition pays for approximately 70% of all operating expenses. The total amount needed to maintain and operate the school is divided by expected enrollment to determine tuition. Thus, the cost to educate each child determines the tuition. This budget process is undertaken in the late fall and tuition and fees are typically set in January after approval by the Mater Christi Board of Trustees. Tuition and fees are then communicated to parents. If you have any questions, contact Kate Lafferty, Finance Manager 802-658-3992 x113 or klafferty@materchristischool.net

2018-2019 Tuition Rates

- Preschool and Pre-Kindergarten
 - Full Time (5 days/week 7:55 am - 2:50 pm) - \$8,928.00
 - Part Time (4 days or less, half or full days) - \$8,035.00
- Kindergarten to Grade 8 - \$8,928.00

Tuition Payments

Tuition is paid through the FACTS Management Company to help us manage our tuition payment program. There is a fee per family for this service, depending on which payment plan you choose. Through FACTS you can conveniently pay your tuition online, receive email payment reminders before your payment is due, select from one of multiple payment options, and always review your account online. You can also drop off a check to Kate Lafferty, Finance Manager in the main office and she can apply it to your account. To register in FACTS for the first time, please go to <https://online.factsmtg.com/signin/3JBTW>. You will then have the ability to select a payment plan or apply for financial assistance. Below are the preferred options:

One (1) Installment

Due July 1, 2018
Payment by check
No Fee

Two (2) Installments

Due July 1, 2018 and January 1, 2019
Payment by check
\$10.00 Fee

Ten (10) Installments

Due July 1, 2018 through April 1, 2019
Payment by automatic withdrawal is required
\$43.00 Fee

Ten (10) Installments

Due July 15, 2018 through April 15, 2019
Payment by automatic withdrawal is required
\$43.00 Fee

Twelve (12) Installments

Due July 1, 2018 through June 1, 2019
Payment by automatic withdrawal is required
\$43.00 Fee

Twelve (12) Installments

Due July 15, 2018 through June 15, 2019
Payment by automatic withdrawal is required
\$43.00 Fee

Tuition Assistance

Tuition assistance is available on a limited basis to families unable to afford the full cost of educating their child/children at Mater Christi. Parents and guardians seeking assistance are required to complete an application using the FACTS system. Determinations are then reviewed by the school's Scholarship Committee and families are notified in writing of the decision.

Late Withdrawal

In addition to the non-refundable registration fee, the following is in effect:

Withdrawal after July 1 and prior to July 31st = One (1) month tuition forfeited.

Withdrawal anytime thereafter = Two (2) months tuition forfeited plus prorated tuition for the time attended.

The rationale behind this policy is that the school loses the opportunity to place another student in that spot. Once class lists are filled in the early spring, families unable to obtain spots in classrooms at Mater Christi find it necessary to make alternate arrangements for their child/children. When an opening occurs at such a date, very often the families have made a financial commitment to another school and must turn down the opportunity to attend Mater Christi. In addition, the Board of Trustees must make budget decisions early in the winter based on a projected number of students expected to attend Mater Christi. Staffing needs are met and contracts signed, thus cementing Mater Christi's financial obligations for the new school year.

Books and Supplies

The cost of consumable books, rental fee of hardcover books, science and computer fees, some field trips, paper, and miscellaneous supplies used throughout the school year are covered in the \$350 registration fee.

DAILY OPERATIONS

Arrival

Students are expected to arrive at school no earlier than 7:30 am. Arrangements for drop-off prior to 7:30 am can be discussed – please contact the office if special circumstances exist. School begins for grades 4-8 at 7:50 am and for preschool-grade 3 at 7:55 am. Preschool, pre-kindergarten and kindergarten students arriving at school prior to 8:00 am must proceed to the pre-kindergarten classroom for early supervision, while all other students (grades 1-8)

report to the middle school building. At 7:50 am, students in grades 4-8 will proceed to their individual homerooms while the younger students are escorted to the elementary building.

- PS/PK and kindergarten students must be accompanied to their classrooms. Parking is available behind the elementary building.
- Students in grades 1-3 are to be dropped off on the right hand side of the loop in front of the elementary building.
- Students in grades 4-8 are to be dropped off at the pick-up/drop-off area adjacent to the middle school.

Dismissal

Preschool and pre-kindergarten dismissal is 2:50 pm. Grades K-8 dismissal is 3:00 pm. Only those students enrolled in the Mater Christi After School Program, athletics, extra-curricular activities, or those receiving help from teachers, should be at school after dismissal. If a child is not in a supervised program and remains on the school grounds beyond 3:10 pm (3:15 pm for grades 4-8) he/she will be placed in the After School Program at the parent/guardians expense.

- PS/PK students are to be picked up at 2:50 pm from their classroom. Parking is available behind the elementary building.
- Students in grades K-3 students are to be picked up on the right hand side of the loop. Kindergarten and first grade students will wait outside on the sidewalk nearest to the driveway in front of the elementary building. Students in grades 2 and 3 will wait on the ledge in front of the academic wing.
- Students in grades 4-8 are to be picked up at the pick-up/drop-off area adjacent to the middle school.

Upon exiting the school driveway during arrival and dismissal times, please take a right turn only. Please do not park in the defined pickup/drop-off areas during arrival (7:30 am - 8:30 am) and dismissal (2:25 pm - 3:15 pm). In case of inclement weather students will wait in the lobby areas or in the gymnasium for their rides.

Tardiness

Students in grades 4-8 must be in their homerooms by the 8:00 am bell, or they are considered tardy and must stop at the Main Office to obtain an admission slip. Students requesting an excused tardy must present a note to the Main Office. Students in PS-3 arriving after the 8:10 am bell are considered tardy and should report directly to their classrooms.

Five Tardies in a Trimester

Letter of notification from the Assistant Head of School
Request that the family plan a solution

Ten Tardies in a Trimester

Parent/Guardian and child meet with Assistant Head of School
Request that the family plan a solution
Homeroom teacher in grades 4-8 may issue a detention slip

Disciplinary process depending upon the reason for tardiness

Fifteen Tardies in a Trimester

Letter of notification from the Head of School

Parent/Guardian and child meet with Head of School

Request that the family plan a solution

Homeroom teacher in grades 4-8 may issue a detention slip

Disciplinary process depending upon the reason for tardiness

Chittenden County's Truancy Office notified depending upon the reason for tardiness

Attendance

Students need to be in attendance 175 school days. A habit of regular and faithful attendance is a prerequisite for a successful school experience. Students should be absent only in case of illness or emergency. If a student is absent because of illness or other unforeseen circumstance, parents are required to notify the Main Office before 8:30 am by calling 658-3992. If there is a planned absence of even one day, advanced notice is essential. Please inform both the Main Office and your child's homeroom teacher of the dates in which your child will be out of school.

Absences

If a student, for any reason whatsoever, is absent from Mater Christi for 20 consecutive or non-consecutive school days, and does not attend a Mater Christi approved educational institution during the time of his/her absence from Mater Christi, he/she may be required to successfully complete a Mater Christi approved summer school or repeat the school year. The Department for Children and Families (DCF) will be notified. The administration may waive these requirements if the student receives extra academic help during the school year through tutors arranged by the student's parents/guardians.

Unavoidable absences of two or more days require students in all grades to obtain a Planned Absence Form from the Main Office. This provides teachers with a documented record of skills and assignments that may need to be reviewed upon the student's return. Forms are issued at the office for grades 4-8 or by the elementary teacher upon receipt of a written note from the parent/guardian. Notes should be sent in at least 5 days in advance of the absence. Upon return to school, students are required to arrange a meeting with teachers to review missed instruction and complete missed assignments.

Planned Absences

Major school vacations are scheduled during December, February and April. Students are expected to not be absent from school for special vacations/trips. Families should plan their vacations/trips to coincide with the regularly scheduled school vacations. Absences outside the regularly scheduled vacation periods minimize the value of school and should be avoided. It is not possible to reclaim the benefits of instruction and group interaction that occur during valuable class time. It is also disruptive to the educational process of other students when absent students return and are not current in their assignments or do not understand the material. Students are responsible for collecting any available schoolwork prior to the absence and/or completing missed schoolwork within five (5) days of their return.

Leaving School Grounds

Leaving the school grounds during the school day is not permitted. The school day begins when students arrive at school and ends when they are picked up, take the bus or walk home. Students at Mater Christi after the end of the school day must be in a sanctioned and supervised school program at all times on school grounds .

School Visitors

Federal Law requires all visitors, including parents guest speakers and volunteers to report to the Main Office before going to any classrooms. At Mater Christi, visitors are welcome if they have been properly cleared through the Main Office in advance, signed the visitor log and procured the appropriate name tag and wear it throughout the time they are at school.

