

St. Mary of the Assumption School
Brookline, Massachusetts



Student-Parent Handbook
2026-2027

67 Harvard Street, Brookline, MA 02445
Office: 617-566-7184 FAX: 617-731-4078

www.stmarys-brookline.org

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Student-Parent Handbook

2026 - 2027

Table of Contents

SCHOOL HOURS.....	5
THE SCHOOL DAY.....	5
ARRIVAL - MORNING.....	5
DISMISSAL - AFTERNOON.....	5
DISMISSAL DURING SCHOOL HOURS.....	6
TARDINESS.....	6
ABSENCES.....	6
RECESS.....	6
EXTENDED DAY PROGRAM – AFTERSCHOOL HOURS.....	7
SCHOOL MASSES, DEVOTIONS, AND DAILY PRAYER.....	8
ST. MARY’S S.T.A.R.S. CORE VALUES.....	8
ACADEMIC POLICIES.....	9
REPORT CARDS/PROGRESS REPORTS.....	9
REPORT CARD/PROGRESS REPORTS INFORMATION AND TIMELINE INFANT-K1.....	10
REPORT CARD/PROGRESS REPORTS INFORMATION AND TIMELINE K2-8.....	10
GRADING SCALE.....	10
GRADUATION.....	11
NON-PROMOTION.....	11
HOMEWORK.....	11
APPROXIMATE SCHOOL HOMEWORK TIME.....	11
STUDENT SUPPORT PLANS.....	11
LEARNING CENTER.....	12
STUDENT RECORDS.....	12
NON-CUSTODIAL PARENTS.....	12
FINANCIAL POLICIES, ENROLLMENT, RE-ENROLLMENT, ADMISSIONS and FUNDRAISING.....	12
TUITION AND FEES.....	12
ADMISSIONS PRIORITY POLICY.....	13
ENROLLMENT AGE REQUIREMENTS.....	13
RE-ENROLLMENT.....	13
WITHDRAWAL POLICY.....	14
ENROLLMENT TERMINATION/SUSPENSION.....	14
FUNDRAISING.....	14
COMMUNICATION.....	14
WEEKLY SCHOOL COMMUNICATIONS.....	14



BACK TO SCHOOL NIGHT.....	15
PARENT-TEACHER CONFERENCES.....	15
COFFEE WITH THE PRINCIPAL.....	15
EMAIL COMMUNICATION PROTOCOL.....	15
SCHOOL SOCIAL MEDIA PLATFORMS.....	15
SCHOOL DELAYS OR CANCELLATIONS.....	15
EXTENDED DAY CANCELLATIONS.....	16
PARENTS AND GUARDIANS.....	16
REQUIREMENTS FOR ALL VOLUNTEERS - CORI FORMS/PROTECTING GOD'S CHILDREN (VIRTUS).....	16
ROOM PARENTS.....	16
PARENT VOLUNTEER COUNCIL.....	16
REQUIRED PARENT VOLUNTEER HOURS.....	16
VISITORS AND GUESTS.....	17
DISCIPLINE.....	17
EARLY CHILDHOOD DISCIPLINE.....	17
SPECIFIC VIOLATIONS OF SCHOOL RULES.....	17
HEALTH OFFICE INFORMATION.....	18
SCHOOL NURSE.....	18
SCHOOL GUIDANCE COUNSELOR.....	18
EMERGENCY INFORMATION.....	18
ILLNESS.....	19
MEDICATION.....	19
FOOD ALLERGIES AND ANAPHYLAXIS.....	19
ASTHMA.....	20
EMERGENCY MEDICATION STORAGE AND ACCESS.....	20
PHYSICAL EDUCATION.....	21
MEALS AND SNACKS.....	21
BIRTHDAY POLICY.....	21
SNACKS.....	21
BREAKFAST AND LUNCH.....	21
BROOKLINE SPA PIZZA FRIDAYS.....	21
DRESS CODE.....	21
SCHOOL UNIFORM.....	22
EARLY CHILDHOOD UNIFORMS.....	22
K2 – GRADE 8 UNIFORMS.....	22
GIRLS' UNIFORMS – K2 – GRADE 4 (EXCLUDING PE).....	22
GIRLS' UNIFORMS – GRADE 5 – GRADE 8 (EXCLUDING PE).....	22
BOYS' UNIFORMS – K2 – GRADE 4.....	22
BOYS' UNIFORMS – GRADE 5 – GRADE 8.....	22
PHYSICAL EDUCATION UNIFORMS – GIRLS AND BOYS.....	23



OTHER OPTIONAL ITEMS.....	23
SHOES – K2-8.....	23
DRESS DOWN DAYS.....	23
TIE LOAN POLICY.....	23
FIELD TRIPS.....	24
SAFETY AT SCHOOL.....	24
EMERGENCY PROCEDURES.....	24
CHILD SAFETY.....	24
SEXUAL HARASSMENT – STUDENT.....	24
BULLYING PREVENTION AND INTERVENTION.....	25
CHROMEBOOKS.....	25
CELL PHONE AND SOCIAL MEDIA POLICY.....	25
NON-DISCRIMINATION POLICY.....	25
ADMINISTRATIVE TEAM.....	26
APPENDIX.....	27
Annual AHERA Notification to Parents, Teachers and Staff.....	27
St. Mary of the Assumption Parent/Guardian Code of Conduct Policy.....	27
St. Mary of the Assumption Parking Lot Policy.....	27
BULLYING PREVENTION AND INTERVENTION PLAN.....	28
Acceptable Use of Technology Policy for All Students.....	38
MONITORED USE.....	38
GUIDELINES FOR EMAIL.....	38
SUMMARY OF EXPECTATIONS FOR STUDENT USE OF TECHNOLOGY.....	38
Parent/Guardian Acknowledgement.....	40

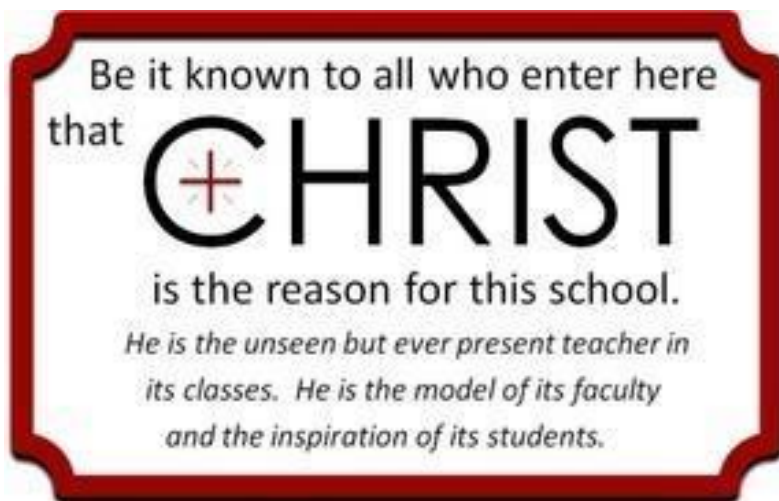


The Mission of St. Mary of the Assumption School

St. Mary of the Assumption School is a richly diverse Catholic community serving students from Infancy to Grade Eight.

We are dedicated to providing each child with a strong foundation academically, socially, and spiritually.

We strive to create an environment that is characterized by living our faith, achieving excellence, and acting responsibly.





SCHOOL HOURS

Infant – Toddler: The school day begins at 7:30 a.m. and ends at 5:30 p.m.

PreK – K1: The school day begins at 8:00 a.m. and ends at 2:15 p.m.

K2 – Grade 8: The school day begins at 8:00 a.m. and ends at 2:25 p.m.

THE SCHOOL DAY

ARRIVAL - MORNING

The school doors open at 7:30 a.m. School staff supervise students from 7:30 a.m. – 8:00 a.m. Students in K2 – Grade 8 should report to the Cafeteria and proceed to their assigned table. Their teachers will greet them and escort them to their classrooms for the beginning of the school day at 8 a.m. PreK-K1 students enter via the front entrance at 67 Harvard Street starting at 7:30 a.m. and make their way into their classrooms. Infant and toddler students should arrive between 7:30 a.m. to 8:30 a.m. via the Main Office and families drop off directly to student classrooms. Teachers of students in grades K2-8 will escort the students from the Cafeteria and bring them to their classrooms to begin the school day by 8:00 a.m. As a reminder, only students enter the building during Arrival times. If a PreK-8 parent/guardian is entering the building, he/she must sign in as a Visitor in the Main Office unless they are dropping off an infant or toddler. There is no parking between the hours of 7:30 a.m. and 8 a.m.

Please note: Students should not be dropped off and/or left unattended before 7:30 a.m. Our doors open at 7:30 a.m. The school is not responsible for the supervision of students before 7:30 a.m.

DISMISSAL - AFTERNOON

Classroom teachers in PreK through Grade 8 escort students out of the building or to the Extended Day Program (EDP) at the end of the school day.

