

# Saint Monica School



## Student/Parent Handbook 2026-2027

**Please make sure the last page is signed by the parent and student and returned to the school office no later than Friday, September 4, 2026.**

**This Student/Parent Handbook has been revised and updated for the new school year.**

**PLEASE READ CAREFULLY as there are changes.**

## **Table of Contents**

|                                                              |       |
|--------------------------------------------------------------|-------|
| Mission Statement/Philosophy/Goals                           | 3-4   |
| Admission Policy                                             | 4-7   |
| Tuition                                                      | 7     |
| Attendance/Early Dismissal/Emerg. Contacts/Vacation/Appts.   | 10-12 |
| Morning Drop Off and Entry/School Hours/Dismissal            | 12-14 |
| Morning Program/Tardy Policy                                 | 14    |
| Calendar/School Cancellation Announcements                   | 15    |
| Progress Reports/Report Cards/Conferences                    | 15-16 |
| School Grading Policy/Exams/Promotion                        | 16-18 |
| Physical Education                                           | 18    |
| Homework/Projects                                            | 18-19 |
| Detention/Disciplinary Code                                  | 19-22 |
| AI Use Policy/Additional Policies                            | 22-24 |
| Field Trips                                                  | 24    |
| Lunch                                                        | 24    |
| Care of School Property                                      | 24-25 |
| School Health Program                                        | 25    |
| Rules for Conduct on Buses                                   | 26    |
| Dress Code                                                   | 26-32 |
| Technology – Acceptable Use Policy & Parental Responsibility | 32-34 |
| Chromebook Use                                               | 34-43 |
| Bullying Prevention Policy                                   | 43-46 |
| Asbestos Letter                                              | 47    |
| Signature Page (to be printed out and returned)              | 48    |

## **ST. MONICA MISSION STATEMENT**

*Saint Monica School partners with families to form disciples of Jesus Christ and establish a foundation of excellence in intellectual, social and spiritual virtues. Students of diverse abilities and backgrounds flourish within a rich Catholic common life through academics, fine arts and liturgy.*

### **Philosophy of Saint Monica School**

St. Monica School provides a strong, faith-centered Catholic foundation and provides opportunities for all students to achieve their potential in an inclusive, collaborative, and family-oriented community.

It is the primary responsibility of Saint Monica School Faculty to educate the whole person. Our educational system, while carefully structured to ensure the spiritual, intellectual, moral, social, cultural, physical, and psychological development of the child, is sufficiently flexible to adapt itself to the immediate needs of the student whom it serves with priority always given to a consideration of the mature human growth of the individual.

Always conscious of the individual dignity of each student as a child of God, the teacher aims, through dedication and a personal interest, to help the child reach his/her full potential as a person. Creating enthusiasm for creativity and initiative is encouraged through a cooperative effort with home and local community agencies that share the responsibility of affecting the total development of the student.

Saint Monica School aims to provide the students with a well-balanced program. Since the school is a religious institution, a sound religious and moral formation is first among its values. Intellectual excellence is achieved by means of a program suited to the students' developmental needs at the various grade and age levels. The program is so structured as to consistently build on the work of previous years, not merely by direct teaching, but also by students' discoveries and creative achievements. One of our primary objectives is to encourage the pursuit of the highest academic excellence of which a student is capable. Field trips, cultural excursions and special programs are made available to the student in order that he/she may become more culturally appreciative of his/her environment.

### **Goals and Objectives**

The goals of Saint Monica School, as expressed in the written philosophy statement, are and will continue to be realized in the following ways:

A Christian atmosphere where Gospel Truth is promoted and is achieved by:

- Daily teachings of the Religion curriculum
- daily prayer
- weekly liturgies and worship services
- service projects
- modeling of Christian values

Students are enabled to achieve the best of their abilities by:

- recognition of different learning styles
- provision of opportunities for creative expression
- utilization of offered support services.
- differentiation of instruction and assessment to provide all students with access to our rigorous curriculum.
- use of a curriculum which promotes critical thinking skills.

Pride, self-confidence, and positive self-concepts are encouraged through:

- recognition of academic accomplishments
- recognition of effort & community wellness
- encouraging personal best
- providing opportunities for students to assume positions of responsibilities with the school.
- recognition of each child's birthday
- strong enrichment opportunities

Support is extended to the families through:

- on-going communication among the administration, faculty and families regarding issues affecting the child.
- communication between teachers and families through school notices, access to grades on FACTS, progress reports, report cards and personal interaction.
- weekly memo with updated calendar and events
- access of *Student Handbook* on school website
- invitations to families to attend liturgies, prayer services, conferences, concerts, special occasion celebrations, etc. when we are able to do so.

## **ADMISSION POLICY**

Students are admitted to Saint Monica School on an annual basis. Continuance at Saint Monica School for each successive year will be based on attitude, behavior, adherence to school policies, academic achievement, and the ability of the school to meet the child's needs.

A decision not to renew will be made by the principal.

Saint Monica School's admission policy is consistent with the Archdiocesan Policy of Non Discrimination. Non-Catholic students are required to participate in Religion classes along with the other students. All students, including non-Catholic students, are required to attend liturgies and prayer services along with the rest of the student body. Saint Monica School does not

discriminate on the basis of race, color, creed, or sex.

St. Monica School has open enrollment. You may fill out an application at any time. There will be an Open House during Catholic Schools Week in late January. Application forms are to be filled out and returned to the office or online and should include all required documents.

**Transparency regarding educational testing, assessments, Individualized Education Plans and/or 504 plans must be disclosed at the time of application.**

**Please note: Parents desiring their child to receive First Holy Communion with the St. Monica School second grade class, should have their child baptized before they enter second grade. After the age of seven, the child will be required to attend the RCIC (Rite of Christian Initiation for Children) Program before they can be Baptized and receive First Holy Communion. Information on this is available through the Parish Office @ 978-683-1193.**

#### *Pre-K Registration*

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference. After siblings and parishioners, acceptance will be first-come, first-served.
- Required application documents: Application Form, Birth Certificate, Baptism Certificate (if baptized), Current Physical with Immunizations and proof of a lead screening. • After siblings and parishioners, acceptance will be first-come, first-served.
- Meeting with the Principal or Teacher is required for both student and parent.
- Pre-K 3 students must be three before September 1 and be able to use the bathroom independently.
- Pre-K 4 students must be four before September 1 and be able to use the bathroom independently.
- **St. Monica Preschool is designed for students ready to learn. Students are expected to be independent in their self-care and bathroom needs.**
- A **non-refundable** application fee of \$50 is required at the time of application.

#### *Kindergarten and Grade 1 Registration*

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference.
- Required application documents: Application Form, Birth Certificate, Baptism Certificate (if baptized), Current Physical with Immunizations and proof of a lead screening and most recent progress report/report card (Gr. 1).
- Students must pass a standardized readiness evaluation.

- Grade K students must be five years old and Grade 1 students must be six years old by September 1 (State Law).
- A **non-refundable** application fee of \$50 is required at the time of application.

#### *Grades 2 through 8 Registrations*

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference.
- Required application documents: Application Form, copy of birth certificate, Baptism Certificate (if baptized), physical with immunizations, and last report card are required. A letter of recommendation from a current teacher and a discipline report from the principal of the school child is currently attending are required as well.
- Previous school will be contacted.
- Applicants must meet established grading criteria for academic subjects and conduct and effort standards (as evidenced by current report card, letter of recommendation and discipline report).
- An Interview with the principal, parent and prospective student are required to review the expectations of St. Monica School.
- An assessment for Math and Language Arts will be required.
- A **non-refundable** application fee of \$50 is required at the time of application.

**A tuition report is required for any child coming from another Catholic school to ensure good standing and no outstanding balance.**

**Siblings of current students, although they are prioritized, must complete an application prior to February of the year they will enter St. Monica School in order to be considered a priority for enrollment.**

All new Students, Grades PK-8, will be accepted on a **trial basis**. Parents will be updated on the progress of their child's adjustment to Saint Monica School both during and after the trial period.

#### **Re-registration for Grades Pre-K through Grade 8 for the following year**

**All tuition and late fees must be paid in full for the previous year before a student is readmitted to Saint Monica School the following year. The school requires that we be notified by December 31<sup>st</sup> if your child is not returning. New registration takes place the last week of January, Catholic Schools Week, and this information is necessary for planning purposes. Current students will automatically be re-registered for the following year unless we are notified otherwise.**

**Families with children returning for the 2027/2028 school year must enroll in their FACTS tuition account no later than May 30, 2027. Any family who does not enroll in FACTS**

**tuition by May 30, 2027, will need to re-register their child/children and be assessed an additional \$150 re-registration fee per child (if a spot is available for their child/ren).**

## **TUITION**

A Catholic Elementary School can only offer its educational services with a clear and firm tuition policy. Ever-increasing costs for well-qualified personnel, goods and services make tuition fees mandatory.

- The School Board, in consultation with the Finance Committee and Pastor, will decide on tuition and fees.
- A copy of the current tuition rate is on file in the school office and online.
- Tuition is paid through FACTS (A late fee is assessed if the monthly tuition is not received by FACTS).
- Late fees will not be forgiven.
- All tuition and late fees must be paid in order for kindergarten and eighth grade students to participate in graduation activities and the graduation ceremony.
- **All tuition and late fees must be paid in full in order for students to return to Saint Monica School the following fall.**
- **No child will be admitted into fall classes if the first two tuition payments and application fee have not been paid.**
- If a family falls behind in payments, they will receive two reminders; after the two reminders they may be asked to withdraw their children from the school.
- If there is a problem with tuition payments, the Business Office should be notified (978-683- 1193).
- June report cards will not be emailed or released to students who have outstanding tuition balances, including late fees.
- **Due to FACTS Tuition Management methods of billing, anyone transferring their child out of St. Monica School must notify the Business Office or School Office IN WRITING by December 31<sup>st</sup> of the current school year. All tuition must be paid in full before your child transfers.**

### **Tuition Rates for School Year 2026/2027**

**Tuition is paid in eleven monthly installments from July 2026 to May**

#### **2027. Tuition (non-refundable)**

|                            |              |         |
|----------------------------|--------------|---------|
| <b><u>Pre-K</u></b>        | 5 Full Days  | \$8,150 |
| <b><u>Kindergarten</u></b> | All Children | \$7,000 |
| <b><u>Grades 1 - 8</u></b> | First Child  | \$6,700 |
|                            | Second Child | \$6,450 |
|                            | Third Child  | \$6,200 |
|                            | Fourth Child | Free    |

\*Any child after the fourth child will be discounted at \$1500 per child per year.