Parents are asked not to interrupt classes while they are in session or during dismissal time. Parents with students in K-8 should wait for students outdoors, not in the school lobbies or corridors adjacent to classrooms. We at Mater Christi School understand the importance of parent involvement within the school community. There may be times, however, when visits can create a distraction for students and others in the classroom. We respectfully ask that any infrequent visits from parents be cleared with the administration in advance. Joining your child for an occasional lunch in the dining room (1-2 times per year) is also possible with advance notice to the Main Office.

Regular volunteers, chaperones, and drivers for field trips are required to undergo a background check. Forms, which must be signed and notarized, are available at the Main Office. There is no fee for this process. School employees and coaches are required to undergo a criminal background check. Applicants pay for fingerprinting and processing by the Vermont Criminal Information Center. All information is strictly confidential.

Parent Teacher Organization

An essential aspect of successful learning is a healthy partnership between parents and school. The Mater Christi PTO plays an important role in creating this partnership. The primary purpose of the PTO is to facilitate communication between teachers, parents and students through the sponsorship of family oriented school activities, regular informational meetings, fundraising and educational activities that support an excellent learning environment.

Personal Electronic Devices

Personal (non-school issued) electronic devices such as cell phones, iPads, iPods, laptop computers, and electronic watches, interfere with the learning atmosphere and are not to be brought to school. Parents and children should not be in contact by personal electronic device during the school day. If contact with your child is urgent, please call the Main Office. Cell phones may not be used during the school day for any reason and must be turned off and kept in the student's backpack inside their locker. Students may use cell phones only to contact parents for transportation purposes after dismissal or at the conclusion of a school sponsored activity. If students do not follow these guidelines, they will be asked to leave their cell phones at the Main Office where they can be picked up at the end of the day.

Telephone Use

Students may use the school telephone for emergencies only. Students and teachers will not be called out of class for telephone calls, except in an urgent situation. Arrangements for after school events and activities should be made prior to arrival at school. Students may not use the telephone to call parents for forgotten homework assignments.

Faculty/Staff Communication

Open communication between parents/guardians and faculty/staff is essential to a successful school experience. Please contact your child's teachers directly to answer or clarify any questions or to resolve any issues at their source. During the school week, you may expect a response from your child's teacher within a 48 hour time frame. Teachers do not check school messages and emails during weekends and vacations. If for any reason you do not receive a response within the appropriate time frame, please call the Main Office to verify that your message was received by the teacher.

Parking

Parking is available for visitors and parents behind the elementary building in marked spaces. There is no parking in front of the elementary building or on Mansfield Avenue. Please be aware that there are several reserved parking spots located around the elementary school building. These reserved spots are auction items that were won at last year's Spring Benefit. Please be aware and respectful of these posted spaces.

School Cancellation

In the event of school cancellation due to weather or other circumstances, announcements will be made by local television and radio stations and on the Mater Christi website and Facebook beginning at approximately 6:00 am.

Use of Student Information/Photos

The school reserves the right to use photos and names of students in promotional materials unless parents or guardians notify the school in writing. Please complete the Mater Christi School Permission Form that was included in the summer information packet which was mailed to each home at the end of July. Additional copies of this form are available at the Main Office.

Use of Mater Christi Logo

Please contact the Main Office if you need to use the Mater Christi School logo for any reason. We ask that you do not download the logo from the internet, scan it from another document or reproduce it without prior approval.

SCHOOL UNIFORMS

The uniform for students in grades K-8 is established to support a commitment to simplicity, neatness, cleanliness and lack of competition in the area of dress. Mater Christi has a true uniform policy, not a dress code. [Donnelly's Uniform Company](#) is the official supplier of Mater Christi uniforms. Upon arrival to school, administration, faculty and staff pay close attention to adherence of the uniform policy. Uniforms must be clean, fit properly, and be worn each day beginning on the first day of school.

Students not in proper uniform will be provided with uniform clothing that they may borrow and return cleaned. If uniform clothing is not available to borrow, parents may be contacted to bring uniform clothing from home. Repeated uniform infractions may be followed with disciplinary action. It is the parents responsibility to make sure your child is in uniform before he or she arrives at school. The uniform policy applies to all school sponsored activities and events, including field trips, dances and community service.

- Warm weather uniform options (shorts) are for the first day of school to October 15th and April 1st through the last day of school or by administration discretion
- Cold weather uniform options (pants, turtleneck, leggings and tights) are for October 15th to April 1st or by administration discretion
- Acceptable outerwear includes a navy fleece jacket or vest with the school logo, and a navy crewneck cardigan or pullover with the school logo
- PE uniforms may not be worn by students reading, serving or otherwise contributing to the Mass service
- Hooded sweatshirts may not be worn with the school uniform
- Undershirts worn beneath the uniform must be white, contain no writing and be tucked in at all times
- Skirts, skorts and shorts may be no more than two inches above the knee
- Pants must be of twill or chino material and classic fit only (no wide flares, cargo, skinny, cropped or low rise)
- Makeup should be simple and conservative
- Earrings must be no larger than the diameter of a dime and dangling or hoop earrings are not allowed
- Tattoos, body painting and body piercing are not acceptable

Footwear

Dress shoes without heels or clean sneakers in good condition are appropriate for both boys and girls. For safety reasons in the science lab, on the playground and in the event of evacuation, high heels, wedges, sandals, flip-flops, Crocs, Texas, clogs and open back shoes are not allowed at any time. Shoes must be tied or fastened properly. Boots are not allowed to be worn inside.

Hair

Hair must be neatly groomed and clean. Bangs should be above the eyebrows. Boys hair should not cover the eyes, and be above the ear and shirt collar. Unusual hairstyles, hair designs or unnatural hair colors, highlights or streaks are not acceptable. Hair accessories,

including barrettes and headbands, should be simple and conservative. All hats, bandanas and head scarves must be removed when entering the building except for medical or religious reasons.

Girls Uniform Grades K-3

Navy skort

Navy shorts

Navy pleated or flat front pants

Navy/green plaid jumper with white round collar blouse

White or light blue polo shirt with MCS logo (short or long sleeve)

White turtleneck (worn with navy crewneck cardigan or navy/green plaid jumper)

Solid white, navy or black socks, tights or leggings (under a jumper or skort)

Girls Uniform Grades 4-8

Navy skort

Navy or navy/green plaid skirt

Navy shorts

Navy pleated or flat front pants

Navy/green plaid jumper with white round collar blouse

White or light blue polo shirt with MCS logo (short or long sleeve)

Solid white or navy socks, tights or leggings (under a skirt or skort)

Boys Uniform Grades K-8

Navy shorts

Navy pleated or flat front pants

White or light blue polo shirt with MCS logo (short or long sleeve)

White turtleneck (worn with navy pullover)

Solid white, navy or black socks

Solid black or brown belt (optional)

Physical Education (PE Class) Uniform (for girls and boys grade K-8)

Navy micromesh shorts with MCS logo

Navy sweatpants with MCS logo

White or light blue polo shirt with MCS logo (short or long sleeve)

MCS light blue PE T-shirt

Navy sweatshirt with MCS logo

Solid white, navy or black socks

Clean sneakers in good condition

Dress-up Days

Dress-up days will be called on special occasions at the discretion of the administration. In the event of a dress-up day, the student's appearance must be neat and clothing must fit properly. Boys must wear collared shirts tucked in with a belt. Ties are encouraged, but not mandatory. Girls may choose to wear skirts, dresses or classic dress pants. Skirts must be no more than two inches above the knee. Tops must be modest and cover the midriff and back. Shirts with advertising or other writing, jeans, sweat pants, yoga pants, wind pants, tank tops and T-shirts are not appropriate. Shirts with straps should be no less than 2 inches

to cover the shoulder and undergarments. Camouflage or military style clothing is not appropriate and may not be worn. Please follow the usual footwear guidelines.

Eighth grade boys are asked to wear a suit or suit jacket for their role in the Honor Guard during May Crowning and for graduation ceremony. Please plan accordingly. A small number of suit jackets are available to borrow when needed.

Dress-down Days

Dress-down days will be called on special occasions at the discretion of the administration. In the event of a dress-down day, the student's appearance must be neat and clothing must fit properly. Please follow the usual footwear guidelines.

INSTRUCTION AND SUPPORT SERVICES

Mater Christi School offers its students a well-rounded and enriching educational program. The school community attempts to address student needs in all areas of education - spiritual, emotional, physical and academic. Support Services will be provided based on the needs of the students.

Prayer and Services

The school day at Mater Christi begins and ends with a period of prayer. Other customary times for prayer may include before lunch and/or at the beginning of each class. Eucharistic celebrations and prayer services take place regularly at Mater Christi. Parents are always welcome to attend these services which are held in the gymnasium. All students and faculty members, Catholic and non-Catholic, attend Eucharistic celebrations and prayer services. All students, Catholic and non-Catholic, are expected to attend and participate in religion class from preschool through grade 8.