Infant and toddler students remain in their classrooms and await parent pick-up from the classrooms before 5:30 p.m. All students in PreK –K1 will be picked up promptly at 2:15 p.m. The program closes at 2:25PM. If a child has not been picked up by closing time, a telephone call will be made to the family. If they cannot be reached at home/work/school, the emergency telephone numbers will be called, and if contact is made, that person will be requested to pick up the child/ren. If there is no response, this process will be repeated twice more within 15 minutes. If contact has not been made with the family or the emergency person by 3:30 p.m. (for PreK-8) or by 6 p.m. (for infant and toddler), the designated staff person will call the department of Social Services and/or the local police. A report of the action will be placed in the child's file.

All students in K2 - Grade 8 will be picked up promptly at 2:25 p.m.

Teachers remain with their students until each one is in the custody of their parent/guardian. Teachers have a list of students who have permission from their parents/guardians to walk home without supervision. Should a parent/guardian fail to arrive to pick up a child, the teacher will bring the student to the office where a parent/guardian will be contacted. If they can not be reached at home/work/school, the emergency telephone numbers will be called, and if contact is made, that person will be requested to pick up the child/ren. If there is no response, this process will be repeated twice more within 15 minutes. If contact has not been made with the family or the emergency person by 3:30 p.m., the designated staff person will call the department of Social Services and/or the local police. A report of the action will be placed in the child's file.



Students are not permitted to leave the premises while waiting to go home. Students who are not picked up will be placed under the supervision of EDP staff if the child has been registered and will be charged for that day. There is no parking during regular Dismissal times.

DISMISSAL DURING SCHOOL HOURS

Parents/guardians of students who will be dismissed from school early or before the end of the school day must notify the office and the teacher. If possible, notes requesting early dismissal should be received at least one day before the actual early dismissal date. The office will call the classroom and notify the teacher who will send the student to the office at the appropriate time. The student will be dismissed from the office using the appropriate identification and sign-out procedures. Contact forms updated in the FACTS Family Portal will be maintained to identify all authorized parents, guardians and authorized emergency contacts.

TARDINESS

The school day begins at 8:00 a.m. for grades PreK-8. Students who arrive after this time are considered late. When a student arrives late, the student must get a pass from the office before proceeding to the classroom. The Main Office will record the student as “Tardy” in FACTS. Parents should call the school if their child will arrive late to school after 8:00 a.m. at 617-566-7184.

ABSENCES

Parents/guardians should notify the office if a student will be absent by 8:30 a.m. by calling 617-566-7184 or via email. Parents/guardians will be called if no notification is received. Parents should also email the classroom teacher and info@stmarys-brookline.org to inform the teacher and office staff about the absence ahead of time. Please email the School Nurse kcooke@stmarys-brookline.org if the absence is due to sickness. Students who are absent are required to make up any missed assignments. State law requires a doctor’s note if a contagious illness was the cause of the absence. If a student is dismissed from the School Nurse, he/she may not return the next school day. This would be an excused absence. Students who are absent from school may not return to participate in any after-school activities. Circumstances which would result in an excused absence would be: student illness, injury, health concern (absence longer than three consecutive school days requires a doctor’s note explaining the absence), bereavement, and observance of a religious holiday. Circumstances which would result in an unexcused absence would be: a school visit for any grade other than grade 8, non-school activity, and vacation time. Letters of Concern will be sent to parents/guardians if a student’s absence becomes a concern to a teacher or puts a student’s promotion at risk. There should be no more than 6 unexcused absences per trimester.

RECESS

Time spent outdoors during recess is an important part of the school day for students from Infant – Grade 8. St. Mary of the Assumption School observes the following guidelines:

- Students must not be allowed to pull up the grass or pick flowers while outdoors.
- Students should play safely. No tackle football; no playing on structures when covered with ice/snow; no playing on ice or throwing snowballs, rocks or sticks.
- Students should use the designated play areas for their classrooms.
- Students should line up quickly and quietly when entering the building after recess.
- If it is raining or snowing heavily or in instances of extreme heat, outdoor recess should not be held.



- At any time, teachers may make a determination to have indoor recess or a shorter outdoor recess depending on the weather and/or personal wellness. All students will wash hands or use sanitizer for 20 seconds on returning to the school.

EXTENDED DAY PROGRAM – AFTERSCHOOL HOURS

The Extended Day Program (EDP) is available for all PreK-8 St. Mary of the Assumption School students. Teachers, assistants, and interns staff the program. The program offers age-appropriate academic, artistic, and recreational activities for students. Our program provides a safe, fun, and welcoming environment for students. Students participate in organized activities, outdoor playtime, and snack time. If applicable, students are given the opportunity to complete homework assignments. The program runs from 2:30 PM - 6:00 PM daily. Please note the extended day program is not offered during school vacations, holidays, or professional development days. Prior to attending the program, a registration form and fee must be completed and submitted to the school office. Please pack an additional NUT-FREE snack for your child.

Students in the Extended Day Program are expected to follow school rules and expectations for student behavior.

The one-time per year registration fee for each child is \$35. The deadline to register for the program is May 1. All registration forms must be submitted at least 24 hours prior to attending the program. Registration and all fees will be processed through FACTS.

Pricing for the Extended Day Program is based on a four-tier system:

2:30 – 3:30 p.m. - \$22
2:30 – 4:30 p.m. - \$33
2:30 – 6:00 p.m. - \$44
2:30 – 6:00 p.m - \$55*

*a \$15 late fee will be assessed per child for late pick up in 10 minute increments. Frequent late pick-ups may result in your child no longer being eligible to participate in the program.

Families must remain in good financial standing to participate in the Extended Day Program (EDP). Outstanding balances may impact a family's ability to access EDP services.

Registration for the current school year will not be accepted if there is an unpaid balance from a previous school year. If there is an outstanding balance on your account, your child may not be permitted to attend EDP or clubs until the balance is paid in full. We appreciate your cooperation in ensuring timely payments which help us continue to provide high-quality care and programming for all students.

Students can also participate in after-school clubs and enrichment experiences. Some offerings may include, dance, chess, coding, art, and sport clubs. A Club Catalog will provide detailed descriptions of clubs including grade levels and days offered. Please note that registration for EDP is separate from Club Registration and Enrollment. The cost for a club is \$22/day. Cost may vary for outside club vendors for example: Chess Wizards and Voices Boston.

Parents/guardians should register their child/ren by the first school Friday in September. The EDP begins on Monday of the first full week of school. Clubs will begin in October.



SCHOOL MASSES, DEVOTIONS, AND DAILY PRAYER

St. Mary of the Assumption School students in Grade K2 – Grade 8 attend a monthly School Mass and Feast Day/Holy Day Masses. They participate as lectors and gift bearers, and altar servers. Occasionally the Infant-K1 students may join when developmentally appropriate. Parents and families are most welcome to join us. During the year, Catholic devotions, such as the Stations of the Cross, the Rosary, Eucharistic Adoration, and the May Procession are also celebrated as a school community.

The school day at St. Mary of the Assumption School begins with Morning Prayer in the classroom. It has long been a custom at St. Mary of the Assumption School to also begin individual classes with a brief prayer. Teachers also lead students in prayer before meals in classrooms before going to lunch.

ST. MARY'S S.T.A.R.S. CORE VALUES

We are St. Mary's S.T.A.R.S.! What does that mean, exactly?

S: Service

T: Truth

A: Academic Excellence

R: Respect

S: Spiritual Growth

St. Mary's S.T.A.R.S. are a core set of foundational values for all members of the school community. At St. Mary's, we believe that our mission extends beyond the classroom - it's about forming both hearts *and* minds rooted in faith, self-respect, excellence, and more. This new set of school values, which will guide how we learn, play, pray, and grow together, will be showcased throughout the school year in a variety of ways. These values are more than words on a wall or in a Handbook; they are a way of life that reflects our Catholic identity and our commitment to living as followers of Christ and His teachings.

We ask every member of our school family (students, staff, and parents/guardians) to embrace these values and use them in their everyday lives! When we carry these values with us into our classrooms, playgrounds, neighborhoods, and more, we show the world the love, respect, and integrity that come from living in God's grace and being a representative of the St. Mary's beloved community. Together, we will continue to create a culture where every action, big or small, is an opportunity to live our faith and make a positive difference for ourselves and each other.

The St. Mary's values, explained:

S is for Service

- We are called to live as the Blessed Virgin St. Mary did, by serving others with faith, compassion, patience, and generosity. The value of **service** means using our time,



talents, and gifts to help those in need, both within our school and in the wider community. We encourage you to see service not as an obligation, but as a joyful way to share God's love with the world.

T is for Truth

- As followers of Christ, we seek the truth and speak the truth in all circumstances. The value of **truth** builds a trusting relationship with ourselves, with God, with the Blessed Virgin St. Mary and other saints who intervene for us, and with each other. Truth fosters integrity and strengthens all of our relationships. We strive to teach each other to be honest in our words and actions, to stand up for what is right (even if we're standing alone), and to live with moral courage, even when it is difficult.