**PRESCHOOL STUDENTS ARE NOT ELIGIBLE FOR FINANCIAL AID.**

**Other Fees:** All fees are non-refundable and will be collected through FACTS in the months stated below:

January (Gr. 8)

\$300.00 Graduation Fee (per child)

## **IMPORTANT INFORMATION:**

**All families with students in Pre- K and Kindergarten are required to pay the full tuition. There are never any family discounts for Pre-K and Kindergarten.** Pre-K and Kindergarten children are always considered the first child. Any additional siblings will start at the second child fee. In the event of more than one child in Pre-K or kindergarten, full tuition is required for each child and any child in Gr. 1- 8 after that will start at the third or fourth child fee depending on the number of children.

## **Tuition Contract 2026/2027**

Agreement to be governed by Handbook Policies:

**Families with children registered for the 2026-2027 school year must enroll in their FACTS tuition account no later than May 30, 2026. Any family who does not enroll in FACTS tuition by May 30, 2026 will need to re-register their child/ren and be assessed an additional \$150 re-registration fee per child (if a spot is available for their child/ren).**

Parents/Students agree to follow the policies and practices as described in the Saint Monica School Parent/Student Handbook. The policies and procedures outlined in the handbook may be modified or amended at any time without notice.

Tuition Policies: Students may not begin a school year with delinquent tuition; families will be required to make arrangements for resolving any outstanding tuition PRIOR to the first day of School. All tuition must be paid by May in order for your registration for the 2026/2027 School year to be valid.

**If you do not want your child registered for the following year you must notify the school office in writing before January 1<sup>st</sup>, 2027.**

Terms of Enrollment/Terms of Withdrawal of Enrollment – Saint Monica School relies on its student enrollment as of July 1, 2026, for determining staffing requirements, for ordering textbooks and supplies and for planning purposes for the upcoming school year. The first tuition installment must be paid on or before your July 2026 due date to enroll the student for the upcoming school year. If you terminate the student's enrollment before June 30, 2026, you will have no further financial obligation to the school. If the school or parent terminates the student's enrollment on or after July 1, 2026, no refunds will be issued for any tuition that has already been paid. Any tuition due prior to the student's departure will still be due. That includes the months of July 2026 and August 2026. If the student attends school and terminates during the school year (by either the principal or the family), you will be financially responsible for paying tuition up to the last day of the month the student is terminated. Student terminations must be made in writing/email to the school office.



**FACTS TUITION** - All tuition payments must be made through FACTS. Current students and new siblings must be newly enrolled in FACTS for the 2025/2026 school year and parents of new students must register for FACTS online. All families enroll in FACTS tuition by May 30, 2025. Students no longer attending St. Monica School will not be enrolled in FACTS for the 2025/2026 school year.

All payments must go through FACTS. Transfer of records or participation in graduation activities will be in jeopardy unless tuition (including late fees) is paid in full. You may contact FACTS with any changes to your account after your account has been activated.

**If you cannot pay tuition on time, you must communicate with the Business Manager, (978-683- 1193).**

**Financial Aid** – Any financial aid received will be spread equally over the monthly payments through FACTS. Financial Aid is limited and only those families applying through FACTS Grant and Aid will be considered. Financial Aid is contingent upon a student remaining enrolled at St. Monica School for the full school year. If a student is withdrawn during the school year, financial aid is also withdrawn, and any financial aid that has already been applied will be null and void and the family may be responsible for reimbursement of aid received. Financial Aid is contingent upon student(s) attendance. Students with excessive absences or tardiness per trimester may lose Financial Aid.

**Fundraising** – It is expected that all families will participate in fundraising such as the Walk for Education and various other fundraisers benefiting our school. Fundraising is a part of who we are as a Catholic School and helps to offset the cost of tuition. There are also many other small fundraisers that assist the school in purchasing educational materials for your children. It is expected that everyone will support these as well.

The School Advisory Committee approved the above policies. Only the Principal or Pastor can approve exceptions to these policies.

By the very fact that you have registered your child at St. Monica School you have agreed to the terms of this contract.

### **Transfer/Withdrawal Procedure**

**Parents MUST notify the school office in writing or by email in advance of a student withdrawal/transfer.** Please include the following information, which is needed for withdrawal.

- Name/grade of child
- Reason for withdrawal/transfer
- The name and full address of the new school child will be attending.
- Last date your child will attend St. Monica
- Release of records form (please obtain from the school office)

Records will be released to the new school once all tuition/fees, morning program payments, and extended day payments that are due are paid in full.

## **ATTENDANCE**

It is expected that students will be in school on time and ready to learn. There is strong evidence to support the success of students academically and socially is correlated to adhering to the attendance policy and expectations. Students will not thrive if they are not present for instruction.

Students should NOT come to school under any circumstances if they are ill. **Students may return if they are fever free for 24 hours without the use of Tylenol. No diarrhea or vomiting for 24 hours.**

**Parents are required to call 978-686-1801 by 8:00 AM** if their child is unable to attend school that day to avoid our call to you. You may also email us by 8:00 AM at [smsoffice@methuencatholic.org](mailto:smsoffice@methuencatholic.org). This is for safety reasons. If we do not receive an email or phone call, then the child, on the day of return, must bring a written note with regard to his/her absence and give it to the school office. **If a telephone call is not made to the school office or an email sent by 8AM, before attendance is submitted, the absence will be considered unexcused.**

1. **Excused Absences** – May include the following: illness, death in the family, religious holiday, court appearance, eighth grader visiting a high school, doctor, or dental appointments.
2. **Excused Absences for High School visits** – only two (2) absences will be excused for high school visits.
3. **Unexcused Absences** – Time taken from school, outside of school vacation, is academically harmful to a student and should be avoided whenever possible. Unexcused absences may include but are not limited to the following: family vacations when school is in session, extended vacations before and after school scheduled vacations, sports tournaments.

Parents will be notified by the school office when there are more than 3 unexplained absences per trimester or patterns of absence (frequent absences on Friday and Monday) are documented, since this type of repeated absence is detrimental to the child's progress.

**Excessive absenteeism could impact Financial Aid & future enrollment at St. Monica School.**

If a student is absent twenty or more days (excused or unexcused), without instruction, he or she may be asked to go to summer school, repeat the grade, or not return to St. Monica School.

**If a student is absent three or more consecutive days for illness, then a doctor's note is REQUIRED to be sent to the school nurse stating the reason for the absences.**

## Missing work during Excused Absence

When a student returns to school after an absence due to illness, they are required to make up for all work missed according to the number of days absent. (Example – two days absent, then all missed work must be completed in two days) If a student is absent on the day of a scheduled quiz/test/project, the student will be required to make up the test/quiz/project on the day they return to school, unless prior arrangements are made with the teacher. Students in grades 7 and 8 are responsible for collecting all missed assignments from their teachers. This responsibility belongs solely to the student, and not at all to the teacher. If a project or work was assigned prior to an absence, the student is responsible to turn it in on the due date or on the day they return to school.

## Early Dismissal

In order for a student to be dismissed, a parent must contact the school by telephone or note. Please tell us about the time for dismissal and who will pick up the child. The office needs to be notified by 8:00am the morning of the early dismissal. **EARLY DISMISSALS AFTER 1:30 PM WILL NOT BE ALLOWED.** Any dismissals must be made before 1:30 PM as the office is very busy after 1:30 PM with end-of-day procedures.

If we are not notified by 8:00am the morning of an early dismissal an email will be sent to both parents, notifying all parties of the last minute dismissal.

## Up-to-Date Emergency Contacts

Parents who are not home during the day or are away, must inform the school office of the place where they can be reached in case of an emergency. If the place of employment differs from that given on the emergency form, please notify the school. An **EMERGENCY TELEPHONE NUMBER IS MANDATORY.** Please inform the school at once should you change your emergency numbers or your home address. If parents are planning to be away please notify the office of who we should contact in case of an emergency.

## Appointments

Every effort should be made to make all dental and medical appointments after school hours. When this is not possible, and the student must be released, a note or telephone call from the parent or guardian is required. No child will be dismissed early without a note or a telephone call from a parent. When a child is to be released early, the PARENT OR GUARDIAN MUST COME to the school office to pick up the child.

## Vacations

All vacations and trips should be scheduled when school is not in session. Any vacation taken during school time should be reserved for special instances, it should not be the ordinary. The teacher and principal must be notified by email in advance at least one week prior to the student taking a vacation (or earlier if it is known). Parents are responsible to work around the

school schedule. Teachers **are not responsible** for preparing work for a student in advance of a vacation. Work will not be given prior to vacation.

**If such extended absences are taken, the responsibility for completing the work that was missed will rest solely with the student/parent.** The student must make up all tests and all written assignments within three school days of their return to school. Whenever possible, teachers will file this work in a folder for the student to complete upon his/her return.

**Papers/projects/book reports assigned earlier in the term and due during the unauthorized vacation must be passed in before the student leaves.** In the upper grades where note taking during class is often required, the vacationing student should ask a “buddy” to take notes for him/her during the absence. **No teacher may be asked to cover the work or instruction missed.**

## **MORNING DROP OFF AND ENTRY**

### **Kindergarten - Grade 8**

Students must be in their classrooms by 7:55 AM. For students in Kindergarten to Gr. 8, if you are dropping your child off from your car, please enter the parking lot at the Park Street entrance, drive behind and around the school and pull up to the side door between the rectory and the school where you will see a St. Monica staff member. Please drop your child off here (Students must be ready to exit the car without help from you. **(This is not the time to put your car in park and help get backpacks, unbuckle your child from their car seat, etc.)**) When your child has exited safely, please continue forward and exit out the Lawrence Street exit. Please remember that it is illegal to take a LEFT hand turn from that exit during the morning pick up and afternoon drop off. You must exit by turning RIGHT ONLY.

**STUDENTS MAY NOT BE DROPPED OFF FROM THE LANE IN FRONT OF THE SCHOOL BUILDING. WE ARE TRYING TO AVOID STUDENTS/PARENTS BEING HIT BY CARS!**

If you want to walk your child to the door, you must park in the parking lot in front of the school between the basketball nets and the Lawrence Street stone wall and accompany your child to the door. ALL preschool students will enter through the front main door, they may not be dropped off in the car line. Students in Kindergarten through Gr. 8 (whether in car line or accompanied to the door) will enter through the side door between the rectory and school.