Homework Assignments

Homework is assigned as an extension and reinforcement of skills and activities introduced in the classroom situation. Assignments are made to ensure that students understand material being taught and to assess the individual's progress in, or mastery of, the material. Teachers will create time during the school day or will meet with students during "call back" time to ensure that students know how to complete homework assignments. In the event of an absence, students are responsible for getting work that they may have missed. Teachers will make an effort to coordinate with fellow teachers to monitor the number of tests and assignments. Homework on weekends will occur as necessary. Teachers communicate with each other regarding larger, long-term assignments and tests.

The following time frame should be used as a guideline

- For grades 1-2 approximately 15 minutes nightly, plus an additional 20 minutes of reading
- For grades 4-5 approximately 30-40 minutes nightly, plus an additional 20 minutes of reading
- For grades 6-8 approximately 1-2 hours of homework nightly

Grading System

For students in preschool, pre-kindergarten and kindergarten, written evaluations are issued six times per year. Students in grades 1-3 are evaluated using a letter system measuring each child's personal progress with regard to academic expectations. Numerical grades are used in grades 4-8.

In grades 1-8, an incomplete (INC) may be issued for unfinished assignments due to absences. In order to receive credit for assignments, work must be completed one week from the date that the student returns to school or within one school week after grades have closed for the trimester. Extenuating circumstances will be dealt with at the discretion of the teacher and administration.

Report Cards and Progress Reports

Trimester report cards are issued to students in grades 1-8 electronically approximately every 15 weeks. Final report cards are issued only to students whose parents have met all of their financial obligations to the school. Progress reports for students in grades K-8 will be online halfway through each trimester.

Standardized Testing

Achievement testing is one way to determine students are learning and mastering the curriculum at Mater Christi. Testing is only one aspect of a student's proficiency. The child's daily achievement and successes over the entire school year are also significant and valid indicators of his/her learning experience at Mater Christi. Standardized testing takes place in grades 3, 5 and 7.

Promotion to the Next Grade

Mater Christi is committed to providing its students with an enriching and successful learning experience at each grade level. When it is apparent that more time is needed at a particular grade level, and that a child would benefit from additional time in the present grade, dialogue among teachers, parents and administrators will commence as early as possible in order to plan an educational program best suited for the child and his/her growth and academic success.

Promotion of middle school students is based upon the recommendation of the Mater Christi faculty and a 70% or higher year's average in all academic subjects. Should this requirement not be met, attendance at an approved summer school and/or successful completion (minimum of 30 hours per failed subject area) of an approved academic plan would then be required. Failure in three or more subject areas would require the student to repeat the grade level.

Graduation Requirements

The decision for graduation will be based on the following conditions, taking into consideration the student's academic and social benefits for promotion or retention as mutually agreed upon by the teachers and administration.

- 1) Satisfactory achievement is a grade of 70 and above in all academic areas

If achievement is not satisfactory by the second trimester progress report

- A notification letter is mailed home.
- The student is placed on academic warning.
- An academic plan is developed.
- Weekly progress reports are required.

If achievement is not satisfactory by the end of the second trimester

- The student is placed on academic probation.
- An academic plan is developed.
- Weekly progress reports are required.
- A parent meeting with the administration is required.

If achievement is not satisfactory by the third trimester progress report

- Parents will receive notification that the student may not graduate.
- The student's academic plan may be amended or revised.

If achievement is not satisfactory by the end of the third trimester

- parents are notified that their child will not graduate with the class and will be unable to participate in the graduation ceremony.
- Students must attend and successfully complete a Mater Christi approved summer school (minimum of 30 hours per failed subject area) before Fall term begins, to determine academic status.
- Failure in more than two subject areas will automatically require the student to repeat the academic year.
- repeat the academic year (typically at another school).

2) Current enrollment status

If a student is suspended from school during the month preceding graduation, he/she may be asked not to attend the graduation ceremony.

3) Financial obligations met

Report cards will be issued for those students whose parents/guardians have met all of their financial obligations to the school.

Recommendation Letters and Forms

All forms or requests must be given to teachers two weeks prior to the institution's deadline. A stamped envelope addressed to the institution or organization must accompany requests.

AFTER SCHOOL PROGRAM

After school care is available for students in all grades PS-8 from dismissal until 6:00 pm. Our program provides a safe and caring environment for Mater Christi students during the after school hours. The program model we introduce each year has three core concepts that research has proven to provide positive youth development in a fun and creative way. At the After School we focus on achievement, relationships and belonging.

Achievement

Every day we will work with your children at an appropriate developmental level to build skills, such as learning a new sport, completing homework or a creative activity. More importantly we are building life skills and daily living skills. This will include but is not limited to honesty, respect, caring, use of manners, cleanliness and fair play.

Relationships

Building relationships takes time and with our intentional programming we work to make sure all students build positive relationships. These relationships will include fellow students but also parents, school faculty and staff. The skills they learn in relationship building will help them grow and navigate the various personalities your child will encounter in life.

Belonging

A sense of belonging is what sets Mater Christi apart from other communities of caring. We use songs, skits and activities to enhance our programming. These enhancements develop a strong sense of belonging. This is how we make sure students feel that this is *their* school. It is how we build your child up from the inside.

Parents who are in need of these services must complete the registration forms that will be mailed/emailed during the summer months. Because of licensing restrictions, acceptance will be on a first come, first served basis. Enrollment is limited based on staffing levels. Drop In service is available for last minute changes in the family schedule. Any changes to your after school schedule can be made by completing the Change Form located at the Main Office. The Change Form changes your child's after school status with the Main Office, classroom, business office and after school programs.

FIELD TRIPS

School field trips are an extension of the Mater Christi educational program and all school rules, policies and procedures apply.

Forms

Signed permission slips and money, if necessary, must be returned to the homeroom teacher one day prior to the field trip. Parents/Guardians must sign the required school issued form which will be sent home prior to all trips and the yearly Statement of Consent for Medical Treatment which will be mailed to all parents in the summer. A note, facsimile or phone call will be unacceptable if the required form is not received on time. Children unable to participate in a field trip will remain at school in a supervised area.

Drivers

Drivers for school field trips must be 25 years of age or older. All drivers and chaperones must have completed the Criminal Record Check. Drivers must provide a copy of their driver's license and current automobile insurance card to the student's homeroom teacher or to the Main Office. All students must travel in a properly used child restraint in accordance with Vermont State Law. No student, regardless of age, is permitted to sit in the front seat of a vehicle on a school sponsored trip or as he/she is transported to a school

sponsored athletic event. Unauthorized stops are prohibited and drivers may not provide food, snacks or beverages.

FOOD AND NUTRITION SERVICES

Lunch

Lunch with milk is served each school day and costs \$4.50. Deposits to a student's account may be made at any time by writing a check to Mater Christi Hot Lunch or via MealTime Online. The amount deposited may cover several weeks or months worth of lunches. One check may be written per family. Checks should be mailed to 50 Mansfield Avenue, Burlington, VT, 05401 or sent in with the student. Parents of students whose accounts are in arrears by more than \$16.00 will be reminded that additional funds must be sent to school. School menus are posted in advance on the school website and are published monthly in an emailed parent bulletin.

All students are encouraged to bring lunch or have school lunch each day. Milk is also available for purchase daily for all students. All students in grades 1-8 may bring a lunch from home that includes peanuts or nuts. When eating peanuts or nuts, students must sit at designated tables and use the provided wipes to clean their hands directly after eating. PS/PK and kindergarten students must have peanut-free and nut-free lunches.

Students are expected to be courteous and respectful to their peers, the adults serving them, and those on duty in the dining room. Each student is responsible for composting their food waste and recycling materials and disposing of any trash. Students are expected to leave his or her eating area clean for the next lunch period.

Bottled Water

The Sisters of Mercy have taken a corporate stance against the use of bottled water. As a ministry of the Sisters of Mercy, we support this stance and ask that bottled water not be brought to school.

Snacks

Each classroom in preschool through grade 8 may have its own snack time. Snacks must be peanut-free and nut-free and in a separate container from the lunch. Parents are encouraged to provide nutritious snacks such as fresh fruit and vegetables, cheese, yogurt and crackers. Juice at snack time is discouraged as it promotes tooth decay, promotes obesity and makes it difficult to keep classrooms clean. Mater Christi encourages the development of the life long health benefits of drinking water.

Candy and Soda

To promote healthy and nutritious choices, candy and soda are not permitted and should never be sent with children for general distribution at any time. Gum is not permitted on school grounds.

HEALTH SERVICES

The Mater Christi Health Office services to protect and promote student health, facilitate optimal development, and support academic success. The Health Office, in coordination with community health services, provides students with health appraisal and supervision, health counseling, emergency and first aid care. The Health Office takes steps to control communicable diseases within the school, manages special health concerns and provides health and wellness education. The Health Office follows written policies and procedures in compliance with state requirements relating to vision and hearing screening, immunization, disability environment and child abuse reporting. Individual cumulative health records are maintained to provide relevant information and advocacy throughout the educational process.