A is for Academic Excellence

- Everyone in the St. Mary's School community strives for excellence in all types of learning as a way to honor the gifts God has given all of us. The value of **academic excellence** is not just about getting the highest grades: it is about curiosity, perseverance, and the desire to use our knowledge to serve God and others, and foster our goals (big or small). We encourage all students to approach every subject matter with the goals of excellence, dedication, and a growth mindset.

R is for Respect

- Respect means recognizing the dignity of every person as a child of God. At St. Mary's, we model kindness, empathy, and good manners in all of our words and actions. The value of **respect** extends to our classmates, teachers, families, ourselves, and our environment. This helps to create a beloved community where all feel brave, safe, valued, and loved.

S is for Spiritual Growth

- Our journey of faith is truly lifelong. The value of **spiritual growth** means deepening our relationship with God through service, prayer, worship, and reflection. We nurture the gifts of the Holy Spirit in all of our students, helping them to understand and live their faith each day. We encourage families to join us in fostering this growth at home and in the parish.

ACADEMIC POLICIES

REPORT CARDS/PROGRESS REPORTS

Interim progress reports are issued before the release of report cards to keep parents/guardians updated about their children's progress. Parents/guardians are also encouraged to contact teachers with concerns about their child's academic or social progress. Parents/guardians should make an appointment with their child's teacher to discuss their child's progress.



REPORT CARD/PROGRESS REPORTS INFORMATION AND TIMELINE

INFANT-K1

Report cards are issued twice a year in Infant – K1. Progress reports in Infant-Toddler will occur based on the child's enrollment, every three months. Progress reports for PreK-K1 will occur two times during the year. Teachers will schedule parent conferences when the progress reports are sent home.

October 30, 2026

January 21, 2027

January 22, 2027

Progress Reports issued PreK-K1

Report Cards distributed Infant-K1

Parent-Teacher Conferences Infant-K1

March 31, 2027

March 30-31, 2027

June 16, 2027

Progress Reports issued PreK-K1

Parent-Teacher Conferences Invitation if needed

Report Cards distributed Infant-K1

REPORT CARD/PROGRESS REPORTS INFORMATION AND TIMELINE K2-8

Report cards are issued three times a year for students in K2-Grade 8. Progress reports are issued three times a year as well, ahead of the report cards. Absences and tardiness as well as conduct and effort are also reported. Signed report cards for Trimesters 1 and 2 and progress reports should be returned to school one week after being issued.

A Scheduled Parent/Teacher Conference will take place at the end of the first and second trimester marking periods.

First Trimester

October 23, 2026

December 3, 2026

December 3 and December 4, 2026

Progress Reports issued

Report Cards distributed

Parent-Teacher Conferences

Second Trimester

January 21, 2027

March 18, 2027

March 18 and March 19, 2027

Progress Reports issued

Report Cards distributed

Parent-Teacher Conferences

Third Trimester

May 7, 2027

June 9, 2027

June 16, 2027

Progress Reports issued

Report Cards distributed for Grade 8

Report Cards distributed for Grades K2-7

GRADING SCALE

The grading scale is as follows:

A+	98-100	A	93-97	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62



GRADUATION

Diplomas will be awarded to students who have successfully completed the program of study and are in good standing with St. Mary of the Assumption School. All financial commitments need to be met and concluded prior to graduation.

NON-PROMOTION

To move from to the next grade, students must meet age eligibility (for PreK-K2) and satisfactorily complete the curriculum requirements for their current grade, have not accrued excessive detentions and/or suspensions for behavior incidents, and not have excessive, unexcused absences. If a student is at risk of not being promoted to the next grade, teachers should notify the parent/guardian by May 1. A collaborative meeting will be held with the Principal, the teacher, and the parents/guardians. A collaborative recommendation will be made about what is best for the student. The final decision rests with the Principal. We reserve the right to retain students back in PreK or K1 due to age and/or developmental, social/emotional skills, and academic readiness to learn. K2 Promotion Assessment for students who are not age-eligible in April will be by invitation after March report cards.

HOMEWORK

Homework is assigned to St. Mary's School students to help them:

- Become more self-reliant
- Learn to work independently
- Improve and reinforce the skills that have been taught in class
- Complete certain projects that require individual and creative effort

The following chart provides guidelines about the amount of time a student should typically spend daily on homework. Please note that these times do not include independent reading time. This time can fluctuate depending on projects or special assignments. Students also complete homework at their own individual pace.

APPROXIMATE SCHOOL HOMEWORK TIME

Grade	Time
Grade 1	10-20 min
Grade 2	20-30 min
Grade 3	30-40 min
Grade 4	40-50 min
Grade 5	50-60 min
Grades 6 – 8	60-80 min

STUDENT SUPPORT PLANS

A student support plan is a personalized document that helps students reach their academic potential and achieve success. They may be created primarily for academic, social/emotional or medical support. The plan outlines a student's specific learning needs and the strategies and accommodations needed to help them reach their goals. There may be circumstances in which a student requires special accommodations to meet their learning goals. It is our school's policy to provide accommodations or adjustments for a student's minor academic, social/emotional, and/or medical needs as long as it is within the teacher and schools' capacity, the student's best interest, and determined to be necessary by the instructional and/or support team. In situations where interventions are insufficient in supporting student progress toward reaching individual



academic or social/emotional goals, an alternate environment where specialized staff offer a higher level of support may be recommended.

If your student requires a student support plan or you would like to speak to someone regarding a plan please reach out to one of the following staff members: Dr. Maria Enrique menrique@stmarys-brookline.org, Mrs. Nisreen Bayazid nbayazid@stmarys-brookline.org, Ms. Noel Kousidis nkousidis@stmarys-brookline.org or Nurse Katie Cooke kcooke@stmarys-brookline.org.

LEARNING CENTER

St. Mary's School Learning Center hosts students who may need extra support to reach their academic goals. Students in Grades PreK through Grade 8 may be referred to the Learning Center by their homeroom teacher, parent/guardian, and/or Student Support Specialist. Students may meet with the Student Support Specialist 1:1 and in small groups (both pushing into the classroom and pulling out of the classroom) for a fixed period of time. Parents/guardians will receive updates from the homeroom teacher with support from the Student Support Specialist on progress. If you are interested in the Learning Center, please reach out to Student Support Specialist: Ms. Noel Kousidis at nkousidis@stmarys-brookline.org.

STUDENT RECORDS

If a child withdraws from St. Mary's School records will be emailed to the student's new school. Parents/guardians are required to fill out a release of records request form from the receiving school and submit this form to St. Mary's School. Records will be released if all financial obligations are current and/or paid in full. The Family Educational Rights and Privacy Act of 1975 gives all parents and guardians permission to view student records. St. Mary of the Assumption School's records for each student include academic transcripts, MAPS testing, and the health record.

NON-CUSTODIAL PARENTS

Non-custodial parents (biological or non-biological), in the absence of a court order to the contrary, who request access to academic records or other school-related information regarding their child must be granted permission to view those records in writing by the custodial parent or legal guardian. If a court order specifies that no information is to be given to the non-custodial parent (biological or non-biological), the custodial parent or legal guardian must provide the school with an official copy of the court order.

FINANCIAL POLICIES, ENROLLMENT, RE-ENROLLMENT, ADMISSIONS and FUNDRAISING

TUITION AND FEES

The 2026-2027 school year annual tuition rates are:

Infant: \$700 per week

Toddler: \$630 per week

PreK - K1: \$14,430

K2 - Grade 8: \$10,310

A \$50 non-refundable fee must be paid to process an application to St. Mary of the Assumption School. The admissions portal can be found via <https://stmarys-brookline.org/apply/>.



A \$250 non-refundable seat deposit is due within two weeks of acceptance to secure enrollment. The seat deposit will be credited toward the yearly tuition. In addition, families must register for the FACTS Tuition Management Plan as a condition of acceptance.

A \$1,000 non-refundable deposit is required to secure a spot in the Infant Classroom upon signing of the Infant Classroom Spot Reservation Agreement. The seat deposit will be credited toward the yearly tuition.

Tuition payments thereafter must be made electronically through FACTS Management. Online enrollment in this program must be completed upon acceptance and can be made in the following ways:

- **Option One:** Single online payment due on July 20th.
- **Option Two:** Two online payments due on July 20th and on November 20th.
- **Option Three:** Monthly online payments (maximum 10 months). The monthly payment date is the 20th of each month. The FACTS cycle begins in July and concludes in April.

St. Mary's School relies on prompt tuition payments. Late payments will be assessed interest at the compounded rate of 1.5% per month, 18% annually as permitted by law.

ADMISSIONS PRIORITY POLICY

St. Mary of the Assumption School values strong partnerships with families and recognizes the importance of providing families with the opportunity, whenever possible, to educate their children within the same school community.

Priority consideration may be given to:

- Siblings of students currently enrolled at St. Mary of the Assumption School;
- Families seeking to enroll two or more children simultaneously;
- Children of current St. Mary of the Assumption School faculty and staff;
- Families who are active members of St. Mary of the Assumption Parish; and
- Returning St. Mary of the Assumption School families.