### **Preschool Students**

Preschool students must be dropped off by 7:55am at the main entrance. Parents are to walk their preschooler to the door and meet with a member of the preschool teaching team. Preschool parents may park outside the orange cones. Upon exiting the campus please be aware it is illegal to turn left onto Lawrence St. during morning drop offs and afternoon pick ups.

## **Additional Drop of Information**

CARS ARE NOT ALLOWED TO PARK IN THE PARKING SPOTS IN FRONT OF THE RECTORY AND RANCH HOUSE IN THE MORNING as parents and students should not be crossing the line of cars exiting to Lawrence Street from the drop off line.

PLEASE MAKE SURE ALL WHO DROP OFF YOUR CHILD KNOW THE MORNING DROP OFF ROUTINE!!

Parents and visitors are not allowed into the building at morning drop off UNLESS they have an appointment with the administrator or school office.

## **Dismissal**

Preschool students will be dismissed from the side door by the rectory at 1:50 PM.

Kindergarten- Grade 8 students

- Dismissal by grade at 2:00 PM in front of the building
- Grades K, 1, 3, 4 & 5 will be dismissed out the main door on the left.
- Grades 2, 6, 7 & 8 will be dismissed out the front door on the right.
- Parents are to remain in their vehicle until you see your child's teacher.
- It is incredibly important to BE ON TIME to collect your child.
- Any student not picked up on time will wait inside the main door until their parents pick them up.
- Parents must come to the main door if they are late picking up their child and the child will be dismissed through the main door.

A child may not leave the school premises unaccompanied by a parent or relative. In case of illness, the parents will be notified and the parent and/or designated person MUST COME to school and take the child home. The child will be dismissed from the nurse's office. The nurse will escort the student to the main entrance.

**On our HALF DAYS dismissal is at 11:00 AM, Preschool dismissal is at 10:50 AM. There is no Extended Day program on half days.**

Parents are responsible for their children at dismissal. **CHILDREN ARE NOT TO RUN ACROSS THE YARD, PLAY IN THE SCHOOL YARD OR ON THE CHURCH PROPERTY AFTER SCHOOL DISMISSES. PLEASE BRING YOUR CHILD TO YOUR CAR AND PROMPTLY LEAVE THE SCHOOL GROUNDS.**

- If you are picking up your child and you are delayed, please notify the school office.
- If there is a change in plans for dismissal for your child, a written note is required to be passed to the teacher or a call needs to be placed to the school office. Children will not be allowed to go home with anyone else unless we receive permission from the parent.
- **NO child will be allowed to telephone for permission to go home with another student.**

The school is not responsible for children after they are dismissed. Please be prompt about picking up your children after school.

**NOTE: As we continue to grow and prosper our teachers have more responsibility after the school day ends. Teachers are tutoring and organizing/supervising after-school activities. Due to this, teachers will not be able to supervise students in the parking lot at dismissal after 2:10 PM. If your child is still here at 2:10 PM, he/she will wait inside the main door for you to pick them up. They WILL NOT be able to attend the Extended Day Program.**

**PARENTS MUST REPORT TO THE OFFICE WHENEVER THEY COME INTO THE SCHOOL. PARENTS NEVER GO DIRECTLY TO ANY CLASSROOM BEFORE, DURING OR AFTER SCHOOL WITHOUT THE PERMISSION OF THE PRINCIPAL**

## **MORNING PROGRAM**

There is a morning program for students beginning at 7:00 AM. The fee is now a flat fee of \$5.00 per day. There are no discounts for those children attending a full week. Bills are going to be issued through your FACTS online account on a monthly basis. You do not have to register in advance for morning care, however a parent or guardian must sign the child in.

## **TARDY POLICY**

Students are to report to their homerooms by 7:55 am. Students who arrive after 7:55 am should report to the office with a parent to sign in. A notice will be issued after the 5th tardy, to the parent. Subsequent tardies for each trimester will result in detention.

Additionally, upon receipt of the 10th tardy in a school year, a letter will be sent to the parent and placed in the student's permanent file regarding the excessive tardies.

Excessive tardies may be reported to local truancy officers and could result in suspension or expulsion from St. Monica School. As well as withdrawal of Financial Aid.

Excused tardiness ONLY includes dentist or doctor appointments accompanied by a note from the doctor/dentist. If there is no note, the tardy will be unexcused. Any other tardy will be excused only at the discretion of the principal.

Any child coming into the school building after 7:55 AM will be marked tardy. Students coming in after 10AM will be credited with a partial day. If they come in after 12:00 PM, they will be marked absent with a note on their attendance that they came in after 12:00 PM. If students are dismissed before 10:00 AM, they will be considered absent, with a note on their attendance that they were dismissed before 10:00 AM. If a student is dismissed after 10 AM, they will be marked with partial day attendance. Any dismissal after 12:00 PM is marked as a dismissal.

## CALENDAR

The school calendar can be found on our website. The calendar lists important events and activities of the month as well as changes in the schedule, early dismissal days, Holidays, Holy Days of Obligation, and other significant events. **It is the parent's responsibility to check the calendar periodically because it will be updated continually. Please take careful note of half days so your child will be picked up promptly at dismissal time, which is 11AM.** The lunch calendar should never be used as our school calendar. We reserve the right to make changes to the school calendar as needed so it is the parents' responsibility to check the calendar weekly.

### **School Cancellation Announcements**

School cancellations or delayed openings will be announced via our automated communication service. **We will no longer follow Methuen Public Schools.** Announcements are made through our Blackboard Connect Emergency Notification System to phones and emails that are in that system. Parents are responsible for keeping that information up to date. **Please do not call the School, Parish Office, or Rectory regarding school cancellations/delays.** When we are notified in advance of a school cancellation, we will notify families.

**THE TENTATIVE SCHOOL CALENDAR FOR THE 2026-2027 SCHOOL YEAR can be found at [www.saintmonicaschoolmethuen.org](http://www.saintmonicaschoolmethuen.org). Please remember that we will make additions and deletions during the school year, so check it regularly.**

## STUDENT PROGRESS

**All parents and students are responsible for regularly checking their academic progress.** Report Cards for Grades 1-8 will be made available three times per year. Please see the online calendar for dates. You may check your child's grades at any time online. Grades are uploaded weekly; they are not instantaneous. If your child's grades have not been updated, please contact his/her **teacher**.

Progress Reports will be distributed electronically at the mid-point of the trimester. Progress reports are not Report Cards. They are a midpoint check in. The same information is available on FACTS.

Kindergarten Progress Reports and Report Cards will be given out by your child's teacher. **Report Cards**

Report cards for Grades 1-8 are given out three times a year. **Report cards will be withheld if tuition is not up to date.** Parents are responsible for accessing FACTS SIS for Progress Reports and Report Cards. For the 2026/2027 school year, cards will be emailed by the end of the day on the following days:

|             |          |                                                                                                                    |
|-------------|----------|--------------------------------------------------------------------------------------------------------------------|
| Trimester 1 | 11/20/26 | Report cards will be emailed by 12/3/26<br>(Parent Teacher Conferences will be held on December 4 <sup>th</sup> .) |
| Trimester 2 | 3/19/27  | Report cards will be emailed by 3/25/27                                                                            |

Trimester 3    Last day                      Report cards will be emailed by 6/15/27  
(If tuition and fees are paid in full)

### **Preschool Reports**

December 4                      Parent/Teacher Report Card Conference – by appointment

May                                  Virtual Parent/Teacher Conference –by appt. before or after school only

### **Kindergarten Reports**

December 5                      Parent/Teacher Conference – Parent picks up Report Card by appt. only

March 13                         Report cards will go home in the student's folder

Last Day                         Report cards will go home in the student's folder

## **GRADING POLICY**

St. Monica School uses FACTS SIS (Student Information System) for grades. To access FACTS:

In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgt.com](http://www.factsmgt.com) and click Family Login and then FACTS Family Portal. You may sign in with your already established account, or if you do not have an account:

- Type the school's District Code STMN-MA
- Click Create New Family Portal Account. (Or sign in with your already established account)
- Type your email address and click Create Account.

An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.

This allows for the student grades to be available at all times. The teachers enter grades weekly and parents/students are responsible for checking these grades. Grades are available to parents and students in Grades 1-8. A login and password are needed.

Grades consist of daily work, quizzes, projects, tests, and homework.

### **Exams**

Midterm exams or projects are given in January and Final Exams are given in June for all students in Grades 7 through 8. Children must be present for exams. Do not make appointments during exam weeks. **Exams will not be rescheduled unless a student is sick.** Classroom time will not be taken for make-up work. Exams are worth ten percent of the overall grade and must be taken very seriously. Exams are scheduled the week of:

Midterms - (5% of grade)

Grades 7 & 8 January 19, 20, 21, 2027

Finals (5% of grade)



Grade 8 Finals begin May 19 - 26, 2027

Grade 7 Finals June 1 - 3, 2027

\*Dates subject to change

Grades 7 and 8 midterms and finals count as ten percent of the overall grade (see below).

1st Trimester - 30%

2nd Trimester - 30%

Midterm during second trimester - 5%

3rd Trimester - 30 %

Final - 5%

## **Grades**

**Any grade below 60 percent is considered a failure.** A failure below 50 percent on the report card will be indicated by 50. The actual grade, if below 50 percent, will be recorded in the teacher's grade book and will be included in the final student average.

**Students must have passing grades to participate in the Saint Monica Extracurricular Programs.**

### **Grades**

**A + 97 – 100**

**A 94 – 96**

**A- 90 – 93**

**B+ 87 – 89**

**B 84 - 86**

**B - 80 – 83**

**C+ 77 – 79**

**C 74 – 76**

**C- 70 – 73**

**D+ 67 – 69**

**D 64 – 66**

**D- 60 – 63**

**F 60 or below**

**E - Excellent**

**G - Good**

**S - Satisfactory**

**N - Needs Improvement**

**U - Unsatisfactory**

### **Promotion**

According to the Diocesan School Policy, "Regular promotion, special promotion and retention should be made by the principal in consultation with the teachers."

Failure in one or two subjects would indicate the need for a summer school program. The summer school program must be taught by a Massachusetts certified teacher. Students who

attend Summer School must bring in written verification of their attendance and final marks.

- **The need for a summer school program may be required for promotion.**

Failure of three major subjects, **MATH, LANGUAGE ARTS and READING**, indicates that the student has failed the grade.