Health information is treated as protected and confidential and will be shared only with those who have a “legitimate educational interest”. Those with whom health information is shared must be mindful and sensitive to health concerns and the need for confidentiality. Health information is kept in a secure place. (HIPPA, FERPA, Nurse Practice Act)

GUIDELINES FOR KEEPING CHILDREN HOME

The following guidelines serve to reduce the spread of illness and to promote a healthy environment for students attending school. We encourage you to send your child to school even if he or she seems tired or uncomfortable in the morning, as long as they do not have the signs or symptoms listed below. Please stop by or call the Health Office if you have any questions.

Fever

A fever of 100.4 or higher is generally a sign of illness. Your child should remain at home until fever free for 24 hours without medication. When accompanied by sore throat, nausea or a rash, a contagious illness is suspected.

Vomiting and Diarrhea

If your child has vomited or experienced frequent watery diarrhea they should be kept home for 24 hours after the last episode. A single episode without accompanied fever may not be enough reason to miss school.

Coughing

If your child has a persistent productive cough that keeps him/her from sleeping or normal activity or is accompanied by thick or constant nasal drainage they should remain at home. A cough with a severe sound may be the sign of pertussis, bronchitis or croup and would warrant an evaluation.

Sore Throat

The sudden onset of a sore throat accompanied by a fever, rash or swollen glands needs evaluation. If strep throat is diagnosed the student may return to school 24 hours after treatment has started. Please advise the school nurse if your child has been diagnosed with strep throat.

Rash

If your child has a widespread rash with constant itching they will be more comfortable at home. The sudden appearance of pustular eruptions with crust or a rash accompanied by fever warrants evaluation. A rash caused by poison ivy or poison oak is not a reason to miss school. Poison ivy is not contagious but lesions should be covered when at school.

Conjunctivitis (Pink Eye)

If your child's eyes are markedly red with matted eyelashes, itching, swelling or accompanied by thick yellow discharge or crusted over upon awakening he or she may need evaluation. If bacterial conjunctivitis is diagnosed, your child should remain home until treatment has begun.

Earaches

Earaches are not contagious. If the earache is mild and your child feels well enough to concentrate and has no other signs or symptoms, they would not need to miss school.

Head Lice

If your child is persistently scratching their head, examine their hair and scalp for lice and nits (small white eggs). If found, your child must be treated with either NIX or RID shampoo. Please advise the school nurse if lice have been found so that appropriate measures can be taken to prevent spread and re-infestation.

ALLERGEN SAFE ENVIRONMENT

Mater Christi School provides an allergen safe and supportive school environment through appropriate accommodations, ensuring that each student is provided every opportunity to participate fully in all school programs and activities. An allergen safe environment is an environment in which reasonable precautions have been identified and undertaken to minimize exposure to identified allergens. It does not mean an environment guaranteed to be free of the allergen.

Mater Christi School recognizes that students with documented life threatening allergies or dietary conditions are protected as individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. When the school is notified that a student has an allergy it will be determined whether the allergy constitutes a disability under those laws, and if so, prepare a 504 Plan or an Individualized Health Plan (IHP).

Mater Christi School recognizes and acknowledges it is impossible to avoid or control completely the introduction of allergens into our school environment. Emphasis is placed on reducing a child's risk of exposure to allergens, planning individualized support and accommodations and having an appropriate response plan in the event of an exposure to the allergen. The safety of students with medically documented life threatening allergies or dietary conditions at Mater Christi School depends upon the cooperation of the entire school community. Below include, but are not limited to, the roles and responsibilities within the school community.

Parent/Guardian

- Teach child strategies to avoid allergen contact.
- Teach proper reporting of any possible ingestion or contact with allergen.
- Provide allergy documentation from primary care provider with protocol for treatment including medication orders, specific care instructions and list of potential symptoms.
- Provide non-expired medication(s) in proper pharmacy labeled packaging.
- Provide pertinent updated information to the Health Office.
- Coordinate with the school nurse to discuss strategies for safety and to review plan annually or as changes occur.
- Accompany child, particularly a very young child, whenever possible, on school sponsored field trips.
- Encourage student to wear medical alert bracelet or necklace at all times.

School Nurse

- Prepare a 504 or an IHP for student annually.
- Share plan with parent, administrators and relevant teaching staff.
- Provide staff training in allergy recognition and response.
- Provide training in use of Epi-Pen (epinephrine) administration.
- Provide peer education for students in the child's classroom/grade.
- Teach proper hand washing.
- Continually monitor school environment for potential allergens.

Classroom Teacher

- A student's medicine, 504 plan or IHP should be easily accessible.
- Encourage frequent hand washing by classmates.
- Monitor food products to assure no allergens enter the classroom.
- Coordinate with homeroom parents prior to holidays and celebrations.
- Delegate supervision of student when appropriate to teachers of specials, lunch staff and all other activity coordinators.

Food Service Personnel

- Establish a safe and supportive environment for students with food allergies or dietary conditions.
- Provide allergy free tables, washed thoroughly prior to contact.
- Provide a peanut-free and nut-free menu.

Prescription and Non-Prescription Drugs

If medication is required during school hours, parents must send the medication to the Health Office. The nurse or delegate will dispense all prescription and nonprescription medication. For safety reasons, children are not to carry medication on their person, in lunch containers or in book bags with the exception of emergency medications for children with diagnosed life-threatening conditions. All medications are to be in the original pharmacy container, labeled with the name of the medicine, reason for taking, specific directions, and name of physician. Specific permission forms for prescription and non-prescription medicines must be completed and signed. If this information is not supplied, the medication will not be dispensed.

Immunization Policy

According to the Vermont Department of Health, documentary proof of adequate age appropriate immunization, in accordance with the schedule recommended by the Centers for Disease Control and Prevention (CDC) and American Academy of Pediatrics (AAP), must be provided for attendance at a public or independent child care center or school.

Medical exemption is permitted according to Vermont statute only when signed by a health care practitioner authorized to prescribe vaccines. Philosophical exemption is not permitted according to Vermont House Bill 98 signed by Governor Peter Shumlin effective July 1, 2016. Religious exemption is not permitted at Mater Christi as this is not compatible with Catholic social teachings.

Vermont Department of Health states that students in the process of completing vaccination requirements may be provisionally admitted without an exemption if the student has a scheduled appointment to receive the missing vaccine(s). Alternate or delayed vaccination schedules are not acceptable. The Provisional Admittance section of the Notice of Missing Immunizations form must be signed by a health care practitioner authorized to prescribe vaccines and submitted by the parent/guardian to Mater Christi school upon entry. The period of provisional admittance may not exceed six months.

Approved by the Board of Trustees May 10, 2018

Safety Drills

The school conducts two types of drills regularly for the purpose of keeping students and adults safe inside and outside the buildings. Fire safety drills will acquaint all members of the school community with a knowledge of exiting the building quietly and orderly in case of a fire or other emergency. Lockdown safety drills will acquaint all students with the procedure for responding to a crisis in a safe manner. It is the expectation of the school that all students comply with the safety directives or receive the logical consequences.

PLAYGROUND RULES

The playground includes the area south of the parking lot that is enclosed by the fence behind and beside the elementary building. Students are supervised by faculty members while on the playground. Activities such as piggyback rides, wrestling, pushing, kicking, and violent themed games are not permitted. Students in grades 1-8 are not allowed in the fenced PS/PK play area. In general, recess is always outdoors except when the temperature is zero, there is a wind chill factor of zero or the playground or field is icy.

Playstructure

The large playground structure is for grades K–8

If the structure is wet, kindergarteners may be restricted

No climbing on the outside of the structure

The door to the pre–school and side entrance are supervised

No child leaves the playground without informing a Monitor

Walk on the wood chips – Run on the grass

No tag or chasing on the wood chips or on the structure

No throwing wood chips – No wood chips on the play structure

If a suspicious object is found on the playground report it to a Monitor (do not touch)

Slide

Only one child on the slide at a time
Child slides feet first and on their bottom
No walking up the slide
No jumping off the slide
No hiding in the tunnel slide

Swings

Only one child per swing
Maximum three children on the tire swing
Feet stay inside the tire swing
Exit swings by slowing down and stepping off

Bars

Maximum of two children on the teeter totter
Children are not to be lifted up to the monkey bars
Children learning the monkey bars are supervised until they can get across by themselves

Sports

No tackle football
If a ball goes into the parking lot or street a Monitor will retrieve

Winter Conditions

Snowpants, coat, boots, hat, gloves or mittens are worn during winter months
No throwing snowballs
No piling snow on the slide
Children may pick up snow to build snow sculptures
Only small snow forts – no enclosures – no tunnels
Recess monitors may decide if the soccer field is too muddy or wet

Snow Piles

No King of the Hill type games, which include pushing or rough housing
No tunneling
No sliding down toward the parking lot (cones are to be set up barring off the parking lot)
No jumping or diving head first off the snow piles

Like many activities at recess, there is inherent risk in playing on the snow piles, which we minimize through wise guidelines and vigilant supervision. We also want to encourage play and enjoyment of snow, the elements and the outdoors.