Priority consideration **does not guarantee admission or placement**. All applicants must complete the School's admissions process and meet applicable enrollment requirements.

ENROLLMENT AGE REQUIREMENTS

Students who are entering the following grade levels must meet these age requirements. To enter the infant classroom, students must be at least 3 months old. Students entering the toddler classroom must be at least 15 months old. In order to enter PreK, students must be 2 years and 9 months. In order to enter K1, students must be 4 years old by October 1st. In order to enter K2, students must be 5 years old by October 15th.

RE-ENROLLMENT

Currently enrolled families must complete an annual re-enrollment packet via the FACTS Family Portal to ensure placement for their child/ren for the following school year. A \$250 non-refundable seat deposit (per student) is required to secure re-enrollment. The seat deposit



will be credited toward the yearly tuition. We reserve the right to retain students back in PreK or K1 due to age and/or developmental or social/emotional skills, and academic readiness to learn. K2 Promotion Assessment for students who are not age-eligible in April will be by invitation after March report cards.

WITHDRAWAL POLICY

In the event that a family withdraws voluntarily or involuntarily from St. Mary's, the following schedule applies. The \$50 application fee and \$250 seat fee are non-refundable regardless of when a student withdraws. Any withdrawals must be in writing one month prior to exit. There will be no refunds issued after January 1st. If there is no notice of withdrawal, families will be responsible for tuition for the entire school year for all children regardless of when withdrawal occurs. Please see below for withdrawal financial commitments:

- Withdrawal prior to September 1st - Families are responsible for three months of tuition
- Withdrawal between September 1st and Christmas break - Families are responsible for four months of tuition
- Withdrawals from January until the end of the school year - Families are responsible for tuition for the remainder of the school year

ENROLLMENT TERMINATION/SUSPENSION

- A child may be terminated from the program for nonpayment of tuition after financial meetings and financial plans had been put in place.
- A child may be suspended or terminated from the program for:
 - Chronic tardiness when picking up the child from the school's extended day program
 - Failure to submit required medical and authorization forms
 - Failure to provide us with accurate phone numbers for parent/guardian emergency contacts
 - Inappropriate or unsafe adult behavior from individuals dropping off or picking up a child to be determined by the school principal
- Any child who continues using unsafe and harmful behaviors may be terminated. All such suspensions or terminations will be discussed in a meeting with the principal.

FUNDRAISING

Tuition revenue at St. Mary of the Assumption School does not cover the majority of all operating costs at our school therefore fundraising dollars are an important resource for the school to remain financially solvent. Our Annual Fund, the Fund for St. Mary's, is an essential fundraising vehicle for the school. It is supported by parents, alumni, parishioners, community members and friends of the school. The Fund for St. Mary's and all fundraising efforts are overseen and managed by the Principal, the Board of Specified Jurisdiction, and the Director of Advancement. We encourage all families to participate in school fundraising efforts.

COMMUNICATION

WEEKLY SCHOOL COMMUNICATIONS

During the school year, a school calendar will be available on our website - www.stmarys-brookline.org - for parents/guardians. This calendar lists school events, vacations, days of early dismissal, and other pertinent information that parents/guardians will need to know about school life. Each week the Principal will send an email to parents/guardians notifying them of school events. Additionally, fliers and letters will be sent home from the



school. Most notices, including this Student-Parent Handbook, will be sent electronically. Parents/guardians are encouraged to check students' backpacks and the school website regularly.

BACK TO SCHOOL NIGHT

In September St. Mary of the Assumption School gives parents/guardians an opportunity to meet their children's classroom teachers and get a brief overview of the school curriculum, classroom activities, and goals for the year.

PARENT-TEACHER CONFERENCES

Two Parent-Teacher Conferences are scheduled each year for Grades K2-8 – one after the First and one after the Second Trimester Marking Terms. See **REPORT CARD/PROGRESS REPORTS INFORMATION AND TIMELINE K2-8**.

COFFEE WITH THE PRINCIPAL

Dr. Nadjarian will schedule "Coffee with the Principal" sessions monthly after morning drop-off for parents in the whole school community. These meetings will provide parents/guardians with an opportunity to have conversations with the Principal and other parents about school wide events, news, or any suggestions or concerns. A schedule will be sent out during Dr. Nadjarian's weekly newsletters. Parents/guardians are encouraged to contact Dr. Nadjarian at other times with questions by email.

EMAIL COMMUNICATION PROTOCOL

All St. Mary of the Assumption School educators have a school email and look forward to ongoing communication with families; however, sometimes an email can be inadvertently overlooked. If that happens, we ask that you follow up with a phone call to the teacher or staff member and to leave a message with Mrs. Reyes, Administrative Assistant at 617-566-7184.

SCHOOL SOCIAL MEDIA PLATFORMS

Parents are invited to sign up and join the school's social media platforms: Facebook, Instagram, and LinkedIn for daily happenings.

Facebook – <https://www.facebook.com/stmaryschoolbrooklinema/>

Instagram – @stmaryschoolbrookline

LinkedIn –

<https://www.linkedin.com/company/st-mary-of-the-assumption-school/?viewAsMember=true>

Please note that any photos or videos taken at school events by parents/guardians and/or guests are for personal use only and may not be shared publicly or used for commercial purposes on private and/or public social media platforms.

SCHOOL DELAYS OR CANCELLATIONS

If school is to be called off or delayed because of inclement weather, parents/guardians will be notified by an automated phone announcement, email, our social media pages or all three. The announcement will also be made on local TV/radio stations and on the school web page.

Because students from many communities attend St. Mary of the Assumption School, the school reserves the right to cancel school even if Brookline Public Schools remain in session. Decisions to close the school or delay opening shall be made as early as the day before or the morning of by 5 a.m.



EXTENDED DAY CANCELLATIONS

If severe weather conditions are forecasted for later in the day, the Extended Day Program may be canceled or end early so that students can get home safely. The decision to cancel or end the Extended Day Program early due to inclement weather will be announced by an automated phone announcement, email, our social media pages or all three.

PARENTS AND GUARDIANS

REQUIREMENTS FOR ALL VOLUNTEERS - CORI FORMS/PROTECTING GOD'S CHILDREN (VIRTUS)

Parents who volunteer in any capacity at the school during the school year should note the following requirements.

The Archdiocese of Boston requires a criminal offender record information (CORI) check every year for all volunteers (17 years and older) who minister to or have the potential for unmonitored access to children, youth, elderly and the disabled. This form is available in the school office.

In addition, all volunteers who minister, work, or serve in a capacity involving contact with children under the age of eighteen must complete the prevention and education programs mandated by the Archdiocese of Boston (Virtus/Protecting God's Children). No person will be permitted to minister, work, or serve as a volunteer at St. Mary of the Assumption School without having completed the mandated VIRTUS training. This is a one-time training and is now available online. Please contact the school office for information.

ROOM PARENTS

Each classroom will have one Room Parent or a small team of Room Parents to serve as a liaison between parents and teachers. He/she will assist with classroom activities, parties, field trips, etc. Parents should let the school know what days they are available to help.

PARENT VOLUNTEER COUNCIL

The purpose of the St. Mary's Parent Volunteer Council is to facilitate, encourage, and ensure ongoing community building by creating a centralized group of committed parent volunteers to assist with events, community building, fundraising, and marketing. The Volunteer Council is open to all parents/legal guardians at St. Mary of the Assumption School. We especially encourage parents of younger students to be involved in order to meet other parents and join the community. Parents and guardians are encouraged to participate in, plan, and help organize various events at St. Mary's to assist in building community and fellowship among our families. Volunteer service is a vital support for the success of St. Mary of the Assumption School and the health of our community. Our parent volunteers work in conjunction with the faculty and staff on events, such as the Halloween Party, Christmas Concert, Trivia Night, and International Night.

REQUIRED PARENT VOLUNTEER HOURS

We firmly believe that parent involvement plays a crucial role in creating a vibrant and thriving school community. Your time, skills, and support are invaluable in helping us provide the best possible learning environment for our students. St. Mary's asks all parents to take part in 10 mandatory volunteer hours. We understand that each family has unique circumstances and commitments, which is why you are able to choose activities that suit your schedules, interests, and strengths.



Volunteer activities can include assisting in classrooms, organizing events, chaperoning field trips, contributing to fundraising efforts, or participating in school committees. We will also consider alternative options such as evening or weekend events, virtual volunteering, or allowing parents to fulfill their hours over a longer period. Our goal is to make it as convenient as possible for you to contribute your time and talents. Together, we can continue to make our school an exceptional place for our children to learn and grow. Hours will be documented in the FACTS Family Portal for each family.

VISITORS AND GUESTS

If a parent/guardian wishes to volunteer to visit and make a presentation to a class, he/she should check with the teacher first. If the teacher agrees, the teacher must clear it with the Principal and the Assistant Principal. Details about the visitor or guest and time of the visit should be emailed to the Principal and Assistant Principal and the office. All visitors and guests will report to the office, sign-in, and obtain a visitor's ID.