## **PHYSICAL EDUCATION CLASS**

Physical Education is part of the elementary school curriculum. Physical Education is NOT optional. It is important for every child to participate in Physical Education. If your child is unable to participate, **a doctor's note must be brought to the school. Another doctor's note must be brought in stating when your child may return to Physical Education class.**

## **HOMEWORK**

Homework is a necessary part of the learning process and is an essential part of the curriculum of Saint Monica School. **It is expected that students complete their homework on time and turn in following teacher protocol.**

It is the student's and parent's responsibility to reinforce classroom instruction by ensuring student completion of homework. To the extent it is possible; please provide a quiet study environment for each child, free from the distractions of television, video games and music. Children should develop a regular schedule for doing homework. It is the responsibility of each child to make up any missed homework or tests. All homework is to be made up whether it is due to an absence or due to any other reason, no excuses. With that being said, please refer to our **homework policy** below. Homework is a tool to evaluate mastery of lessons taught and reinforces all knowledge.

### **Homework Policy (Grades K-8)**

All homework must be brought in on the day it is due. They will receive a homework slip. They will have until the next day to bring the assignment in and will receive partial credit for the assignment unless other arrangements have been made with the teacher. **NO HOMEWORK WILL BE ACCEPTED AFTER THE SECOND DAY.** If it is not brought in by the second day, a zero will be earned for that assignment. Three homework slips equal one detention. After 3 homework slips the student will receive a detention. This resets at the new trimester.

Normally, there is no homework on weekends with the exception of long-term assignments (projects, etc.). Extracurricular activities are not an excuse for neglecting to complete assignments.

Homework is not always written. Reading and studying of material is often required. Please check your child's written homework and ask your child a few questions on the study homework.

This will help your child and keep you informed on their progress.

Students are responsible to write down homework in their planner each day.

## **Projects**

Projects must be brought in on the day they are due. If the child does not bring in the project on the due date, they will receive a zero on the project. They will have until the next day to bring the project in and will receive a reduced grade for the project unless other arrangements have been made with the teacher. **NO PROJECT WILL BE ACCEPTED AFTER THE THIRD DAY.** If it is not brought in by the third day, the zero will stand.

Please remember that projects carry more weight than homework and missing and late assignments will negatively impact your child's grade.

## **DETENTION**

Every teacher has authority to detain, in school, any student who has failed to observe the school policies. Those students who have not completed the required schoolwork, including homework, may also be detained.

Detentions are held with the Principal or Assistant Principal from 2-3PM. Students will be given a Detention Slip that needs to be signed and returned the next school day. If not returned, a phone call will be made to contact parents or guardians. It is the parent's responsibility to arrange transportation and pick up the student from the office at 3PM.

**IMPORTANT: IF A STUDENT RECEIVES THREE DETENTIONS DURING A SCHOOL TERM, THE STUDENT MAY RECEIVE AN IN-SCHOOL SUSPENSION. REPEATED IN-SCHOOL SUSPENSIONS MAY LEAD TO EXPULSION.**

## **Disciplinary Code**

**The Disciplinary Code is in effect before, during and after school, and at school functions/trips.**

**The principal/pastor has the final say in all school matters**

One of the priorities of Saint Monica School is to foster an environment of mutual respect for one another. Therefore:

1. All forms of harassment during school or brought into school will be addressed on an individual basis and is taken seriously by the school.
2. Students are expected to treat every person (Adult and Child) with **RESPECT and COURTESY**.
  1. **Answering Back** is never allowed. Students are expected to never interrupt an adult when he/she is speaking to them.
  2. **Vulgar or Disrespectful Language** is unacceptable and will not be tolerated.

3. **Fighting** (in school, in the school yard, coming to or going from school) is never allowed. Fighting violations include play fighting, karate chopping or karate kicking, pushing, shoving, or hitting, etc. A “Hands Off Policy” is strictly enforced at all times.
4. **Cheating of any kind, including plagiarism and using AI on projects, is never allowed.** Students are expected to do their own homework assignments and all their work honestly and independently. Students who are caught cheating in any way, including looking around during tests/quizzes or talking during tests/quizzes, will receive a zero. (see AI policy)
5. **Smoking or Vaping** in or around the school is strictly **FORBIDDEN**. Possession of cigarettes in school or at school events is never allowed.
6. **The Possession and/or use of Drugs, Liquor or Weapons** before, during or after school or at school functions is a very serious offense and is cause for expulsion.
7. **Toy Weapons** of any kind are never allowed in school, at school events or on school property.
8. **Cellular Phones** are **NEVER** allowed in school and will be confiscated if found. A parent meeting is required to receive the phone. All phone calls must be made through the school office.
9. **SMART WATCHES and FITBITS, META GLASSES or OURA RINGS** are not allowed in school at any time. If one is worn, it will be held in the principal’s office until the end of the day. A second time this happens, the watch will need to be picked up by a parent from the principal.
10. **Electronic Devices** are not allowed in or around the school, on field trips or at school functions. Grades K-8 Chromebooks may be used in school with teacher permission for educational purposes only. Students using Chromebooks for non-educational purposes will have the Chromebook confiscated and a parent meeting is required.
11. **Texting** – inappropriate language or excessive texting in or out of school may be the cause of suspension or expulsion from school. Please see paragraph on “Parental Responsibility” in our Technology Acceptable Use Policy.
12. **School is NOT RESPONSIBLE for loss/theft/damage of any electronic devices brought into the school for any reason.**
13. **Walking around hallways** without permission is strictly forbidden. If a student is dismissed to go to the bathroom, the student is expected to return immediately to the classroom.
14. **Lunchroom Behavior:** Children are expected to sit and talk quietly during lunch time. Yelling, touching other students, and getting up from seats without permission is not allowed. Students are expected to clean up after themselves and dispose of any waste in the barrels. Any student involved in throwing or playing with food will have to face disciplinary consequences.
15. **Vulgar/Sexual Language:** As young Christian men and women, respect is key in all that we say and do. Vulgar, obscene, or sexually explicit comments or gestures will be cause for disciplinary action.
3. Students are expected to promote an educational atmosphere in their class and in the school.
  1. They are to raise their hands for permission to speak or to leave their seat.
  2. Calling out is not allowed.
  3. A *quiet atmosphere* is expected in the halls, on the stairs and in the bathrooms.
  4. Students **MAY NOT HAVE OR CHEW GUM** in school or on school

property at any time during school hours, after school, field trips or school activities unless it is a matter designated by a medical professional.

5. During the snow season, students are **FORBIDDEN** to pick up, kick or throw snow or throw others into the snow. Students are not allowed to climb on snow mounds created by the snowplow. Students are not allowed to be near or play near or on any ice that is in the parking lot. This includes drop-off and dismissal times as well.
6. During the school day, students may not leave the school building or school yard without permission of the principal. The rule includes, and will be enforced, mornings before school.
7. The discipline code is in effect at all times.
8. **No one is allowed to go back to classrooms after dismissal without permission.** Students must come to the school office.
9. Running is **not allowed** in the school building **AT ANY TIME**, before, during or after school, including all school events.

**Conduct in the School Yard** – Good behavior is expected in the school yard at all times.

Students:

- must avoid all games involving close and physical contact.
- must not play around cars.
- must leave the school and/or lunchroom in an orderly way.
- are not allowed to go back into the lunchroom after lunch.
- are not allowed to go back into the school before recess ends.
- must avoid fake fighting, pushing, pulling, and charging.
- must refrain from littering by putting trash/scraps in waste containers when they return inside from recess.
- must not chase balls that go outside the coned off area.
- must respect bells; when the bell rings, stop talking/playing and walk silently to lines.
- must observe the “hands off” policy of not pushing, pulling, and hitting, etc.
- must be aware that glass containers (juice bottles, etc.) are not permitted in the school or on school field trips.
- must not play games where students are aiming to hit other students.
- must not play in the planted areas, **ONLY** on asphalt.

These and other specific discipline problems will be handled on an individual basis. The ordinary consequence of consistent violation of rules will be as follows:

### **First Formal Warning**

A written Conduct Slip from the Principal must be signed by parents and returned to the school. • Students will receive some form of punishment.

### **Second Formal Warning**

A written Conduct Slip from the Principal must be signed by parents and returned to the school. Parents will be called by the principal to discuss the problem and/or a meeting will be set up. • Students will receive a form of punishment.

- An in-school suspension may be given. The number of days’ suspension will depend upon

the infraction. During an in-school suspension, any tests or quizzes cannot be made up and the student will receive a zero for that work.

- All schoolwork and homework **MUST BE MADE UP** and turned in by the student.
- All warning/conduct slips must be signed and returned to the office before students are allowed back into class.
- If any further violations occur, the policies of the Archdiocesan office in regard to suspension and expulsion will be followed.

### **Reason for Expulsion:**

Possession of weapons or drugs, or any type of threat to the school personnel or student body including bodily harm, or any other type of threat to school personnel or students that occurs on, or off school property is a reason for expulsion.

**CONDUCT SLIPS MUST BE SIGNED AND RETURNED BY THE PARENT ON THE DAY FOLLOWING THE INCIDENT. STUDENTS WILL NOT BE ADMITTED TO CLASS UNLESS THE CONDUCT SLIP IS SIGNED AND PASSED INTO THE PRINCIPAL.** (See above policy for in-school suspension.)

## **AI USE POLICY/ADDITIONAL POLICIES**

### **AI Use Policy**

#### *Prohibited Uses*

Essays and Written Assignments: Students are not allowed to use AI tools to write or generate content for essays, research papers, or any other written assignments. This policy ensures that students develop their own writing skills and maintain academic integrity.

Tests and Quizzes: The use of AI tools to answer questions or solve problems during tests and quizzes is strictly prohibited. This measure helps to accurately assess students' knowledge and abilities.

Creative Works (e.g., Poetry): AI-generated content for creative works such as poetry is not allowed. This restriction encourages students to express their creativity and originality.

#### *Allowed Uses*

Research and Learning Support: AI tools may be used for research purposes, such as gathering information, fact-checking, or accessing educational resources, as long as the output is critically evaluated and appropriately cited.

Skill Development: AI can be used as a tool for practicing and improving skills, such as language learning apps or math problem solvers, provided that it supplements rather than replaces students' own work.

Accessibility and Accommodations: AI tools that assist students with disabilities (e.g., speech-to-text, text-to-speech, or translation services) are allowed when necessary for accessibility.

### *Academic Integrity*

Plagiarism Prevention: Students must be educated about plagiarism and the importance of academic integrity. All work submitted must be the student's own. If AI tools are used inappropriately, it may be considered a violation of the school's academic integrity policy.

Proper Citation: Any assistance from AI tools that contributes to a student's work should be properly cited, following the school's guidelines for academic honesty.