These guidelines apply only to recess and not to the After School program. The After School program has the right to determine its own protocol, and in general, will not allow such play due to the fact that the age range of students all together can be vast.

DISCIPLINE

Philosophy

At Mater Christi School we remember that the words discipline and disciple come from the same root meaning “to follow.” As followers, learners, and companions of Christ, we follow our philosophy statement, which reminds us that developing respectful relationships is one key to living the Gospel. In this way, we will truly be self-disciplined individuals who live Gospel-centered, well-informed lives. We intend to ensure meaningful and effective communication with all appropriate parties.

Standards of Student Behavior

A safe, caring and respectful atmosphere of learning is carefully maintained at Mater Christi School. The teachers and students create classroom rules and guidelines at the start of each school year. Students are clearly educated about these rules and are expected to follow them. The following are guidelines for behavior:

- Students will respect the safety, rights, health, and property of themselves and others.
- Students will respect the rules for specific areas in the school.
- Students have the responsibility to complete educational and work assignments.

Disciplinary Procedure

It is the student’s responsibility, appropriate to the student’s age and grade level, to maintain appropriate behavior in the classroom and throughout the campus at Mater Christi School. The following levels of discipline are guidelines to follow so that a positive school climate is maintained at all times. The student represents Mater Christi School at all times. A student who engages in conduct, whether inside or outside the school, that is contrary to school values, may be disciplined by the administration. Discipline will involve the student and, in most cases, reflection, conversation and cooperation in the process of making things right. Documentation of behavior infraction will be maintained.

LEVEL ONE

Behavior Infractions

May include but are not limited to:

- Violation of classroom rules/procedures
- Violation of non-classroom space rules/procedures (i.e. lunch, recess)
- Tardy to class
- Violation of the school uniform policy
- Moderate disruption of a class
- Inappropriate verbal interactions (Non-Harassment terms as defined by the State)
- Inattention to classroom work
- Throwing snowballs
- Coming to class unprepared

Logical Consequences

Handled at the classroom level and will merit one or more of the following consequences, but are not limited to:

- Taking a break within the classroom
- Appropriate consequences as determined by the teacher
- Parental notification
- Verbal warning
- Loss of privilege
- Time for self-reflection with a designated Buddy Teacher

LEVEL TWO

Behavior Infractions

May include but are not limited to:

- Repeated Level 1 violations
- Inappropriate language, gestures or defiant behavior
- Inappropriate physical behavior (i.e. rough housing)
- Disrespectful behavior toward other students
- Possession of unacceptable items
- Cheating and plagiarism
- Unexcused absence from school
- Disruptive behavior in a class to the point of removal
- Being in an unauthorized location without permission
- Failure to report to a teacher for detention
- Disruptive behavior in the hallways, stairways or classrooms
- Electronic device usage without permission

Logical Consequences

Handled by classroom teacher and/or the Assistant Head of School and will merit one or more of the following consequences, but are not limited to:

- Take a break with a designated Buddy Teacher
- Removal from class with notification to the Main Office
- Phone conversation with parent/guardian
- Written reflection and action plan for going forward
- Detention (Detentions will most often be service-oriented in nature.) Students will be given a detention notice to be brought home and signed by a parent/guardian and returned to school.

LEVEL THREE

Behavior Infractions

May include but are not limited to:

- Repeated Level 2 violations
- Failure to comply with reasonable request/direction of school personnel
- disrespectful behavior toward a student, faculty or staff member
- inappropriate touching and/or sexual misconduct toward student, faculty or staff member
- Action that threatens the safety of others or self
- Theft

- Vandalism
- Violation of harassment, hazing or bullying policies (see policies in this Handbook)
- Violation of alcohol, tobacco or drug policy (see policy contained in this Handbook)
- Violation of weapons policy (see policy contained in this Handbook)
- Leaving the school grounds during the school day without permission
- Forgery
- False complaint
- Inappropriate use of technology
- A second suspension in a school year
- Threatening a member of the faculty, staff or student body
- Assaulting another person on school grounds
- Failure to cooperate with the administration
- Making a bomb threat or any other threat of that nature

Logical Consequences

Handled by the Head of School and will merit one or more of the following consequences, but are not limited to:

- Parental notification will occur followed by a parent meeting
- In-school suspension
- Out-of-school suspension (up to 10 days)
- Disciplinary probation
In being placed on disciplinary probation, a student and his/her parents need to agree to a behavioral contract as set forth by the administration. If the student does not comply, he/she may be expelled from school.
- Expulsion

In the case that a suspension is warranted, the student is required to have all assigned work completed upon his/her return to school. Students have between 3-5 days from the day of their return to complete all missed tests and/or quizzes. All work not made up within the allotted time will be recorded as a zero. Teachers are not expected to provide any extra help or tutoring to a suspended student.

SCHOOL POLICIES AND PROCEDURES

Mater Christi School is committed to providing all of its students with a positive school environment. The following policies and procedures are intended to help all have a positive, productive and successful experience. The goal of the faculty and staff is to support students in developing responsibility, self-reliance and self-discipline.

WELLNESS POLICY ON NUTRITION AND PHYSICAL FITNESS

At Mater Christi, we believe that children need healthy food and opportunities to be physically active in order to learn, grow and thrive. Good health supports student attendance and learning. Healthy eating habits and physical activity are important components in the prevention of illness and disease. This policy outlines Mater Christi's approach to ensuring environments and opportunities for all students to practice healthy

eating and physical activity behaviors throughout the school day. Specifically, this policy establishes guidelines to ensure that:

- Students have access to healthy foods throughout the school day in accordance with federal and state nutrition standards while accommodating cultural food preferences and special dietary needs
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors
- Students have opportunities to be physically active during and after school

NUTRITION

Nutritional Quality

- All foods and beverages served or sold at school meets or exceeds the nutrition recommendations of the US Dietary Guidelines for Americans. To the maximum extent practicable, Mater Christi will participate in federal school meal programs. The lunch program is fully accessible to all students.
- Students may provide input on menu development.
- Half of the grains served are whole grains.
- A variety of fruits and vegetables are served in clear, easy to access containers.
- Extra servings of fruits and vegetables are available with all lunches. Fruits and vegetables are promoted using the following techniques
 - Whole fruit is displayed in attractive bowls or baskets
 - Sliced or cut fruit is available daily
 - All available vegetable options are given appealing or descriptive names
 - Servers politely prompt students to select vegetable options with their meal
 - Morning announcements are used to promote menu options
- Only low-fat or non-fat milk and yogurt is offered.
- Foods are moderate in sodium, low in saturated fat and trans fat.
- Fresh, seasonal, locally grown/manufactured products are used whenever possible.
- No vending machines on school grounds.
- Soda and beverages containing caffeine are not sold or served.
- No advertising of low quality foods on school grounds.
- The complete nutrition analysis of foods and beverages is always available to students, staff and parents.
- Menus are posted on the school website.

Water

Free, chilled, filtered drinking water is convenient and available to all students in the dining room. Students are allowed to bring approved water bottles and may be filled with only water throughout the day. All water hydration stations and fountains are maintained on a regular basis to ensure good hygiene and health safety standards.

Snacks

Snacks served during the school day or in the after school program will make a positive contribution to the child's dietary intake and health.

Meal Times and Scheduling

- Students have a safe, clean, pleasant dining room of adequate size.
- Staff provides appropriate supervision in the dining room and serve as role models.
- Restrooms are safe and clean. Non–allergenic hand soap and paper towels along with hand sanitizer dispensers and baby wipes are conveniently located so students, faculty and staff can clean their hands before eating and at other appropriate times.
- Students have adequate time to eat (24 minutes for K–8 and 30 minutes for PS and PK). Two lines of food service allow for a minimum amount of waiting time. Children will enjoy their food more and may try healthier options if they can relax, eat and socialize without feeling rushed.
- Lunch is scheduled near the middle of the school day. In the younger grades (K, 1, 2 and 3) lunch will follow the recess period to best support healthy eating.
- Meetings or activities are not scheduled during mealtimes unless students may eat during such activities.

Sharing of Foods and Beverages

Students are prohibited from sharing their foods or beverages with one another.

Holidays and Celebrations

Birthdays may be celebrated in a creative and festive manner that does not involve food. Special events involving food, such as religious occasions (First Holy Communion), holiday parties (Halloween, Christmas, kindergarten Mother’s Day celebration), dances, or serving foods that connect to classroom learning (Foreign Language Festival) are permitted under administration discretion. Foods served at special occasions are always peanut-free and nut-free and accommodate documented individual student allergies and intolerances. If food is brought to school to be shared at any time other than an approved occasion, it will not be distributed. Invitations to private parties or events may not be distributed within the classes or on the school grounds.

Nutrition Education and Promotion

Nutrition education is incorporated at each grade level whenever possible to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition education includes enjoyable culturally relevant participatory activities such as visits to dairy farms, pumpkin patches, apple orchards and maple sugaring operations and growing seeds. Whenever possible, nutrition education is incorporated into classroom instruction in subjects such as science, math, language arts, art and social sciences. Nutrition education focuses on the development of healthy eating habits and behaviors. Students, faculty and staff are encouraged to improve their health and wellness through promotions and programs, such as influenza vaccination clinics and CPR classes.