DISCIPLINE

Discipline at St. Mary of the Assumption School is aimed at teaching students to be responsible for their actions and to work cooperatively with others. Behavior that is dangerous, illegal, disrespectful, destructive or offensive will not be tolerated.

St. Mary of the Assumption School students are expected to:

- Show charity and respect towards each other, adults, and all members of the school community
- Display honesty in their daily interactions
- Respect and care for private, public, and school property
- Work hard and do their best

EARLY CHILDHOOD DISCIPLINE

If a child engages in behaviors that are unsafe or disruptive, or is a danger to himself or herself or another student or faculty member the following procedures will be followed:

- The child will be given an explanation by the teacher about their unacceptable behavior and will be given positive redirection using specific social-emotional language.
- If the behavior continues, the teacher will give the child the opportunity to go to the quiet spot in the classroom and calm down and think about their actions.

All behavioral issues will be documented and parents will be notified.

- If any unsafe harmful behaviors are repeatedly addressed with a student and continue on a regular basis, a meeting with the parents and school principal will take place to discuss the next course of action.

SPECIFIC VIOLATIONS OF SCHOOL RULES

Disciplinary consequences such as detention, call home, and/or family meeting at school may be considered for any Grade K2-8 student who commits any of the following single **minor violations** such as but not limited to disruptive/disrespectful behaviors, dress code violations, inappropriate physical interactions.

Disciplinary consequences such as detention, family meeting at school, suspension and/or expulsion may be considered for any student who commits any of the following single **major**



violations such as but not limited to violence, misuse of technology, cheating/plagiarism and destruction of school property.

Individual major violations will result in an after school detention from 2:30-3:30 p.m. Three major violations within one Trimester will result in suspension. A student who violates these rules may also be referred to the appropriate authorities.

HEALTH OFFICE INFORMATION

SCHOOL NURSE

St. Mary of the Assumption School has a full-time nurse on staff. Health office hours are 7:15 a.m. - 2:30 p.m.

You can reach the nurse by phone at 617-566-7184 or by email kcooke@stmarys-brookline.org.

SCHOOL GUIDANCE COUNSELOR

Our licensed School Guidance Counselor at St. Mary of the Assumption School in Brookline, Mrs. Nisreen Bayazid, is available to provide the following services to students:

- Push-in Social Emotional Lessons and activities covering topics such as self-regulation skills, study skills, and social skills
- Small Groups, typically held during lunch, where students play games to learn about and foster positive social interactions between peers
- School-Based Counseling: all students are invited to see Mrs. Bayazid if they need social-emotional support during school. All students are invited to visit Mrs. Bayazid for one unscheduled time; however, if a student or a family feels they need more support, an informed consent form must be signed and returned.
- Parent Consultations for any parent or guardian who would like to discuss their child's social-emotional wellness and high school placements or applications regarding their child
- Community Service Outreach
- Student Support Plans
- High School Placement and application support for graduating 8th-grade students and families

If parents and guardians have questions, please contact Mrs. Nisreen Bayazid at nbayazid@stmarys-brookline.org

EMERGENCY INFORMATION

Every student is required to have a completed emergency information record on file with the school office. In the event of illness or other serious matters, the school must be able to contact a parent, relative or other responsible adult at all times. Individuals listed on the contact information record must be known to the child and be able to pick up the child when necessary. If changes occur in address or phone number during the school year, please contact the office immediately to update the information.

All students must have a current physical and immunization record on file. Physical exams are good for one year.



ILLNESS

Please keep your child home from school and contact the school nurse if he/she has:

- A communicable disease
- Infections such as ringworm, conjunctivitis, impetigo, and bacterial respiratory infections require a student to remain at home until they have been treated with antibiotics or antifungals (topical or oral) for 24 hours.
- Fever greater than 100.4F within the last 24 hours. Students must be fever free without the use of fever reducing medication for 24 hours before returning to school.
- Vomiting/diarrhea within the last 24 hours. Students must be symptom free for 24 hours before returning to school.
- Pain that requires the use of narcotic medications
- An upper respiratory illness with significant coughing and/or nasal discharge
- Strep throat infection, then please allow a 24-hour period after administration of the first antibiotic dose

Parents/guardians are also encouraged to call any time they have questions, or concerns and specifically for the following reasons:

- A new medical diagnosis, or a change in your child's health status
- A newly prescribed medication
- A change in a current medication
- A serious injury, illness, or hospitalization
- A fracture, sprain, stitches, or a cast
- A contagious disease such as, chicken pox, flu, strep throat, whooping cough
- If your child is absent for an extended period of time
- If there are any recent changes in your family that may affect your child, such as, a birth, recent loss, or sudden illness

Any absence due to medical concern longer than three consecutive days requires a doctor's note upon return to school explaining the absence.

MEDICATION

- All medications, prescription, and over the counter medication requires an order from your primary care provider and a completed parental permission form.
- Medication must be in the original container with the student's name and dosage with frequency on the packaging.
- Medications must be delivered to the school by a responsible adult.
- Do not put medications in a student's backpack unless cleared by the School Nurse.
- Please hand off medication to the School Nurse or to a member of the school staff.
- Medication orders expire at the end of the school year.
- All medications must be picked up on the last day of school.
- Any remaining medications will be discarded.
- Faculty and staff members are not permitted to dispense medication at this time.

FOOD ALLERGIES AND ANAPHYLAXIS

If a student has a life-threatening allergy (LTA) or a history of anaphylaxis, the parent/guardian must notify the School Nurse immediately. Students with a life-threatening allergy or risk of anaphylaxis are required to have a current Allergy Action Plan, current medication consent



form(s), and a current written medication order from the student's licensed health care provider documenting the allergy and prescribed plan of care.

Parents/guardians are responsible for obtaining the Allergy Action Plan and medication order from the student's health care provider and submitting the required documentation to the School Nurse prior to or on the first day of school.

Students with a prescribed epinephrine auto-injector (EpiPen) must have the medication available at school for emergency use. Epinephrine auto-injectors must be provided in the original pharmacy packaging, with the student's name clearly indicated on the packaging. Both prescribed auto-injectors should remain together in the original pharmacy box whenever possible.

If diphenhydramine (Benadryl) or another emergency medication is included as part of the student's Allergy Action Plan, the medication must also be provided to the school in accordance with the healthcare provider's written order, along with a completed medication consent form. All emergency medications identified in the student's Allergy Action Plan will be maintained in an accessible location and will be available to the student throughout the school day and during school-sponsored activities and field trips.

ASTHMA

If a student has asthma and requires an inhaler or other prescribed emergency medication at school, the parent/guardian must notify the School Nurse immediately.

Parents/guardians must provide a current Asthma Action Plan, current medication consent form(s), and a current written medication order from the student's primary care provider or other licensed health care provider outlining the student's prescribed plan of care and appropriate response to an asthma exacerbation.

All inhalers and spacers provided to the school must be in the original pharmacy-issued container, with the student's name clearly indicated on the container. Emergency medications will be maintained in accordance with the student's Asthma Action Plan and the school's medication administration procedures and will be accessible to the student throughout the school day and during school-sponsored activities and field trips.

EMERGENCY MEDICATION STORAGE AND ACCESS

Emergency medications for students in K2 through Grade 8 will be maintained in a manner that allows for timely access in the event of an emergency.

For students in K2 through Grade 5, emergency medications will be stored in a designated emergency medication backpack. The backpack will accompany the student's class throughout the school day, including when students transition to special classes, outdoor recess, the cafeteria, and other areas of the school. The faculty member responsible for the class will ensure that the emergency medication backpack accompanies the students to each destination. Designated storage hooks or locations will be available throughout the school for secure placement of the emergency medication backpack when the class is not in transit.

In accordance with 606 CMR 7.11(3)(b)-(c), and with written parental/guardian consent and authorization from a licensed health care practitioner, students over the age of nine (9) may be permitted to carry and self-administer their prescribed inhaler and/or epinephrine auto-injector as appropriate, without direct supervision by an educator.

To authorize a student to self-carry emergency medication, the applicable section of the student's Individual Health Care Plan (IHCP) must be completed and signed by the School



Nurse and parent/guardian, and written authorization must be provided by the student's health care provider. A backup supply of the prescribed emergency medication must also be maintained in the School Nurse's office. All medications and documents must not be expired. Middle school students who are not authorized to self-carry their emergency medication will have their prescribed inhaler and/or epinephrine auto-injector stored in the School Nurse's office and made available in accordance with the student's Individual Health Care Plan and medication orders.

Parents/guardians are responsible for ensuring that all emergency medications provided to the school are current, properly labeled, and replaced before their expiration date. Parents/guardians should promptly notify the School Nurse of any changes to a student's allergy, asthma condition, medication, or emergency care plan.