### *Teacher and Staff Roles*

Teachers should guide students on the ethical use of AI tools and incorporate discussions on digital literacy and responsibility into the curriculum.

Teachers and staff are responsible for monitoring compliance with this policy and taking appropriate action in case of violations. This may include educating the student, redoing the assignment, or implementing disciplinary measures.

## **Birthdays**

- Students may dress down for their birthday
- No invitations will be given out in school by the teacher or students unless every student in the class is receiving one or every boy or girl is receiving one.
- It is the responsibility of the parent to mail invitations if every child in the class is not receiving one. The school office cannot give out addresses of students. Invitations cannot be given out by a parent or students on school property if everyone in the class is not receiving one.
- Due to the number of food allergies in the school, **NO FOOD MAY BE BROUGHT INTO THE SCHOOL FOR ANY TYPE OF CELEBRATION**. This is for safety reasons. A small favor can be sent in for birthday celebrations including pencils, stickers, erasers, etc.

## **Miscellaneous**

- No flowers, balloons, or anything else will be delivered to individual students during school hours.
- Only plain drinking water is allowed in the classrooms. No flavored waters and no adding coloring/flavoring to plain water is allowed.
- Juice and flavored beverages are allowed at snack/lunch time.
- Soda and candy are **NEVER** allowed at school at any time.
- Snacks and food are NOT to be shared due to food allergies.
- At lunchtime, food may be brought in for your child/children **ONLY**. No food is to be sent in for other students. Fast food cannot be dropped off for lunch. Food deliveries such as Door Dash or Uber Eats are not allowed.
- **Anything sent into school must be in an envelope and have the student's name, grade and what the money is for written on the envelope. When money is sent to school, only the CORRECT CHANGE should be sent in as we are unable to make change in the school office.**
- If a student is well enough to come to school, they are expected to take part in all school activities, including recess.
- All parent volunteers must have a current CORI on file as well as a copy of the VIRTUS TRAINING certificate and a signed Code of Conduct in the school office. The final

date for CORI applications for the 2025/2026 school year is Friday, September 29, 2025. No CORI forms will be processed after this date. **NO EXCEPTIONS.**

- Disrespect shown for teachers or other staff members by students or family members will not be tolerated. To be effective, St. Monica school depends upon school spirit, high morale, cooperation and mutual respect between faculty, staff, and students and faculty, staff, and parents/guardians.

### **FIELD TRIPS**

It is a privilege to participate in educational field trips. All disciplinary regulations are enforced on all field trips. Field trips are planned to enhance or demonstrate lessons covered in class.

**Field trips ARE NOT optional.** Each trip is planned because of its educational value and opportunity.

No child is ever allowed to attend these with the class unless the parent has given **WRITTEN PERMISSION** by permission slip. The permission slip must have an original signature, not a copy or faxed signature. Students whose parents refuse to give them permission for the field trip, or who are not allowed because of a disciplinary problem to go on a field trip, are required to attend school as usual, unless the field trip is one for the entire school. If a field trip is one for the entire school, then the student is required to stay home that day. **ALL FIELD TRIPS WILL BE BILLED THROUGH FACTS TUITION MANAGEMENT. If a child is absent, who has already paid for the field trip, payment will not be refunded.**

\*Only parents with appropriate paperwork (CORI, VIRTUS, and CODE OF CONDUCT) can be considered as chaperones to the students on field trips. **Chaperones on field trips must keep students within their eyesight at all times. Chaperones must be aware of the policies and procedures of the school and enforce them and follow them at all times. Chaperones will be selected and notified by the school office.**

### **LUNCH**

Each student is expected to have a healthy lunch. Snack food is not an appropriate lunch. No soda or candy is allowed at school. Food is not to be shared with other students due to food allergies and new safety protocols. Children cannot learn if they do not eat properly. Parents wishing their child to have lunch from our lunch program, Just Like Home, must register online. Their website and logon information are always listed in our Weekly Newsletter. If a lunch is forgotten, students will be served a sandwich lunch and Just Like Home will be billed accordingly.

We DO NOT refrigerate or heat up lunches from home.

### **CARE OF SCHOOL PROPERTY**

All Saint Monica books, and educational materials must be used properly and taken care of with the highest regard. **Textbooks & workbooks must be covered by students, with paper or fabric, at the start of the academic year and maintained throughout the year.** In the case of any damage to, or loss of books caused by a student, the student or parent must pay for all damage.



Each student must use a waterproof school bag each day to carry his/her textbooks. Students should have their own school supplies for every class including pens, pencils, erasers, homework books, etc.

## **SCHOOL HEALTH PROGRAM**

### Student Health and Safety Supplies

Throughout the school year, screenings are performed, and requests are made for various types of information.

**1. Physical Examinations:** One is required when your child enters this school and again in Kindergarten, the fourth and seventh grade.

**2. Immunizations:** According to criteria and standards set by the Commonwealth of Massachusetts, all children must comply, or they will not be allowed to attend school unless noncompliance is specifically stated for religious purposes and documentation is provided and is on file with the School Nurse.

Your child's health record is with him/her for life. The completeness of this record depends upon parents following through with any requests made by the school. Your cooperation is appreciated.

To be excused from physical education class a doctor's note is required. If a child is excused from PE class with a doctor's note, another note from the doctor is required for the student to return to PE class. This includes any child who has a device on (brace, ace bandage, crutches, etc.) who has NOT seen a doctor. The nurse is responsible for receiving all doctors' notes.

**\*\* Medications:** With written parent permission, certain medications may be given by the school nurse. Over the Counter medication, Tylenol, Motrin, anti-itch cream and cough drops will be given as long as the parent has signed the medication administration paperwork provided by the school. **Any other over the counter or prescription medication will need a signed note from a physician stating it can be given at school.** Students may not carry medications in their pockets or backpacks, including both prescription and non-prescription (over the counter) drugs. This is a STATE REGULATION. EpiPens and Inhalers will be kept in the nurse's office only with the applicable form that is completed by both a parent and the child's doctor. No medications will be given after 2PM. Any emergencies will be immediately referred to "911" \*\*

The CDC recommends that students and staff stay home when sick with respiratory viruses like COVID-19, RSV and the FLU. They can return when they are fever-free for 24 hours without medication and their overall symptoms are visibly improving.

When a student is out sick they must stay home until they have not vomited or had diarrhea for 24 hours.

**We reserve the right to update any public health information that is sent out by DPH or CDC. Any new guidelines for any communicable disease will be sent out to parents**

## **RULES FOR CONDUCT ON BUSES**

### **The School Disciplinary Code is in effect on bus transportation to and from Field Trips.**

1. Bus drivers are in complete charge of school buses. Students are expected to cooperate with them in every way for the safety of themselves and others. The bus driver must be obeyed at ALL times.
2. Students need to follow correct safety procedures when walking to and from a bus stop.
3. Students must enter and leave all buses to and from school in an orderly fashion. They are not to run, push or bother other students as they get on and off buses.
4. When entering buses, the students are to go directly to a seat and remain there until the bus stops at their destination.
5. When the bus is in motion students are not to be yelling or leaving their seats for any reason. Students must maintain a "hands off policy" in regard to one another. Students are not to unnecessarily bother the bus driver while he/she is driving. A bus driver should be notified if there is an emergency.
6. Students are not to deface the buses, throw objects out of the windows, yell or swear out the windows, use obscene gestures both in the bus or through the windows or put their hands/arms out the windows. Windows are not to be opened unless directed by the bus driver.
7. Books and property should be properly stored on laps/under seats.
8. If a student rides the bus carrying skates, they must have skate guards on the blades
9. Emergency doors are not to be opened unless directed to do so by bus driver, school, other bus official or police officer.
10. When students leave the bus and are crossing the street, they must do so in front of the bus. This needs to be done immediately after leaving the bus.
11. If a student violates the code of behavior for riding a bus, he/she will receive a *bus report slip*. There will be a copy for the school, parents, and bus company. As a result of the *bus report*, a student may receive a suspension from riding his/her bus. This suspension means that the student is not allowed to ride any bus until the suspension is completed. If a student continues to violate the bus code, they may be banned from riding the buses.
12. Respect must be given to the bus driver, bus monitors and other bus students at all times.

## **SCHOOL DRESS CODE**

### **Dress Code Guidelines for Volunteers/Parents in the School Building and at Mass**

At school or during any school-sponsored activities, we encourage all participants to respect their own bodies and those of others in every sense, including through the way we dress. This effort is rooted in an understanding of each human person's dignity as being created in the image and likeness of God. We strive to call attention to the whole person through our dress and reject things that call attention to particular parts of the person which tend toward the objectification of another human being. We require all children/youth and adults to adhere to

our Dress Code Guidelines found below. You will be asked to change if you are wearing something that violates the guidelines.

### General Rules

- No inappropriate words or pictures on any clothing (i.e. – vulgar language, violent, sexual, discriminatory, offensive, or tobacco/vape/e-cigarette/Juul/alcohol promoting content)
- No visible underwear
- No clothing with visible rips, tears, or holes
- No extremely tight clothing
- You must be fully dressed in all common areas (for example: shirts must stay on while playing sports, etc.)

### Tops

- No cleavage-bearing or midriff-bearing shirts. Please make sure your shirt covers your entire stomach and back while sitting and with your arms raised above your head
- Shirts that are transparent (see-through), expose a bare back, halter tops, and tube tops are prohibited.
- No tank tops – Short sleeves only. All shirts must also cover your chest and undergarments with nothing visible through armholes.

### Bottoms

- Must be worn at the waist (sagging is not allowed)
- No short shorts – All shorts must cover your thighs. Many activities involve bending, running, and sitting. If you place your hands at your sides, your shorts should be at least as long as your fingertips
- No tight pants – Please do not wear tights, leggings, yoga pants, or any style of form-fitting workout pants unless they are underneath a top or additional bottom piece that reaches your fingertips

### Mass and Chapel

- Liturgies, any public prayer of the Church, are sacred and require reverence for God and others. Part of this reverence for God and others is found in appropriate dress. Therefore, the following additional guidelines regarding “church” attire apply:
  - o Everyone will be expected to remove any hats, bandanas, gum, etc. during any liturgy or prayer time in the chapel
  - o While more formal clothes are not required for Mass, nicer clothes for Masses is desirable

## **Student Dress Code**

A neat, clean appearance inspires self-confidence in a child. This, in turn, is conducive to good work and conduct. All students must be in FULL UNIFORM AT ALL TIMES, unless permission to do otherwise is given by the school office. Please send a doctor’s note to the school nurse for

any medically necessary uniform issues. ALL pants, shorts and skirts **MUST** have an SMS logo. supplied by Lands' End Company. Please see our website for link to the Lands' End website. Old uniforms from providers other than Lands' End are no longer part of our dress code.