Faculty/Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals. These school nutrition personnel will refer to the USDA’s Professional Standards for School Nutrition website for training that meets their learning needs.

Fundraising Activities

Foods sold for the purpose of fundraising consider the importance of healthy foods. Fundraisers that promote positive health habits such as the sale of non-food and nutritious food items as well as physical activity fundraisers are encouraged.

PHYSICAL FITNESS

All students in grades K – 8 will be engaged in at least 30 minutes of physical activity during each school day. Physical activity may include recess and movement built into the curriculum, but does not replace physical education classes. Physical education curriculum will be proficiency-based for development and assessment of knowledge and skills for student literacy. Flexible, alternative pathways for proficiency-based learning in physical education will be made equally accessible for all students. Each student in grades K–8 will have at least two physical education classes per week. Physical education is taught and assessed by a licensed physical educator. Physical education will benefit from thoughtful, periodic, content-specific program and professional performance review that drives continuous improvement.

Implementation

The school nurse along with the Health and Safety committee will monitor the implementation of this policy and review the policy annually. Faculty, staff, students, parents and other community members are encouraged to join and/or contribute to Mater Christi's Wellness Policy.

CONCUSSION ACTION PLAN

In accordance with Act 68, Mater Christi School has developed this plan to address the identification and treatment of concussions at school and when participating in school sports. All coaches are required to certify concussion management training every two years. Parents and students are informed about concussions annually.

A concussion is a brain injury caused by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. Concussion typically results in the rapid onset of short-lived impairment of neurological function. However, signs or symptoms may not be noticeable for hours or days. Loss of consciousness only occurs in about ten percent of concussions. It is important to give the brain time to heal before returning to play.

Students must inform the school nurse about any concussion sustained outside of school. The greatest risk factor for concussion is a previous concussion. There is increasing concern that recurrent concussions contribute to long-term neurological impairment. Proper fit and use of equipment, player respect, adherence to sport rules, sport-specific technique and encouragement of symptom reporting reduce the incidence and severity of concussion.

Recognition of Concussion

The following signs and symptoms seen after a witnessed or suspected blow to the head or body indicate a probable concussion.

SIGNS

Appears dazed or stunned
Confusion
Slowed speech
Moves clumsily
Balance problems
Personality change
Forgetful
Loss of consciousness

SYMPTOMS (reported)

Headache
Dizzy
Nausea or vomiting
Double or blurry vision
Sensitive to light or noise
Feels drowsy or sleepy
Numbness or tingling
Difficulty concentrating
Difficulty remembering

Removal From Play

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion must be removed from practice or competition. The athlete will not be allowed to practice or compete with a school team until the athlete has been examined by and received written permission to participate in athletic activities from a healthcare provider (per Act 68). The team coach has been designated as the individual who can make the initial decision to remove an athlete from play when a concussion is suspected. The team coach will notify parents/guardians immediately if a student sustains a concussion.

Return to Learn (RTL) Protocol

The following steps are required before the student can return to academic activity. The student is required to complete the RTL protocol and be symptom-free for 24 hours before beginning the return to play protocol. The attending healthcare practitioner will determine school accommodations and time frame for recovery. Examples of accommodations include extra time to complete assignments, lightened homework load, no computer or iPad use, no significant or standardized testing and rest breaks.

1. Home with total rest
2. Home with light mental activity
3. School (part-time) with accommodations
4. School (full-time) with accommodations
5. School (full-time) with full academics and no accommodations

Return to Play (RTP) Protocol

The RTP protocol should start only when the student has been without symptoms for 24 hours. The primary concern with early RTP is decreased reaction time leading to increased risk of injury. The student should not take any over-the-counter pain medications while moving through this plan. The attending healthcare practitioner will determine athletic accommodations and time frame for recovery and determine full clearance for return to play.

1. Light aerobic conditioning to increase heart rate
2. Sports specific drills to add movement and coordination
3. Sports specific drills to restore confidence
4. Full clearance for return to play

DRUG AND ALCOHOL POLICY

Philosophy

Education at Mater Christi School is provided for not only the intellectual and spiritual growth of the students, but also for their emotional and physical growth. Mater Christi School expects that the students will develop a respect for all life. Ingestion of harmful substances such as drugs or alcohol hinders the growth and development of the individual and is contrary to the philosophy of Mater Christi School. The presence of devices of any kind associated with drug, alcohol or tobacco use by students is prohibited from school premises at all times.

The home has primary responsibility for treating health problems; however, Mater Christi School shares these responsibilities in the areas of education and referral. The school also shares the responsibility of supporting any student who is attempting to change a pattern of use. School administration and support services will work with the family in providing prevention and treatment opportunities.

I. Violation of the Drug and Alcohol Abuse Policy

A violation of the Mater Christi School Drug and Alcohol Abuse Policy is any drug or alcohol related incident which occurs on school premises or at school sponsored functions, and includes the purchase, use, possession, being under the influence of alcohol and/or drugs, dealing in alcohol or other drugs, and the possession of devices associated with alcohol or drug use.

II. Reporting Drug or Alcohol Related Incident

All school personnel are expected to immediately confront students verbally to discuss any suspected or actual drug/alcohol incident that occurs on the school premises and/or at school sponsored functions, and to report the incident immediately to the administration.

- A. In all reported instances of actual drug or alcohol policy violation, the parent(s) or legal guardian(s) will be notified immediately by the administration. The administrators will also investigate and evaluate the situation to determine appropriate action.
- B. If, in the opinion of the administrators, an emergency situation exists, an area rescue squad and/or the Burlington Police Department will be called upon for their service. The school nurse will serve in a support capacity in such instances. The parent(s) or legal guardian(s) will be notified prior to such action when possible and in all other instances as soon as possible thereafter.

III. Consequences

- A. Disciplinary action for the first reported violation of the Drug and Alcohol Abuse Policy shall involve suspension from school to begin immediately and last for a maximum of ten school days.
 1. Students found to be selling drugs and/or alcohol will be recommended to the Board of Trustees for immediate expulsion.

2. When the administration has sufficient information as the result of observation or reason to suspect that a probable violation of the Drug and Alcohol Abuse Policy has occurred, the student(s) will be expected to cooperate fully. This may include emptying pockets, pocketbooks and/or backpacks. In such situations, the administration also reserves the right to inspect students' lockers.
 3. The student(s) will meet with the administrators and with an outside professional before re-entering school following suspension. In some instances, sustained professional guidance and treatment may be a condition of continued enrollment in school.
- B. A second violation of the Drug and Alcohol Abuse Policy within a given school year shall result in an automatic 10-day suspension to begin immediately. A recommendation shall also be made for referral to an alcohol and drug treatment program that is approved by the Head of School.
- C. In the event that a third violation of the Alcohol and Drug Abuse Policy occurs within a given school year, a recommendation will be made to the Board of Trustees for expulsion.

IV. Indications of Alcohol or Drug Abuse

In some instances, school personnel may observe over a period of time changes in the academic, social or personal behavior of the student that might be related to alcohol or drug abuse. These are some indications of possible alcohol and drug abuse:

- Drop in class performance
- Frequent tardiness or absences
- Inappropriate behavior in and/or out of class
- Change in family or peer relations
- Change in sleeping and eating patterns

These behaviors are not violations, but, rather, early indicators of a possible problem. School personnel are encouraged to observe student behavior that may signal a need for assessment by appropriate school personnel.

V. Self-Referral

When a student recognizes that he/she has a problem with chemical use, and chooses to report to school personnel that she/he wants to do something about this problem, the school will cooperate as fully as possible with this student, and he/she will receive assistance.

VI. Tobacco Products

Students found to be selling, possessing or using tobacco products on the school grounds and/or at school sponsored activities will be referred to the Administration for disciplinary action up to and including dismissal. Parents will be notified. Students in the company of persons found to have committed the above offenses will be considered in violation and subject to the same consequences.

The Head of School or his or her designee shall develop procedures, rules and regulations that are in his or her judgment necessary to implement this policy and will include provisions

ensuring that tobacco products are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

DEFINITIONS

School Grounds means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.

School sponsored activity means activities including but not limited to field trips, project, graduation events, sporting events, work internships and dances.

Tobacco product is defined in 7 V.S.A.1001(4) as cigarettes, cigars, cheroots, stogies, periques, granulated, plug cut crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, Cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other forms of tobacco prepared in a manner suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking. All vaping products are included in this definition.

Source: South Burlington High School - Updated 7/16/18

PREVENTION OF STUDENT HARASSMENT POLICY

I. HARASSMENT

Mater Christi School is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incidents and/or conduct that occurs on school property, on a school bus or at a school sponsored activity, or incidents and/or conduct that does not occur on school property, on a school bus or at a school sponsored activity but where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of Mater Christi School to prohibit the unlawful harassment of students based on race, creed, color, national origin, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated.