PHYSICAL EDUCATION

Physical education classes are provided for all students at St. Mary's School. If a child cannot participate because of medical reasons, parents should send a doctor's certificate/note indicating the medical reason to the School Nurse via email.

MEALS AND SNACKS

BIRTHDAY POLICY

In order to maintain equity, we ask that if parents/guardians wish to celebrate their child's birthday, they may bring in a non-edible treat such as birthday pencils or small party favors for each classmate in that homeroom. Parents may also schedule an appropriate time with the classroom teacher and Principal or Assistant Principal to come read a book to the class or donate a book to the classroom library.

SNACKS

A brief, mid-morning snack break for students in PreK – Grade 3 takes place each day. Parents are encouraged to send a healthy snack each day. Students who attend the Extended Day Program should bring a snack for the afternoon as well. Please do not send soda, gum, or contents in glass containers. **All snacks and foods brought into the school must be nut free.**

BREAKFAST AND LUNCH

St. Mary of the Assumption School participates in the free food services program in collaboration with the Brookline Food Services Department. A selection of breakfast items will be available in the morning for students. The school will provide a limited menu of sandwiches, bagels, and salads at lunch time including a hot lunch. Students may also bring their own lunch and order milk to go with their lunch. There may also be an option for a snack for EDP. Please do not send soda, gum, or contents in glass containers. **All snacks and foods brought into the school must be nut free.**

BROOKLINE SPA PIZZA FRIDAYS

Pizza will be available for purchase weekly every Friday. Watch for announcements about costs and ordering.

DRESS CODE



SCHOOL UNIFORM

St. Mary of the Assumption School's uniforms show that we are a team. Like professional sports teams, we display our unity and spirit by the way we dress. Wearing a uniform also fosters a positive learning environment. All St. Mary School students must be in full uniform at all times unless permission is granted by the Principal to do otherwise. The school uniform is available through Lands' End. Some of the items (tights, socks, belts, shoes) may be purchased anywhere but must be in school colors. Sweatshirts and/or sweaters with hoods are not allowed to be worn with the hood on during school. **Please make sure to label all clothing that is worn or sent to school.**

EARLY CHILDHOOD UNIFORMS

For students in the PreK-K1 classrooms the uniform consists of navy logo sweatpants, shorts, a sweatshirt, and a chambray t-shirt for girls and a gray logo shirt for boys. Girls may also choose to wear the navy logo dress. While the t-shirt, sweatshirt, and dress need to be purchased from Lands' End, parents/guardians may purchase plain navy sweatpants, shorts, and leggings anywhere. There should be no visible logos on items not purchased through Lands' End. Students in the Infant and Toddler classrooms do not have a uniform, but must be dressed appropriately for the weather and to maintain consistent classroom routines, and have adequate changes of labeled clothes when needed. **We ask that all Early Childhood students in Toddler - K1 wear Velcro sneakers or slip-on rubber-soled shoes in neutral or uniform colors and without flashing lights or glitter.** We highly encourage our preschool students to be potty trained with the recognition of voicing their need to use the bathroom and self-help skills with hygiene and clothing needs.

K2 – GRADE 8 UNIFORMS

All students in K2- Grade 8 are required to wear the approved St. Mary School uniform and the gym uniform while in school. Students wear their gym uniform for physical education classes on their scheduled day. The school uniform is worn daily except for occasional dress-down days. All shirts, vests, and fleeces may be printed with the St. Mary School logo. Long-sleeve shirts and pants must be worn from Columbus Day until the Friday before April vacation. Shorts, at or below the knee (not Cargo shorts), may be worn before Columbus Day and after April vacation. St. Mary's students represent the school while in uniform before, during and after school hours, both on and off campus.

GIRLS' UNIFORMS – K2 – GRADE 4 (EXCLUDING PE)

- White or light blue Peter Pan polo, long or short sleeve, with school logo
- Navy chino pants or shorts or navy jumper with school logo

GIRLS' UNIFORMS – GRADE 5 – GRADE 8 (EXCLUDING PE)

- Blue Oxford shirt, long or short sleeve, with school logo
- Plain khaki or navy pleated ponte skirt or khaki or navy chino pants or shorts
- Gold and navy striped tie

BOYS' UNIFORMS – K2 – GRADE 4

- White or light blue polo shirt, long or short sleeve, with school logo
- Navy chino pants or shorts

BOYS' UNIFORMS – GRADE 5 – GRADE 8

- Blue Oxford shirt, long or short sleeve, with school logo
- Plain khaki chino pants or shorts



- Gold and navy striped tie

PHYSICAL EDUCATION UNIFORMS – GIRLS AND BOYS

- Navy t-shirt, long or short sleeve, with school logo
- Navy sweatpants or shorts
- In colder weather, students may choose to wear a navy sweatshirt with school logo over t-shirt
- Sneakers

OTHER OPTIONAL ITEMS

- Navy sweatshirt with school logo
- Fleece jacket with school logo
- Vest with school logo

SHOES – K2-8

- Navy, black, white or dark brown dress shoes or sneakers with rubber soles may be worn. All shoes must have a closed toe with no heel. The majority of the shoe should be the required uniform color. No lights, glitter, or wheels please.

DRESS DOWN DAYS

From time to time, the school holds Dress Down Days. The following are **not acceptable** for Dress Down Days:

- No shorts or skirts worn more than 2 inches above the knee
- No flip-flops
- No ripped or torn clothing
- No inappropriate writing including “sayings” or pictures on shirts
- No inappropriate location of writing on clothing
- No flannel pants
- No cropped tops – all tops must cover the navel and midriff completely
- No hats or boots inside the building unless a special exception has been granted
- No hair dye, makeup, or hoop earrings
- These clothes are also not acceptable for field trips, practices, events, and any other school activities.

TIE LOAN POLICY

Students are expected to arrive at school each day in the complete school uniform, including the required school tie.

To support students who arrive without a tie, the school will provide a loaner tie at the full retail cost of the Lands’ End school tie, which is \$23 per tie at the time of publication. If a student arrives at school without a required tie, the student will be issued a school tie to use for the school day, and the family’s FACTS account will be charged \$23 for the tie.

If the student returns the loaner tie by the end of the school day immediately before dismissal, the family's FACTS account will be credited the full \$23 charge.



If the student does not return the tie by the end of the school day immediately before dismissal, the school will assume that the student intends to keep the tie, and the \$23 charge will remain on the account.

Please note that ties **MUST** be returned before dismissal in order for the credit to be issued. Returning the tie on a subsequent school day will **NOT** automatically result in a credit.

FIELD TRIPS

All chaperones who attend field trips **MUST** be CORI checked and must be trained in Protecting God's Children prior to the field trip.

Field trips are planned at the discretion of school faculty and staff in order to support students' academic and social-emotional learning. All school dress codes, discipline, safety, and codes of conduct apply to St. Mary's faculty, staff, students, and chaperones. Permission slips will be sent home prior to the day of the field trip. There may be additional costs for transportation and admission. St. Mary's reserves the right to deny a student(s) participation in field trips if necessary.

SAFETY AT SCHOOL

EMERGENCY PROCEDURES

St. Mary of the Assumption School students are taught basic safety procedures. Working collaboratively with the Town of Brookline Police and Fire Departments, students and teachers practice procedures for lock-down within the school building and evacuation from the school building (fire drills). St. Mary School partners closely with the Town of Brookline's first responders. This is an essential component of the school's Emergency Preparedness Plan. In the event of an emergency that results in an evacuation of the building, parents/guardians will be notified by phone or email about procedures for picking up their children. The school's Emergency Preparedness Plan is updated annually.

CHILD SAFETY

All school personnel at St. Mary of the Assumption School have been trained about their role as mandated reporters for child abuse and neglect in compliance with the Commonwealth of Massachusetts Mandated Reporting legislation. Should a teacher or staff member suspect that a student might have been abused, he/she is mandated by law to report the suspicion. A report will be filed with the Department of Children and Families.

SEXUAL HARASSMENT – STUDENT

St. Mary of the Assumption School is committed to creating a nurturing and emotionally safe learning environment. St. Mary School prohibits sexual harassment. Sexual harassment includes but is not limited to, such actions as unwelcome sexual advances, requests for sexual favors, pejorative comments regarding sexual preference, and verbal, visual, or physical contact of a sexual nature by someone from or in the school. The school prohibits conduct that has the purpose or effect of having a negative impact on a student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The school further prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.



Sexual harassment or the perception of it should be reported to the Principal as soon as possible.

BULLYING PREVENTION AND INTERVENTION

St. Mary of the Assumption School has a Bullying Prevention and Intervention Plan posted on the school's website – www.stmarys-brookline.org in addition to the Appendix in this Handbook. Bullying reporting forms are located in the Main Office if needed.

CHROMEBOOKS

St. Mary of the Assumption will continue its 1: 1 Chromebook Program for students in Grades 1 – 8 so that the technology can be used to enrich the school curriculum, classroom teaching, and student learning. Access to the school's technology resources is a privilege and all St. Mary School students will be required to follow all guidelines and expectations for use outlined in the *Acceptable Use of Technology Policy* in the Appendix of this Handbook. Chromebooks are school property, and as such, will not leave the Campus, unless permission is granted by the Principal in special circumstances. Periodic checks will be conducted examining Chromebooks with regard to acceptable student use.