The school dress code will be strictly enforced. Parents will be notified of any uniform violations.

Students may automatically dress down on their birthday. If their birthday falls on a weekend, they may dress down the Friday before, or Monday after their birthday. There will be a day set aside for June, July and August birthdays and students/parents will be notified at the end of the school year.

Please note that anything that says "UNIFORM" must be purchased from Lands' End online. Only items listed below are allowed. If you have a question as to whether the item is appropriate, please contact the school office.

**\*\*PLEASE LABEL ALL OUTERWEAR, SWEATERS, SWEATSHIRTS, AND VESTS WITH YOUR CHILD'S NAME\*\* (This makes it very easy to return expensive items to the correct child!)**

PRESCHOOL UNIFORM IS MANDATORY (3- and 4-Year Olds) – must be purchased from Lands' End.

- Navy Blue Uniform sweatpants
- Navy Blue Uniform shorts (fleece or jersey) - Allowed until November 1st and after April 1st.
- Navy Blue Uniform sweatshirt
- Yellow uniform t-shirt with Logo
- Girls are also allowed to wear the Navy Blue Uniform polo dress with Logo. (Socks, tights, or leggings of any color may be worn with the polo dress.)
- Sneakers (of any color) must be worn at all times with all preschool uniforms.
- **No crocs, slides, boots, or sandals are allowed.**

#### KINDERGARTEN UNIFORM

- Navy Blue Uniform Sweatpants with school logo
- Navy Blue Uniform Sweatshirt with School Logo
- Navy Blue Uniform T-shirt with School Logo (Kindergarteners do not wear yellow T-shirts)
- Navy Blue Uniform Shorts (fleece or jersey) with school logo – Allowed until November 1st and after April 1st.
- Navy blue Uniform polo dress with Logo for female students. (May be worn with white ankle socks, navy-blue knee socks or navy-blue tights).
- White Socks (crew or ankle socks, no peds). Must cover the ankle. No stripes. Small logo okay.
- Sneakers(of any color) must be worn at all times with all Kindergarten uniforms..
- **No crocs, slides, boots, or sandals are allowed.**

#### GRADE 1 UNIFORM

- Navy Blue Uniform Polo Shirt with Logo, short or long sleeves

- Tan Uniform Pants
- Tan Uniform Shorts or Tan Uniform Skorts – Allowed until November 1st and after April 1st. • No belt for Grade 1
- Dress shoes are not required. Students may wear sneakers that are all black or all white, with no colors on sneakers.
- White, black, or navy-blue socks should be worn with casual pants (crew socks, no peds). Must cover the ankle. No stripes. Small logo okay.
- White crew socks should be worn with tan shorts and tan skorts. No stripes. Small logo ok
- Navy Blue Uniform V-Neck Sweater, Uniform V-Neck Vest. Uniform Microfleece Vest or ¼ Zip Uniform Microfleece with St. Monica Logo may be worn.
- Grade 1 Boys MAY NOT wear Boys Dress Uniform; they may only wear polos with tan pants.
- Grade 1 Girls MAY wear Girls Gr. 1-5 Dress Uniform. (See uniform below under Girls Dress Uniform Gr. 1-5)
- **No crocs, slides, boots, or sandals are allowed.**

#### GIRLS - DRESS UNIFORM Grades 1-5

- Uniform Jumper (length must come to top of knee, no shorter)
- Uniform White Shirt with a Peter Pan (rounded) collar, short or long sleeves. **This can be worn with the jumper ONLY.**
- Tie is not required
- Navy Blue Polo Dress is allowed up to Grade 5
- Navy Blue Knee Socks or Tights
- Dress shoes are not required. Students should wear sneakers that are all black or all white, no colors on sneakers.
- Navy Blue Uniform Sweater, ¼ Zip Uniform Microfleece, or Uniform Microfleece Vest with St. Monica Logo
- See “Optional” Uniform for Grades 1-8
- **No crocs, slides, boots, or sandals are allowed.**

#### GIRLS - DRESS UNIFORM Grades 6-8

- Uniform Skirt (must come to top of knee, no shorter)
- Uniform White Oxford Blouse with a button-down collar, short or long sleeves • Either Navy Blue Uniform V-Neck Sweater, Uniform V-Neck Vest, Uniform Microfleece Vest or ¼ Zip Uniform Microfleece with St. Monica Logo must be worn with blouse. **(Vests or Sweaters are required with skirts).**
- Tie is not required
- Navy Blue Knee Socks or Tights
- Dress shoes are not required. Students may wear sneakers that are all black or all white, with no colors on sneakers.
- See “Optional Uniform” for Grades 1-8
- **No crocs, slides, boots, or sandals are allowed.**

#### BOYS DRESS UNIFORM Grades 2-8

- Tan Uniform Pants with SMS logo.
- Uniform Light Blue Oxford Shirt with button down collar, short or long

sleeves • Navy Blue Uniform Tie

- Brown or black leather belt
- White, black, or navy-blue socks. Socks must cover the ankle.
- Dress shoes are not required. Students may wear sneakers that are all black or all white, with no colors on sneakers.
- Navy Blue Uniform V-Neck Sweater, Uniform V-Neck Vest, Uniform Microfleece Vest or ¼ Zip Uniform Microfleece with St. Monica Logo may be worn
- See “Optional Uniform” for Grades 1-8
- **No crocs, slides, boots, or sandals are allowed.**

#### OPTIONAL CASUAL UNIFORM for BOYS AND GIRLS Grades 2-8

- Navy Blue Uniform Polo Shirt with Logo, short or long sleeves - shirt must be tucked in uniform pants
- Tan Uniform Pants with SMS Logo
- Tan Uniform Shorts or Uniform Skorts with SMS Logo – Allowed until November 1st and after April 1st.
- Brown or Black leather belt (no designs on belts).
- White Socks should be worn with shorts/skorts (crew only).
- White, black, or navy-blue socks should be worn with pants. Must cover the ankle. No stripes. Small logo okay.
- Dress shoes are not required. Students may wear sneakers that are all black or all white, with no colors on sneakers.
- Navy Blue Uniform V-Neck Sweater, Uniform V-Neck Vest, Uniform Microfleece Vest or ¼ Zip Uniform Microfleece with St. Monica Logo may be worn.
- **WHITE BLOUSES ARE NOT TO BE WORN WITH KHAKIS**

#### GYM UNIFORM Grades 1-8

- Navy Blue Uniform Sweatpants with School Logo
- Navy Blue Uniform Sweatshirt with School Logo
- Navy Blue Uniform Warm-Up Pants with School Logo (can wear instead of sweatpants)
- Navy Blue Uniform Warm-Up Jacket with School Logo (must be worn with Uniform shirt, can wear instead of sweatshirt)
- Navy Blue Uniform T-Shirt with School Logo
- Navy Blue Uniform Shorts – Allowed until November 1st and after April 1st.
- White Socks (crew socks). Must cover the ankle. No stripes. Small logo okay.
- Sneakers that are all black or all white, no colors on sneakers.

#### SPIRIT DAYS (PK3 to Gr. 8)

- Students may wear their spirit shirts with gym bottoms (sweatpants, shorts when allowed, or warm-up pants).

#### MISCELLANEOUS

- Skirts, skorts, and shorts for girls must be slightly above the knee in length. Anything significantly shorter than this standard is not permitted.

- Uniform polos should fit appropriately and should not be overly fitted or ride up when students raise their arms.
- No shoes with heels over 1-inch if dress shoes are worn.
- Sneakers can be any color on dress down days (they may be any kind or color).
- No make-up of any kind
- No tattoos, real or fake
- Girls – one piercing in each ear allowed. No other piercings. Studs only, no dangling earrings.
- Boys – no piercings allowed
- HAIR
  - Boy's hair must be neatly groomed and can be no longer than the collar. Bangs must be at or above the eyebrows. No dyed hair, temporary dyed hair, fad haircuts, manbuns or ponytails.
  - Girl's hair accessories should be small and tasteful and must be the colors in the school uniform. No dyed hair or temporarily dyed hair. Hair must be your natural color. Any hair extensions or braids must be the same as your natural hair color.
- Limited jewelry is allowed. One ring on each hand, one bracelet or watch on each wrist, one necklace and for girls one stud earring in each ear. That is the only jewelry allowed. Jewelry must be tasteful with no negative symbolism.
- SMART Watches and Fitbits (Apple or Android), Oura Rings and Meta glasses) will not be allowed.
- Girls may only wear clear or French nail polish. Polish must not be chipped, and all nails must be the same color. Only nail polish on nails. No white-out, marker or other products on nails. No fake nails.
- No shirts, other than regular undershirts, may be worn under uniform shirts.
- Socks must be worn at all times and must cover the ankle.

N.U.T. DAYS (No Uniform Today) Students are allowed to come to school out of uniform only on days designated by the principal. Dress Down Days are a privilege. Students should use discretion and dress appropriately on “dress down days”. If a student fails to follow the dress down policy, then he/she will lose the privilege. Parents may be called to bring appropriate clothing if it is deemed necessary.

The following clothing is the only clothing ALLOWED on Dress Down Days (if it is not here, it is not allowed):

Jeans, Chinos (Dockers style pants), Track Pants, Jogger Pants. Sweatpants or Cargo-style Pants are allowed. Pants must be neat, **no rips, no skinny jeans, jeggings**, spandex, leggings, yoga pants or similarly tight-fitting pants.

Girls up to Grade 5 may wear leggings, but they must be worn with a long shirt/dress that comes to the middle of the thigh.

**Girls in grades 6-8 MAY NOT wear leggings.**

Capri Pants (Girls) Girls are allowed to wear Capri Pants up until November 1 and after April 1st. No rips, not tight fitting.

Long or Short-sleeved shirts, sweaters and sweatshirts may be worn.

No low-cut tops, sleeveless tops, tank tops, spandex tops, halters, tight fitting shirts, crop tops, or shirts that expose the midriff allowed. No inappropriate words/pictures on shirts.

Sneakers are the only shoes allowed to be worn on dress down days (they may be any kind and color).

Socks must be worn at all times and must cover the ankle.

### **Seasonal Uniform**

Uniform Shorts, Gr. PK & K Blue Gym Uniform Shorts, Gr. 1-8 Tan Uniform Shorts may be worn up to November 1 and after April vacation only for dress down days. Basketball shorts that come to the knee are allowed on dress down days only before Nov. 1 and after April vacation. **NO OTHER SHORTS ARE ALLOWED** after November 1 or before April 1<sup>st</sup>.