It is the intent of Mater Christi School to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

Mater Christi School shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

II. DEFINITIONS

Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, religion, ancestry, medical status or disability, national origin, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment may also constitute one or more of the following:

Sexual harassment is conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur: submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress or submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student. Sexual harassment also includes student to student conduct, as well as other conduct which results in the creation of a hostile environment.

Racial harassment means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race, ancestry, creed or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, negative references to cultural customs, and taunts on manner of speech.

Harassment of members of other protected categories is conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, religion, ancestry, medical status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories. Gender identity is defined as "an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender-identity, regardless of the individual's assigned sex at birth."

Complaint means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

Complainant means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.

Designated employee means an employee who has been designated by the school to receive complaints of harassment pursuant to subdivision 16 V.S.A. §565(c)(1). The names and contact information of the buildings two designated employees shall be posted in the building.

Employee includes any person employed directly by or retained through a contract with Mater Christi School, an agent of the school, a member of the Mater Christi Board of Trustees, a student teacher, an intern or a school volunteer.

Notice means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.

Retaliation is any adverse action by any person against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

School administrator means a superintendent, Head of School or his/her designee.

III. REPORTING

Student reporting Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

School employee reporting Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the

conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.

Other reporting Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.

Documentation of the report If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.

False Complaint Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

IV. PROCEDURES FOLLOWING A REPORT

Notification Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the victim or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be promptly notified that a complaint of harassment has been filed and provided with a copy of this policy, notified if an alternative dispute resolution method will be offered and, if it occurs, notified of the outcome of any such attempt and notified in writing that the complaint was substantiated and a consequence was imposed. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.

Investigation The school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial

determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after the review is requested.

Actions, including but not restricted to keeping suspected students and/or complainants out of school, may be taken during an investigation in order to protect the safety and well-being of those involved.

Action on a substantiated complaint If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, suspension and/or termination of an employee.

Alternative dispute resolution At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: the nature of the accusations, the age of the complainant and the accused individual, the agreement of the complainant, and other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

Appeal A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with Mater Christi School's discipline policy or applicable statutes.

Internal review is any procedure provided by the school through policy or practice and is not the same as an independent review.

Independent Review A complainant may request an independent review if s/he believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, is dissatisfied with the final determination following an investigation as to

whether harassment occurred, or believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the Chairperson of the Mater Christi Board of Trustees.

Upon such request, the Chairperson of the Mater Christi Board of Trustees shall promptly initiate an independent review by a neutral person and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. Mater Christi School may request an independent review at any stage of the process.

Retaliation It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

V. CONFIDENTIALITY AND RECORD KEEPING

The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with Mater Christi School's obligation to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

The School Administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by Mater Christi School in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

VI. REPORTING TO OTHER AGENCIES

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse must report the allegation to the

Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services.

If a harassment complaint is made at Mater Christi School about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the Head of School will report the alleged conduct to the Superintendent of Schools.

Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VII. ALTERNATIVE COMPLAINT PROCESS

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education.

BULLYING POLICY

Bullying

Bullying is a form of dangerous and disrespectful behavior and will not be permitted or tolerated within Mater Christi School. Bullying means any overt act or combination of acts directed against a student by another student or group of students and which (A) is repeated over time; (B) is intended to ridicule, humiliate, or intimidate the student, and (C) occurs during the school day on school property, or at a school-sponsored activity, or before/after the school day or at a school-sponsored activity.

Reporting Bullying

Bullying within Mater Christi School will not be tolerated in any form. If a student feels they are being bullied, and it is safe to do so, tell that person to stop. Victims and witnesses are asked to report bullying to any teacher or staff member. Students are allowed to anonymously report acts of bullying to their teachers and school administrators. Parents and guardians are also able to file written reports of suspected bullying with the school. Any student or parent/guardian of a student who believes they have been the victim of bullying should report the matter immediately to the administration. The administration will investigate the situation and contact the family of the perpetrator.

Consequences for Bullying

Bullying is a serious offense. Documented acts of bullying will result in the perpetrator being disciplined. Disciplinary consequences may include, but are not limited to: after school detention, loss of privileges, loss of the ability to participate in any after school and extracurricular activities, mandatory remedial classes, parent conferences and suspension. The school will also provide clear notification to the parents/guardians of the student who commits a verified act of bullying of the school's response and consequences of any further bullying by their child. Law enforcement authorities may be contacted upon verification of acts of bullying.

HAZING POLICY

Mater Christi prohibits the hazing of students. Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of humiliating, intimidating, or demeaning the student, or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the campus of an educational institution.

Hazing may be grounds for discipline up to and including dismissal. Any person with a hazing complaint is encouraged to report the complaint to administration or a faculty or staff member as soon after the incident as possible.

Additional information about procedures relating to hazing complaints is contained in the section of the school's Prevention of Student Harassment policy entitled Reporting Student Harassment. These procedures will be used to report, file, investigate, and respond to complaints of hazing. Retaliation in any form against a person making a complaint of hazing is also a violation of school policy.

WEAPONS IN SCHOOL POLICY

The Mission and Core Values of Mater Christi School state in part that motivation for maximum learning is supported in a creative and caring environment and that education at Mater Christi involves guiding each child in developing a value system that includes a respect for life. Consistent treatment of each person with dignity and respect at school must be an outstanding characteristic of the school. This mutual dignity and respect must be shared by faculty, staff, board members, students, volunteers, visitors, and any other persons who form the support system of the school.

The school's Mission and Core Values indicate that the education of the whole child will be most successfully accomplished in an atmosphere of caring security. Thus, any action that undermines that atmosphere is out of place at Mater Christi School including threats of violence whether spoken or written. Students engaging in these threats will be subject to disciplinary action to be determined by the principal.

The presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of Mater Christi. Accordingly, it is the policy of Mater Christi School to forbid the possession, custody and use of weapons by unauthorized persons in or around school property.

Definitions

- 1) Weapon is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, if, under the surrounding

circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

- 2) Firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer, or any destructive device.

Prohibitions

It is the policy of the Mater Christi School that no student shall bring a weapon onto school property, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity.

Enforcement

Any member of the Mater Christi faculty or staff who suspects that a student has brought a weapon to school or to a school event may search for and confiscate such weapon.

Penalties for Violations

- A. Any student, faculty, or staff member found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion. Any volunteer, visitor, or other person in violation of this policy shall be subject to immediate expulsion from the premises.
- B. Any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year (365 days). The Head of School may impose this discipline after they review the circumstances of the incident. The Head of School also may modify the penalty in appropriate cases at their discretion.
- C. The Head of School will appoint appropriate school personnel to work closely with the student and his/her parents/guardians so that the transition experience either out of or back into school for the student will be a beneficial time for the student.
- D. Faculty or staff members in violation of this policy face discipline up to and including termination. The Head of School may impose the discipline after he/she reviews the circumstances surrounding the incident.

Whatever level of discipline the Head of School chooses to impose, the appropriate law enforcement officials will be notified when anyone has brought a weapon to school. The Head of School will also inform the Executive Committee of the Board of Trustees that a student, faculty or staff member brought a weapon to school and the subsequent disciplinary action taken by the Head of School.

TECHNOLOGY ACCEPTABLE USE POLICY

August 2018

Digital Learning Vision Statement

Our goals are to enhance opportunities for learning through virtual experiences and to prepare students for the complexities of the twenty-first century, to extend access to learning opportunities and materials and enable students to learn at their own pace, provide a means of making personalized accommodations to meet the needs of all learners, and to foster not only communication and connectivity with the global community but facilitate deeper respect in our students and a sense of responsibility as global citizens.

Creation of this Policy

The Mater Christi School Team has worked collaboratively to craft and implement the following policy. The policy represents our commitment to best practices for the use of digital resources and hardware, administrative regulations, procedures, terms and conditions for use and user agreements consistent with the Catholic mission of Mater Christi School. The policy will be revised at the conclusion of each school year by the School Team of teachers and our Technology Leadership Team.

Introduction

The Technology Acceptable Use Policy for Mater Christi School is enacted by the School Team to provide the parents, students, and staff of the Mater Christi School with a statement of purpose and explanation of the use of technology within the MCS educational community. This policy is reinforced by practice, together with **acceptable** use standards and is required reading before accessing the technology devices, digital resources, and network infrastructure of Mater Christi School. Students, parents/guardians, and all staff members of MCS must read and sign the accompanying Technology **acceptable** Use Policy.

Purpose

MCS encourages the judicious use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. MCS provides access to a wide range of information technologies to support learning, facilitate resource sharing, increase authentic communication, enhance student engagement, and assist staff and students in acquiring innovative skills. The technology devices, digital resources, and network infrastructure will also be utilized to share relevant school information and develop links with the local and global community.

Definitions

“Technology devices, digital resources, and network infrastructure” is defined as the MCS network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning.