Parents/guardians must review the policy with their children and sign and return the Acceptable Use Policy Form before a Chromebook is issued to a student. Violations of the Acceptable Use Policy will result in the loss of the Chromebook for a period of time to be determined. Chromebooks must be returned to the classroom teacher one week before the close of school in June or one week prior to a withdrawal from the school during the school year.

CELL PHONE AND SOCIAL MEDIA POLICY

Students may not bring electronic equipment, games, handheld devices, smartphones, and smartwatches to school. We do understand that some parents want their children to have cell phones for safety reasons as they travel home or take public transportation to and from school. If so, the cell phone must be kept in a backpack and turned off while on school grounds or in the homeroom teacher's desk. They may not be kept in a jacket, coat, desk, or pants. A warning will be issued for a first offense. After the initial warning, the cell phone will be confiscated, and a parent/guardian must come to school to retrieve it. A third violation will result in detention.

Text messaging, emailing anyone other than faculty, and/or scrolling or posting on social media during the school day and/or on school grounds during the week are prohibited. If a student is observed engaging in such activities, a warning will be issued. After the initial warning, if the behavior is observed again, the device will be confiscated, and a parent/guardian must come to the school to retrieve it. A third violation will result in detention.

Taking pictures, recording videos, or recording conversations without consent at any time during the school day is strictly prohibited and will result in immediate detention.

NON-DISCRIMINATION POLICY

St. Mary of the Assumption School does not unlawfully discriminate against any member of the school community on the basis of race, color, sex, age, national origin, handicap, or veteran status.



Please Note: The Principal reserves the right to amend this Handbook. Parents will be given prompt notification if changes are made.

ADMINISTRATIVE TEAM

Principal

Dr. Christine Nadjarian
cnadjarian@stmarys-brookline.org

Assistant Principal

Dr. Maria Enrique
menrique@stmarys-brookline.org

Dean of Students

Ms. Nicole Kfoury
nkfoury@stmarys-brookline.org

Administrative Assistant

Mrs. Gloria Reyes
greyes@stmarys-brookline.org

Secretary

Ms. Maureen McKenna
mmckenna@stmarys-brookline.org

Director of Admissions and Development

Mrs. Domenica Beiter
dbeiter@stmarys-brookline.org

Director of Early Childhood Education

Ms. Suzette Torres-Perrier
storresperrier@stmarys-brookline.org

Student Support Team

School Nurse

Ms. Katie Cooke
kcooke@stmarys-brookline.org

School Guidance Counselor

Mrs. Nisreen Bayazid
nbayazid@stmarys-brookline.org

Student Support Specialist

Ms. Noel Kousidis
nkousidis@stmarys-brookline.org



APPENDIX

Annual AHERA Notification to Parents, Teachers and Staff

In accordance with the 40 CFR Part 763 (enacted by Congress in 1986) of the Asbestos Hazard Emergency Response Act (AHERA). Section 763.93 pertaining to the Asbestos in School Identification and Notification Rule, St. Mary of the Assumption School hereby notifies all parties of the Asbestos Management Plan availability. The Asbestos Management Plan is available for review at the administrative office during regular campus operating hours. For additional information about AHERA or any specific questions regarding the Asbestos Management Plan, you may contact the Head of Facilities, Eddie Deocareza at 617-566-7184.

St. Mary of the Assumption Parent/Guardian Code of Conduct Policy

St. Mary of the Assumption School strives to provide a safe learning environment for all students. In order to accomplish this, we require that parents, guardians, guests, and visitors on school grounds and premises and in all communications (both verbal and written in physical and digital formats) conduct themselves in a civilized and respectful manner.

Furthermore, if a parent/guardian does not comply with this code of conduct, the child(ren)'s enrollment at St. Mary's may be suspended and/or terminated.

St. Mary of the Assumption Parking Lot Policy

We appreciate your efforts in following the school arrival policy this school year.

This procedure ensures the safety of all our students.

Our drop-off guidelines are as follows:

- **Grades Infant and Toddler families** will enter the school at the back entrance through the glass doors into the Main Office. Families of infant and toddler students are allowed to safely and legally park in the parking lot in order to drop off and pick up their infant and/or toddler student. The doors will open at 7:30 a.m.

- **Grades PreK-K1** will enter the school at the front entrance at 67 Harvard St. The doors will open at 7:30 a.m. and parking will be available on Harvard Street, Brook Street, and Linden Street. This entrance provides easy access to all PreK-K1 classrooms.

- **Grades K2-8** will have two options:

Option # 1: If you are walking your child into the school please have students arrive through the glass doors near the Cafeteria/Main Office. This entrance is designated for "walk-ins" only. For safety reasons, no cars are allowed to park. If you drive your child to school and are walking them in, you must park on the surrounding streets. Please DO NOT block the driveways.

Option # 2: If you are just dropping off your child, you may stay in your car and **enter the parking lot**. You will drive straight in and drop your child off with the visible school staff who will guide them into the school. This will be a busy time and we ask that your drop-off is quick so we can get all students into the building quickly and safely. You will exit via the middle driveway only. This will be a left turn-only exit.

In order for this to work, we need everyone's cooperation.



BULLYING PREVENTION AND INTERVENTION PLAN

I. Introduction.

St. Mary of the Assumption School, located at 67 Harvard Street, Brookline, MA, acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive, and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying, and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan (the "Plan") as required by the Archdiocese of Boston Bullying Prevention Policy (the "RCAB Bullying Prevention Policy").

II. Definitions. For purposes of this Plan, the following definitions shall apply:

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

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

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

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation



- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

For the purpose of this Plan, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying (as defined below).

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

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

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

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

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

III. Leadership.

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive school climate. We all have a primary role in teaching students to be respectful of one another and promoting understanding of and respect for diversity and difference. The Principal and designated members of the Staff, working under the oversight of the Pastor and the School Advisory Board are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and



effectively respond to Bullying. It is also the responsibility of the Principal and such designees to involve representatives from the greater School and local community in developing, implementing, and periodically reviewing the Plan.

- 1. Assessing needs and resources.** The Plan is intended to be the School's blueprint for enhancing its capacity to prevent and respond to issues of Bullying within the context of other healthy school climate initiatives. As part of the planning process, School leaders, with input from families and the Staff, assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This "mapping" process assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School revised or developed policies and procedures; established partnerships with community agencies, including law enforcement; and set priorities.
- 2. Priorities.** The School expects that all members of the School community will treat each other in a respectful manner and with respect for differences.

The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.

The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to Bullying.

We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will promptly investigate all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Target's sense of safety. We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal, working under the oversight of the Pastor and the School Advisory Board, is responsible for the implementation and oversight of the Plan.

IV. Prohibition Against Bullying and Retaliation.

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- On property immediately adjacent to School Grounds;
- At any School-sponsored or School-related activity, function or program whether on or off School Grounds;
- At a School bus stop;



- On a School bus or any other vehicle owned, leased or used by the School; or,
- Through the use of technology or an electronic device owned, leased or used by the School;

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

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

Retaliation against any person who reports Bullying or Retaliation provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation is also prohibited.

V. Training and Professional Development.

Massachusetts General Laws, Ch. 71, § 37O, require annual Staff training regarding the Plan but DO NOT require non-public Schools, such as St. Mary of the Assumption School, to provide ongoing professional development for all Staff, including, but not limited to, educators, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals. However, if the School determines that such professional development is desirable and capable of being delivered within the School's budget, the Plan may state the content and frequency of ongoing professional development as determined by the School's needs, and list other topics to be included in these Staff programs. The locally identified additional areas of training should be based on needs and concerns identified by the School Staff.

- 1. Annual Staff Training on the Plan.** Annual training on the Plan for all School Staff, and, in the discretion of the Principal, volunteers who have significant contact with students, will include Staff duties under the Plan, an overview of the steps that the Principal or his or her designee will follow upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School. Staff members hired after the start of the School year shall participate in School-based training during the School year in which they are hired unless they can demonstrate participation in an acceptable and comparable program within the last two years.
- 2. Written Notice to Staff.** At the beginning of each School year, the Principal or his or her designee shall provide written notice to the School Staff of the RCAB Policy and the Plan. Relevant sections of the RCAB Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.
- 3. Ongoing Professional Development.** The goal of professional development is to establish a common understanding of tools necessary for Staff to create a School climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of Staff members to prevent, identify, and respond to



Bullying. Professional development may be informed by research and may include information on:

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

Professional development will also address ways to prevent and respond to Bullying or Retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs) or 504 Plans.

Additional areas identified by the School for professional development include:

- create a Hostile Environment at School for the Target;
- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in School or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.