The dresses must be knee length with short or long sleeves. No spaghetti straps or sleeveless dresses allowed. Skirts must be knee length.

Hair Accessories - Small, tasteful hair accessories are allowed on dress down days.

Because this is a Catholic School, we expect our students to be appropriately dressed on Dress Down days. **STUDENTS NOT FOLLOWING THE DRESS DOWN POLICIES WILL CALL HOME TO REQUEST REPLACEMENT CLOTHES AND WILL RECEIVE DISCIPLINARY CONSEQUENCES.** If there is a question about an outfit, please call the principal and she will clarify our expectations.

### **WINTER DRESS**

Students must be prepared for all temperatures and elements. The school makes it a priority to get fresh air every day, even if only for a short time. Please make sure students arrive at school with the appropriate garments for the cold weather including a hat, gloves, winter jacket, etc.

### **TECHNOLOGY – ACCEPTABLE USE POLICY**

Saint Monica School offers Internet access for student use. This access will enable the students to explore a wealth of educationally appropriate materials available through the resources of the Internet. This is an exciting educational privilege which must be handled responsibly. The following rules apply:

- No personal or identifying information about Saint Monica School, yourself or any other student at Saint Monica School is to be posted on the internet. This includes social media, pictures and videos of students in uniform or on campus or school events.
- You will promptly disclose to your teacher any information or messages which make you feel uncomfortable or which you think are inappropriate.
- You will never go beyond your authorized access to any system or file, nor will you



disrupt the system or data.

- **You will use this system ONLY for educational activities.**
- **You will not plagiarize works you find on the internet.**
- **SEE AI USE POLICY**
- You will not access materials that are profane or illegal.
- No student may inappropriately text or excessively text another student.
- Students must have their own set of headphones/earbuds.
- Each homeroom teacher has the discretion to develop her own rules regarding the use of Chromebooks consistent with St. Monica School Internet Acceptable Use Policy.

WE EXPECT THAT YOU FOLLOW ALL OF THE ABOVE GUIDELINES AS WELL AS ANY INSTRUCTIONS GIVEN TO YOU BY YOUR PARENTS OR TEACHERS RELATED TO MATERIALS WHICH THEY DEEM INAPPROPRIATE FOR YOUR USE.

Supervised use is expected, but no single group can monitor all activity. All users must act responsibly and morally. All students who will be using the Internet at Saint Monica School are required to sign the attached agreement found on the last page of the Student Handbook. The parents/guardians are required to sign as well before the student will be allowed to use the Internet at school.

Any student found in violation of this agreement will be disciplined accordingly and will lose privileges for a period of time.

St. Monica School will provide this resource for its students but will not be held liable for any failure, loss or damage users might suffer. The school does not take any responsibility for the accuracy of information received over the Internet or any financial loss incurred by any user.

**Replacement and restitution costs, as a result of purposeful, destructive damage to the school-issued Chromebook, will be the parent and student's responsibility.**

## **TECHNOLOGY: PARENTAL RESPONSIBILITY**

### **TEXTING/EMAILING:**

While St. Monica School supports the use of technology for education, we do not support the misuse of texting and emailing. It is the responsibility of the parents to frequently and daily check the email and text messages your child sends and receives.

The abuse of this system is classified as bullying and St. Monica School has a zero-tolerance policy of any form or kind of bullying. Please take the time to speak with your child and supervise what your child has in print and online.

### **THE MISUSE OF OUR TECHNOLOGY POLICY MAY RESULT IN SUSPENSION.**

## **REMOVAL FROM THE SCHOOL AND NOTIFICATION OF LOCAL LAW ENFORCEMENT AND CONFISCATION OF ELECTRONIC DEVICES.**

### **General Information/overview of St. Monica School Chromebook Use**

**To help students get started in effectively using their Chromebooks, in addition to this Handbook, there is a Google Apps for Education online [Chromebook Training Orientation](#).**

Chromebooks are intended for use during the school day as directed by their teachers. Students are responsible for charging the Chromebook battery before the start of each school day, when bringing Chromebook to classes specifically instructed to do so. Chromebooks access sites on the Internet to connect to all the resources and information available for student learning.

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classrooms. The District will provide GSFE accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by the District. These accounts, which have been used for school-related projects, offer students access to a wealth of collaborative tools available through Google Apps. This has already allowed your students the ability to collaborate with teachers and other students as well as share information with the other internet users.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook but from any computer that has Internet access. Students will understand that Google Drive can be monitored by the district administration and should not contain personal files.
- Students are assigned a school email through GSFE that is managed by the Principal and Tech staff. Students will be able to communicate with staff with the school issued email address. This account will be considered the student's official St. Monica School email address until the student is no longer enrolled in St. Monica School.
- Email is monitored by the school and is subject to filtering inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the handbook. Violations of the policy may result in loss of access as well as other

disciplinary or legal action, including if warranted, reports to legal authorities and entities.

- The primary purpose of the students electronic mail system is for students to communicate with school educators only. Students should not use their school assigned email, for personal use.
- Students are responsible for good behavior/character while using school email at all times, both on and off-campus. Do not use email to send chain letters, viruses, hoaxes or forward a social or non-school related email to other students or staff. Do not use email to bully, harass, or threaten other students or individuals. Do not send harmful, anonymous or misleading communications for any purpose.
- Students are responsible for messages sent from their accounts. Students are responsible for protecting their account information; they should not share their login credentials or allow others to use their account.
- Students should immediately notify a teacher, school official, or parent in the instance of receiving an email containing inappropriate or abusive language, or if the subject matter is questionable.
- Students are responsible for saving their information to their Google account.
- Students are responsible for monitoring all posted assignments on their Google account, teacher's Google Classroom or other sites as designated by the teacher,
- Privacy - Saint Monica School reserves the right to access and review content in the Google Apps for Education system at any time.
- Security - St. Monica School cannot and does not guarantee the security of electronic files located on the Google platform. Although Google does have a powerful content filter in place, St. Monica School cannot assure that users will not be exposed to non-educational material.
- **The Chromebook camera is not to be turned on at any time.**
- Extensions and Add-Ons are custom features that can add to Google Chrome to enhance the functionality of apps. The school will install additional apps, extensions, and add-ons as they are recommended in accordance with educational plans.
- Students will be unable to install additional apps on their Chromebooks for educational purposes through the Chrome Web Store.

## **Student Activities Strictly Prohibited**

Any action that violates existing policy and regulations, student code of conduct, or state and federal law.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, intimidate or bully recipients.
- Vandalism with any malicious attempt to harm or destroy hardware, software or data, including, but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of the school's internet/email accounts for financial or commercial gain or any illegal activity.
- Spamming or sending mass inappropriate emails.
- Attempting to bypass the St. Monica School web filter, attempt to gain access, or use/change other students accounts, files, or data.
- Use of possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

### **IMPORTANT REMINDER:**

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook and school-issued email account, whether conducted at school or off-site, is subject to search as school property.

## **GENERAL INFORMATION/GETTING STARTED**

Receiving Your Chromebook :

Students will be assigned a chromebook at the beginning of the school year. Before a Chromebook will be issued to the student, Parents, and students must read and sign to their Google account.

- Verify that you have read and accept the updated technology policy.
- Damages that result from abuse or neglect are the responsibility of the student and

subject to fees. The fee for a lost or damaged Chromebook will be the full replacement cost of the device. A replacement device will not be issued until all fees are paid in full.

## **CHROMEBOOK CARE PROTECTING & STORING YOUR CHROMEBOOK**

Students are responsible for the general care of the school owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the school office as soon as possible. If a replacement Chromebook is needed, one may be issued to the student specific to the situation. Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

### **General Care and Precautions :**

- Chromebook batteries must be fully charged before the start of each school day.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be kept away from food and drinks.
- Do not bump the Chromebook against hard services.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of St. Monica School.
- Chromebooks are expected to be in the Chromebook cart charging at the end of the day.
- Do not eat or drink near the chromebook. There should not be food or drink around the Chromebook. The Chromebook is not allowed to be brought to the cafeteria during lunch periods.
- Only use a clean, soft cloth to clean the screen. Please do NOT use commercial liquid or ANY cleaners on the Chromebook screen.

### **Chromebook Screen Care :**

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook please support it from the bottom with the lid closed.
- Clean screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chrome book that could put pressure on the screen.
- Do not wedge the Chromebook into a bookbag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grab the screen by wrapping your hand around the screen;

your thumbs can shatter the screen.

#### Carrying Chromebooks :

- Never carry the Chromebook while the screen is open.

#### Storing Your Chromebook :

- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be placed on the bottom of a pile or wedged into a book bag as this may break the screen.

## USING YOUR CHROMEBOOK

#### Student Responsibilities and Legal Propriety :

- Take good care of my Chromebook
- Know where the Chromebook is at all times
- Keep food and beverages away from my Chromebook so I do not damage it
- Use my Chromebook in appropriate ways, as a learning tool that will help me to meet educational goals and objectives set forth in each of my courses of study.

#### I UNDERSTAND:

- My Chromebook is equipped with a camera and other features that are capable of recording and collecting information on my use and activity. However, I am not allowed to use any of these devices.
- The school will not use any of the features of the Chromebook in a manner that would violate the privacy rights of the student or any individual residing with the student.
- The Chromebook is subject to inspection at any time without notice and remains the property of the school.
- The Chromebooks are provided for educational purposes, and I will not hold St. Monica School responsible for materials acquired on the Internet using this device.

#### Managing Your Files and Saving Your Work :

- Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Be responsible for all damages or losses caused by neglect or abuse.
- Chromebook the school in good working condition
- **Bring fully charged to class everyday. It is a requirement that students will bring the Chromebook to class each day fully charged. A dead battery is not an excuse, and students will be marked unprepared.**
- Bring your Chrome book to all classes when specifically instructed to do so by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.

- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change school settings or remove tags.
- Follow Internet safety guidelines.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous or misleading communications for any purpose.

**\* Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.\***

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, text, and AI.
- Use St. Monica School's network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass the St. Monica School web filter, attempt to gain access, or use/change other students' accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violations of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.
- Students must not use the school Internet/email accounts for financial or commercial gain, or for any illegal activity including, bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.

Photos, Screensavers, and Background photos :

- Inappropriate media may not be used as a screensaver or background
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. No photos/videos should be taken or stored.