“Devices” refer to MCS owned/leased, staff owned devices, and student/family owned devices.

Children’s Online Privacy Protection Act (COPPA)

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s online privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

As MCS teachers, students and families work together to advance learning using technology devices, digital resources, and network infrastructure, all parties should work to inform students about the risks of providing personal information for the purpose of creating web based accounts.

Content Filtering

Mater Christi School uses software designed to block access to certain sites and filter content as required by the Children’s Internet Protection Act, 47 U.S.C. §254 (CIPA). MCS is aware that not all inappropriate information can be filtered, and the school will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users should inform teachers or administrators of any inadvertent access to inappropriate material in order to modify the filtering profile. MCS continually educates students about appropriate online behavior and technology usage.

Monitoring

MCS monitors the use of the school’s network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the MCS network. The information on the network in general files, MCS Google domain files, email and third-party devices brought into the school building by students is not private and is subject to review by the network manager at the request of the MCS administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

MCS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of MCS.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine system maintenance and monitoring may lead to the discovery of violations of the MCS Technology Acceptable Use Policy, other school policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or MCS Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

What are Google Apps for Education?

MCS provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use.

All of the Google Apps services can be accessed from anywhere you have an Internet

connection (school, home, smart phone, etc.) Among the purposes for integrating Google Apps for Education in our school environment are to:

- Address equitable digital access
- Enhance collaborating in the learning environment
- Promote authentic 21st Century learning and teaching
- Provide opportunity to grow as digital citizens
- Enhance the daily educational experience

Uses for Student MCS Domain Gmail

Email can be a powerful communication tool for students to increase communication and collaboration, and serves as a link to the digital classroom. Therefore, students will be encouraged to check their MCS email regularly. Teachers may email students to communicate reminders, course content, pose questions related to class work, and such. Students are encouraged to email other students to collaborate on group projects and assist with school assignments.

Student MCS Domain Gmail Permission

Mater Christi School's Gmail system controls to whom email messages can be sent and from whom they can be received. MCS Students cannot send email to parent accounts or anyone outside of the MCS School domain. All MCS students cannot receive email from outside of the domain. Therefore, students should not use their MCS email for setting up accounts that need to be verified via email or receive notices via email. Exceptions to this policy can be made for academic purposes at the discretion of the School Team and the MCS Administration.

Student MCS Domain Emails to Staff

At teacher's' discretion, students may email their teachers with questions or comments regarding class. However, there will be no requirement or expectation for staff to answer student email, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment on time.

General Email and On-line Chat Guidelines

Below is a general summary of guidelines related to email and any form of online chat or instant messages:

- All emails to staff and faculty should model proper etiquette and format (which will be taught in class). The content should be specific to school related subjects.
- Email and on-line chat among students is to be used for school-related communication.
- The following actions are prohibited:
 - * Sending harassing email, instant messages or content.
 - * Sending offensive email, instant messages or content.
 - * Sending spam email, instant messages or content.
 - * Sending email or instant messages containing a virus or other malicious content.
 - * Sending or reading email or instant messages at inappropriate times,

such as during class instruction time.

- * Sending email or instant messages to share test answers or promote cheating in any way.
- * Using the account of another person.

User Access and Explanation of Guidelines

Access to information technology through the Mater Christi domain is a privilege, not a right. Students, parents, and staff shall be required to read the MCS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The MCS Acceptable Usage Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by school disciplinary policies as outlined in the policy manual of the MCS school handbook.

Since information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this policy and show good judgment in their use of these resources. Any questions should be addressed to the Administration.

MCS provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. Students who have doubts regarding whether a resource has educational merit, should ask a staff member.

Scope of Technology Policies

The scope of the policies includes the MCS domain, MCS network, MCS school grounds or at/during MCS school functions, use of MCS accounts, and MCS school issued devices. School issued devices include but are not limited to the following: tablets, classroom computers, and any other device issued by the school.

Expectation of Privacy

At any time and without prior notice, MCS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure or any information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be revoked.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school policy.
- Violating copyright laws and/or the diocesan policy on plagiarism.
- Copying software or applications from Mater Christi School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Playing non-educational games or watching videos without the teachers permission.
- Destructions/vandalism of system software, applications, files or other network resources.
- Employing the network for commercial or political purposes.
- Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems.
- Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.

Saving inappropriate files to any part of the system, including but not limited to:

- *Music files*
- *Movies*
- *Video games of all types, including ROMs and emulators*
- *Offensive images or files*
- *Programs which can be used for malicious purposes*
- *Any files for which you do not have a legal license*
- *Any file which is not needed for school purposes or a class assignment.*

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records,

possession of banned substances/items, etc.

Progressive Discipline

Mater Christi School will apply progressive discipline for violations of the school policy and signed Acceptable Use Agreement Form which may include revocation of the access to the MCS domain, MCS network, technology use on MCS school grounds or at/during MCS school functions, use of MCS accounts, and MCS school issued devices. Other appropriate disciplinary or legal action may be undertaken by the MCS Administration, including suspension or expulsion.

Mater Christi School Limitations of Liability

Mater Christi School makes no warranties of any kind, implied or expressed, that the services and functions provided through the technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. MCS will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

MCS, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The MCS School staff assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this MCS Technology Acceptable Use Policy.

Parents/guardians should discuss the technology use responsibilities with their children.

Questions and concerns can be forwarded to the Administration of Mater Christi School.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Mater Christi School network. Parents and guardians agree to reimburse MCS for any expenses or damages incurred in the use of school owned devices.

Modification

The Mater Christi School team and Administration reserve the right to modify or change this policy and related implementation procedures at any time without prior notification.

Mater Christi School Student/Parent Statement of Responsibilities

Student Expectations

I have read, understand and will follow this Acceptable Use Policy. If I breach this agreement, the consequences could include suspension or revocation of Technology privileges and/or disciplinary action. I also understand the school network, domain and email accounts are owned by Mater Christi School and Mater Christi School has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature

Parent collaboration and consent is a crucial focus of Mater Christi School. Through our technology integration, we want to work with parents so they understand the various initiatives that are taking place at school. We encourage you to have your children guide you through their work so you will see their progress as it develops.

As parents, students and teachers working together, we become an ever-stronger learning community, therefore, creating more opportunities for our students to become more successful. As the parent or guardian of this student, I have read the Mater Christi School Responsible Use Policy. I understand that technology is provided for educational purposes in keeping with the educational goals of MCS and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. **I understand that children's information technology activities at home should be supervised by me as they can affect the academic environment at school.**

I understand the importance of this Responsible Use Policy and will support my student in adhering to it. I am aware that if my child breaches this agreement, the consequences could include suspension or revocation of Technology privileges and/or disciplinary action. I also understand the school network, domain and email accounts are owned by MCS and that MCS has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources at Mater Christi School.

Parent/Guardian Student Images for Educational Purposes

Mater Christi School attempts to provide students with the best educational practices and resources. Images and videos may be used in the classroom setting to enhance and enrich student learning. Images and videos should be taken and used for educational purposes only. School images and student images should not be used on non-school or non-MCS Domain based sites/apps (i.e. personal accounts). The use of videos and images is used at the discretion of the classroom teacher and the MCS Administration.

Mater Christi School Student/Parent Device Statement of Responsibilities

I have read and understand the MCS Technology Acceptable Use Policy. I accept responsibility for any damage, destruction, or loss of any device. I understand that I am responsible for the total cost of replacing a damaged, destroyed, or lost device.

Parent or Guardian Name (please print) Student Name (please print)

Parent or Guardian Signature Student Signature

Date Date

ACCESSIBILITY OF FEDERAL PROGRAMS

Mater Christi receives federal funds for some of its programs. In recognizing that some areas of the school are inaccessible to disabled individuals, the school adopts the following policy:

All federally funded programs at Mater Christi School are available without discrimination, to handicapped individuals as defined by the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act.

Whenever a handicapped individual selects a federally funded program for participation in a program that is inaccessible, the program will be relocated to an accessible area. In no instance will the relocation of the activity be delayed beyond two (2) school days. The principal are responsible for implementing this policy by relocating federal programs within the existing building.

RIGHT TO AMEND HANDBOOK

Given the complex nature of education and common purpose, it is impossible to predetermine a policy to cover every situation. Accordingly, the administration, after due consideration may, from time to time, be required to make judgments as to the best course of action in a given circumstance or to make changes to this handbook. When necessary, exceptions or changes will be made with the greatest benefit to the educational purpose in mind. Mater Christi School's administrators retain the right to amend the Student and Parent Handbook at any time and for any reason the schools administrators determine is appropriate. Parents will be given prompt notification if changes are made.



STUDENT AND PARENT HANDBOOK AGREEMENT
2018 - 2019

We have read, understand, and agree to be governed by this document.

Parent or Guardian Name (please print)	Student Name (please print)
Parent or Guardian Signature	Student Signature
Date	Date
	Student Homeroom

Families of students in preschool through grade 8, please return the signed copy to the school office by September 7, 2018.