VI. Access to Resources and Services

- 1. Identifying resources.** The Plan should include the School's process for identifying its capacity to provide counseling and other services for Targets, Aggressors, and their families. This will include a review of current staffing and programs that support the creation of positive school environments by focusing on early interventions and intensive services. Once this mapping of resources is complete, the School can develop recommendations and action steps to fill resource and service gaps. This may include adopting new curricula, reorganizing Staff, establishing safety planning teams, and identifying other agencies that can provide services. The Plan should outline the local processes for identifying existing and needed resources.
- 2. Counseling and other services.** The Plan will identify the availability of culturally and linguistically appropriate resources within the School. The Plan will identify linkages with community-based organizations, including Community Service Agencies (CSAs) for Medicaid-eligible students. In addition, the Plan will identify Staff and service providers who assist Schools in developing safety plans for students who have been Targets of Bullying or Retaliation, providing social skills programs to prevent Bullying and offering education and/or intervention services for students exhibiting bullying behaviors. The



School may consider current tools including, but not limited to, behavioral support plans, social skills groups, and individually focused curricula.

- 3. Students with disabilities.** When the School determines that the student has a disability that affects social skills development or that the student may participate in or is vulnerable to Bullying, harassment, or teasing because of his/her disability, the School should consider what reasonable accommodations should be undertaken with a view toward developing the student's skills and proficiencies so as to avoid and respond to Bullying.
- 4. Referral to outside services.** The School will establish a referral protocol for referring students and families to outside services. Referrals will comply with relevant laws and policies.

VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.

- 1. Reporting Bullying or Retaliation.** Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member is required to report immediately to the Principal or designee any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as **Exhibit A**), a voicemail box, a dedicated mailing address, and an email address. The mailing and/or email addresses will be those of the Principal or the School Guidance Counselor.

Use of an Incident Reporting Form is not required as a condition of making a report. The School will: 1) make it available in the School's main office, the counseling office, and the School nurse's office, and 2) post it on the School's website.

At the beginning of each School year, the School will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies for reporting acts of Bullying and Retaliation. A description of the reporting procedures and resources, including the name and contact information of the Principal or designee, will be incorporated in student and Staff handbooks, on the School website, and in information about the Plan that is made available to parents or guardians.

A. Reporting by Staff

A Staff member will report immediately to the Principal or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Principal or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavior management and discipline.

B. Reporting by Students, Parents or Guardians, and Others



The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a Staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Principal or designee.

2. Responding to a report of Bullying or Retaliation.

A. Safety

Before fully investigating the allegations of Bullying or Retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged Target and/or to protect the alleged Target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety Plan; pre-determining seating arrangements for the Target and/or the Aggressor in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the Target; and altering the Aggressor’s schedule and access to the Target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or designee will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation.

B. Obligations to Notify Others

- 1. Notice to parents or guardians.** Upon determining that Bullying or Retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the Target and the Aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- 2. Notice to Another School.** If the reported incident involves students from more than one School district, charter school, non-public School, approved private special education day or residential School, or collaborative School, the Principal or designee first informed of the incident will promptly notify by telephone the Principal or designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.



- 3. Notice to Law Enforcement.** At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the Aggressor, the Principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.

In making this determination, the Principal will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Principal or designee deems appropriate including, but not limited to, the Office of the General Counsel of the Archdiocese.

C. Investigation

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

During the investigation, the Principal or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged Aggressor, Target, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

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

Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. If necessary, the Principal or designee will consult with the Office of the General Counsel of the Archdiocese about the investigation.

D. Determinations.

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



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

Depending upon the circumstances, the Principal or designee may choose to consult with the student's teacher(s) and/or School Guidance Counselor, and the Target's or Aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development.

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

E. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building. Upon the Principal or designee determining that Bullying or Retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the Principal or designee may consider include:

- offering individualized skill-building sessions based on the School's anti-Bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with Guidance Counselor and other appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills-building activities at home;
- making a referral for evaluation by an outside agency.

2. Taking Disciplinary Action

If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's Code of Conduct.



Discipline procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with Massachusetts laws regarding student discipline.

If the Principal or designee determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The Principal or designee will consider what adjustments, if any, are needed in the School environment to enhance the Target's sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the Target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with the appropriate School Staff to implement them immediately.

VIII. Collaboration with Families.

- 1. Parent education and resources.** The School may offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the School. The programs may be offered in collaboration with the PTA or similar organizations.
- 2. Notification requirements.** Each year the School will inform parents or guardians of enrolled students about any anti-Bullying curricula that are being used. The School will send parents written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats and will be available in the language(s) most prevalent among parents or guardians. The School will post the Plan and related information on its website.

IX. Relationship to Other Laws.

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action under Mass. Gen. Laws. Ch. 71, Section 37O (d)(v), other applicable laws, or local School policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.



In no event should the Plan be construed in any way so as to limit or modify the obligation of mandated reporters to timely make required so-called 51A Reports where appropriate.

Acceptable Use of Technology Policy for All Students

St. Mary of the Assumption School supports the use of technology and recognizes the potential of the Internet to enrich curriculum and student learning. The school's technology resources are provided for educational purposes only. Adherence to the following policy is necessary for continued access to school technology. St. Mary of the Assumption School will provide access to external networks, for limited educational purposes, as needed. Educational purposes shall be defined as classroom activities, communication and high-quality educational activities that allow students to discover the world virtually. The purpose of the system/network is to assist in preparing students for success in school and life by providing access to a wide range of information and the ability to communicate with others. Our school system/network will also be utilized to provide information to the community, including our St. Mary of the Assumption School parents.

- Access to St. Mary School's system/network, including external networks is available to educators and students for instructional purposes.
- Access to the system/network is a privilege and not a right. All users shall be required to acknowledge receipt and understanding of all regulations and procedures governing use of the system and shall agree to comply with such regulations and procedures.
- Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of St. Mary of the Assumption School and the Archdiocese of Boston. Violations of law may result in criminal prosecution as well as disciplinary action by St. Mary of the Assumption School.

MONITORED USE

Electronic mail transmissions and other use of electronic resources by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

GUIDELINES FOR EMAIL

Information for the St. Mary of the Assumption School Community

- Student emails are not confidential.
- In urgent matters and time-sensitive communications such as dismissals, please call St. Mary of the Assumption School Office and speak to someone to have the message relayed to your child's teacher. Faculty members are not always able to check email during the school day while teaching.
- For non-urgent emails, it is reasonable to expect a response within 1-2 school days (excluding weekends).

SUMMARY OF EXPECTATIONS FOR STUDENT USE OF TECHNOLOGY

1. Respect and protect the privacy of others.
2. Use only assigned accounts.



3. Keep ALL passwords confidential. All passwords shall be protected by the user and not shared or displayed. Teachers have access to all student passwords.
4. Be responsible at all times for the proper use of accounts issued in their name.
5. Students may not use another user's account.
6. Will not distribute private information or images about others without permission.
7. Respect and protect the integrity, availability, and security of all electronic resources.
8. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited and may result in disciplinary action.
9. Pretending to be someone else when sending/receiving messages is prohibited.
10. Report security risks or violations to a teacher.
11. Do not destroy or damage data, files, networks, or other resources that do not belong to them.
12. Do not change settings or try to resolve hardware, software, or network problems.
13. Respect and protect the intellectual property of others.
14. Do not make copies of music, games, or movies. That practice is illegal.
15. Do not plagiarize. This may result in disciplinary action/consequences.
16. Respect and practice the principles of St. Mary of the Assumption School community.
17. Communicate only in ways that are kind and respectful.
18. Report threatening or objectionable materials to a teacher or administrator.
19. Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are obscene, threatening, rude, discriminatory, or meant to harass).
20. Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or make copies of *copyrighted works*).
21. Do not send spam, chain letters, or other mass unsolicited mailings.
22. Students are prohibited from using personal electronic devices on the school network.
23. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by St. Mary School's acceptable use policy.
24. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
25. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of St. Mary of the Assumption School policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
26. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration and disciplinary action.

Please sign and return this form to the St. Mary of the Assumption School Office to acknowledge receipt of this Handbook and understanding of its policies.



St. Mary of the Assumption School

*St. Mary of the Assumption School
Brookline, Massachusetts*

**STUDENT-PARENT HANDBOOK
2026-2027**

Parent/Guardian Acknowledgement

All Parents/Guardians of students at St. Mary of the Assumption School are required to acknowledge they have read the policies and discussed the contents of this Handbook with their children.

St. Mary of the Assumption Student-Parent Handbook is posted on the school website.

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE:

I, _____,
Name of Parent/Guardian – Please Print

acknowledge that I have read *St. Mary of the Assumption Student-Parent Handbook* in its entirety and agree to abide by its contents and policies. I understand that the Handbook may be amended and that I will be informed in writing regarding any changes.

Signature of Parent/Guardian

Date

NAME(S) OF CHILD/CHILDREN – *Please Print*

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

Parents/Guardians of St. Mary of the Assumption School students, please sign and return this acknowledgement form to the St. Mary of the Assumption School Office.