Sound, Music, Games, or Programs :

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Earphones/headphones are not provided by the school.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full education and the educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district is carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

## SECURITY

### Chromebook Security & Inspection :

The district uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed the required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action.
- All activity on the Chromebook and school-issued email account, whether conducted at school or off-site, is subject to search as school property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior, and various violations of student when using the Chromebook.

### Network Security :

St. Monica School will be responsible for providing network access and content filtering at school.

- The school makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the school will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.
- The school utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- While the school provides Internet content filtering on campus, parents/guardians are responsible for monitoring student Internet use when off-campus and at home.
- Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school-issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the school and appropriate disciplinary action will be taken.

### Privacy :

- As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)), school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline. St. Monica School *will not* use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.



- All files stored on the school network are the property of the school and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the school Administration. Students have no expectation of confidentiality or privacy concerning the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.

**IMPORTANT REMINDER: All students should recognize and guard their personal and private information. While on the Internet students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.**

## **REPAIRS & FEES**

Chromebook Repairs :

- Chromebooks that are broken or fail to work properly must be reported immediately to the School Main Office. This includes, but is not limited to : Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if there is one available.
- The school office will document the issue and collect the device for repair.
- A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The School Office will email students and parents when repairs are complete and the device is ready for pick-up. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and may incur additional charges.

Fees/Fines :

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the school; however, any intentional damage to the device may incur a cost, as outlined below.
- Fines will be imposed as the circumstances may warrant at the discretion of the Principal.
- After two incidents of accidental damage, the student may lose the privilege of taking the device home, and may also result in disciplinary action and a fine for the specific damage.
- Estimated costs/fees are listed below and subject to change.
  - Charger/Adapter \$40.00
  - Battery \$100.00
  - LCD/Screen \$100.00
  - Keyboard/Touchpad \$100.00
  - Plastic body parts (top/bottom cover, bezel etc) \$50.00 each

- Replacement Chromebook \$350.00
- Missing Keys \$40.00

Damages, fines and replacement fees will be billed through FACTS.

Unpaid fines may result in loss of access to the parent/student portal, report card, and potential of not walking for graduation.

## **ACTIONS REQUIRING POSSIBLE DISCIPLINARY ACTIONS**

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions. In School Suspensions, and Out of School Suspensions. Examples of conduct warnings disciplinary actions include, but are not limited to the following:

- Leaving Chromebook unattended or at an unsupervised area
- Inadequate care for Chromebook
- Multiple damage instances caused by abuse or neglect of Chromebooks.
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode.
- Downloading inappropriate apps and media
- Using the device to engage in inappropriate behaviors
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Lack of preparation for classes (i.e.-not charged, forgot to bring to class)
- Loaning of student device to other students
- Using a personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass St. Monica School security, including web and content filtering
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Place decorations (such as stickers, markers, etc.) on my Chromebook.

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees and loss of privileges

### **Possible Consequences of Inappropriate Behavior**

The student operating the chromebook shall accept personal responsibility for any information obtained via the Internet or other electronic courses. The student operating the chromebook shall accept personal responsibility for his/her actions on the Internet. Any student who does not comply with this policy may have their chromebook confiscated for a period of time and may be subject to one or more of the consequences stated in the "Violations" section of this Policy. Individuals violating this policy may be subject to the consequences as indicated and

other appropriate discipline, which includes but are not limited to:

- Use of the network only under direct supervision;
- Suspension or Revocation of network privileges;
- Suspension or Revocation of computer/chromebook privileges;
- Suspension or Expulsion from school; and/or
- Legal action and prosecution by the authorities

Students who violate the Acceptable Use Policy may be subject to the following discipline. Violations:

1st - Warning and parent contact

2nd - Loss of all access on device for a week

3rd - Loss of all access on device, parents must come in for a meeting

\*All incidents are of administrative discretion

## **PARENT/GUARDIAN RESPONSIBILITIES**

The parent/guardian is responsible for the cost of repair to replacement of the Chromebook if it is intentionally damaged, lost because of negligence, or stolen but not reported to the school and the police.

## **BULLYING PREVENTION POLICY**

Introduction:

Each child should be challenged to reach his/her full potential, develop a love of learning, and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive, and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subject to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a schools' ability to educate its students in a safe and embracing environment.

Therefore:

At Saint Monica School, we expect that all members of our school community will treat each other with civility and respect. Our policy here at Saint Monica is to provide and maintain a learning environment that is free of bullying and any other verbal, physical, or electronic misconduct that disrupts the learning environment or makes it unsafe.

### **POLICY against BULLYING, CYBER-BULLYING, and RETALIATION**

St. Monica School will not tolerate any form of bullying, cyber-bullying, nor will we tolerate retaliation against any person who reports bullying in any form at any time.

Be it known that bullying, and cyber-bullying are prohibited on school grounds and at school – sponsored events, activities, or functions. There will be no toleration of like behavior on

buses used to transport students for any reason.

#### DEFINITIONS:

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

- Causes physical or emotional harm to the targeted student or damage to the student's property.
- Places the student in reasonable fear of harm to himself or herself or of damage to his or her property.
- Creates a hostile environment at school for the targeted student.
- Infringes on the rights of the targeted student at school.
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines and the Internet. It includes, but is not limited to, e-mail, instant message, text messages, and internet postings, whether on a web page, in a blog, or otherwise.

Hostile Environment is 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 a student's education.

Retaliation is 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" means 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, school nurses, cafeteria workers, custodians, coaches, advisors to extracurricular activities and support staff.

"Target" is a student against whom Bullying or Retaliation has been perpetrated.

#### SAMPLES (some) of Bullying and Cyberbullying:

Bullying can include but is not limited to the following kinds of behavior:

- Repeated hitting, slapping, pushing, physical contact that causes bodily harm.
- Repeated teasing or threatening in such a manner that puts someone down or is cruel and that is not mutually engaging.
- "Roasting" or any similar game.
- Deliberately excluding someone, spreading rumors, gossip that hurts someone's feelings or demeans them.

- Sexually harassing conduct.

Cyber-Bullying can include but is not limited to the following kinds of behavior:

- Messages sent to embarrass or intimidate a person (texting or email).
- Spreading hurtful rumors online about another.
- Threatening or insulting emails, texts messages.
- Posting or threatening to post embarrassing pictures online without his/her permission.
- Creating web pages or blogs of questionable material regarding another.

#### REPORTING:

Any student who is the target of bullying or cyber-bullying or retaliation or has witnessed an incident of such is strongly encouraged to promptly report the matter orally or in writing to someone in authority (Principal, Teacher or Other).

Likewise, any parent of a student who is the target of such action or who has witnessed such or has information regarding such actions should make this relevant information known to the Principal immediately.

Faculty and staff members who are aware of such incidents are required to report immediately to the Principal.

Confidentiality is used only when necessary and can never be used to impede an effective investigation or to ensure that the requirements mandated by the law are met.

Likewise, any student who falsely accuses another shall be subject to disciplinary

action. Parents are responsible for what they see and hear at home, not school.

### **RESPONDING to a REPORT of BULLYING, CYBER-BULLYING or**

#### **RETALIATION**

When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the Principal, an assessment is made as to whether any initial steps need to be taken in order to protect the well-being of students and to prevent disruption in the learning environment.

Parents will be notified of any student who is found to be the target of bullying, cyber-bullying or retaliation and the parents of any student who is found to have engaged in such behavior will be dealt with accordingly.

Investigation into said matter(s) will be promptly conducted by the Administration and/or local law enforcement officers.

The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint and with the student who is the target as well as with any other students, faculty or staff members who witnessed or who may otherwise have relevant information about the incident.

Depending on the circumstances, the Administration may choose to consult with other professional agencies: Police, etc.

## RESOLUTION, NOTIFICATION and FOLLOW-UP

The goal of an investigation and any disciplinary or other remedial process is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent a repetition.

The Principal will determine what disciplinary action and /or other remedial action is appropriate so as to teach appropriate behavior.

In certain circumstances (when an actual crime has been committed) under Massachusetts laws, law enforcement or another appropriate government agency will be notified immediately.

After the investigation, the Administration will meet individually with the student(s) who were the target of the alleged incident and the student(s) against whom the complaint was made. The Principal will inform the parents to report the results of the investigation and about what course of action is to be taken.

Periodically, follow-up will be made with any student found to have been targeted or retaliated against.

## **Lockdown Policy**

A lockdown policy is in place. Every year, teachers and students are trained by the Methuen Police Department and an official practice is held. In the event of an emergency or lockdown, parents will be notified by our Student Information System as soon as it is possible. Parents **SHOULD NOT** come to the school campus in the event of the lockdown. They should meet at the Methuen Memorial Music Hall parking lot and wait for specific instructions to be given either through local Law Enforcement and/or our Student Information System. **PARENTS ARE RESPONSIBLE FOR KEEPING THEIR EMERGENCY INFORMATION UP TO DATE IN THE SCHOOL STUDENT INFORMATION SYSTEM (FACTS) and BLACKBOARD CONNECT.**



*St. Monica School, 212 Lawrence Street, Methuen, MA 01844 Phone:*

*978-686-1801 ~ Fax: 978-686-3582*

August 2026

To the Parents of St. Monica School Students:

St. Monica School has had an inspection for asbestos containing material (ACBM) in accordance with 40 CFR Part 763. ABCM is present in the School. An Inspection Report and Management Plan have been prepared for the building and are available for review in the School Office. The ABCM is being managed safely in accordance with Federal and State standards.

Please contact me at 978-683-1193 x26 if you have any questions.

Sincerely, Kera Mansour

Business & Operations Manager



**Saint Monica School**  
212 Lawrence Street  
Methuen, MA 01844  
Tel. (978) 686-1801 \* Fax (978) 686-3582  
Email: [gmsoffice@methuencatholic.org](mailto:gmsoffice@methuencatholic.org)

I agree that being a student at Saint Monica School is a privilege. I have read the 2026/2027 Student Handbook and I agree to abide by the rules and regulations of the school including the Acceptable Use Policy and the Bullying Prevention Policy.

Student Name (please print): \_\_\_\_\_ Gr. \_\_\_\_\_ **Student Signature:**

\_\_\_\_\_

I have read the 2026-2027 Student Handbook and I agree to cooperate with the rules and regulations of Saint Monica School, I agree to the terms of the tuition contract and to promptly pay any and all financial obligations which occur during the school year. I also understand that the Principal has the final say on all school matters.

Parent Name (please print): \_\_\_\_\_ **Parent/Guardian**

**Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_