



2020 - 2021

2291 Elm Street

Manchester, NH 03104

Phone: (603) 623-3155

Website www.mtstmaryacadmy.com

“To teach is an easy matter, but to educate requires ingenuity,
energy, and perseverance without limit.”

Sister Frances Warde

Dear Mount Saint Mary Academy Families,

Thank you for entrusting your children to our loving care and compassion. Mount Saint Mary Academy is the oldest private Catholic school in New Hampshire that furthers the mission of Jesus. We are dedicated to our students and look forward to our family partnerships to ensure each child receives the educational, spiritual, social, emotional, and physical support they need to become well educated leaders who value compassion and reverence for our community and the environment. We are committed to promoting academic excellence and spiritual development in the context of Mercy, peace, and justice. We look forward to our journey with you, sharing God's love.

With much love and mercy blessings,

Kate Segal, MSMA Principal

CAGS in Educational Leadership, K-12 School Principal and Superintendent

HISTORY

In 1858, the Sisters of Mercy came to Manchester, New Hampshire. The Sisters ministered to both the poor and the middle class. There was an outreach to the immigrants who worked in the Amoskeag Mills, and to their children, who were in need of education. At the same time the Sisters worked with people of means, both to assist them and to procure funds for their ministries with the poor. In 1858, Mount Saint Mary Academy was established at 435 Union Street, Manchester, NH. In February of 2002 Mount Saint Mary Academy moved to its present location at 2291 Elm Street.

VISION STATEMENT

In our ever changing world, we strive to provide a unique balance of intellectual, spiritual, and emotional education as a base for life-long learning for the students and their families.

MISSION STATEMENT

Mount Saint Mary Academy, the oldest private Catholic school in New Hampshire, educates in the tradition of the Sisters of Mercy to further the mission of Jesus. Mount Saint Mary Academy is committed to academic excellence and the Gospel values of peace and justice. Our school instills in its students leadership skills and promotes the values of compassion and reverence for the community and the environment.

ATTENDANCE APPROVAL

Mount Saint Mary Academy complies with the attendance requirements of the State of New Hampshire.

OFFICE HOURS

The school office is open on all school days from 7:30 AM to 2:30 PM. In the summer months it is open in the morning from 9:00 AM to 1:00 PM from Tuesday through Thursday.

ADMISSION INFORMATION

Mount Saint Mary Academy admits students of any race, color, national or ethnic origin are given the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or admissions policies.

As openings become available, the following priorities will be considered in accepting students:

1. Siblings of present students
2. Children of alumni
3. Families with multiple children registering
4. Families whose intentions are to attend through grade eight

The age requirement is based on the age of the child on September 30 of the current school year.

Lower Preschool	18 months through 36 months, not toilet trained
Upper Preschool	3 years old and toilet-trained
Pre-Kindergarten	4 years old
Kindergarten	5 years old
First grade	6 years old

Material required at the time of registration include: copy of the birth certificate, updated health records, student registration form, a non-refundable Placement Fee, a current report card if applicable, and a signed FACTS agreement (for tuition payment), a signed agreement for payment in 2 installments (July 1 & January 15) or a signed agreement for payment in full by July 1. Past academic records including standardized test results may be requested.

Students and parents will be interviewed to determine if placement at Mount Saint Mary Academy is in the best interest of the student and the school.

CURRICULUM

Skills and academic learning goals are taught for each grade level, based on a combination of guides and strategies. The core knowledge curriculum follows College and Career Readiness Standards. Students are taught through, integrated practical application and hands-on activities whenever possible. Project-Based Learning and Service Learning with community partners, as well as learning through the Cultural Arts and integrating 21st Century Skills and technology, enhance our curriculum, while providing real world application and relevance. We use Big Ideas Math and ScienceFusion in grades K-8.

GRADING

For grades 3 through 8

· A +	97-100
· A	93-96
· A-	90-92
· B+	87-89
· B	83-86
· B-	80-82
· C+	77-79
· C	73-76
· C-	70-72
· D+	67-69
· D	63-66
· D-	60-62
· NP	59 and below

For kindergarten through grade two the following grading system is used on report cards:

4 = Outstanding	2 = Needs Improvement
3 = Satisfactory	1 = Unsatisfactory

REPORT CARDS / PROGRESS REPORTS

For grades K through 8 report cards are given three times a year.

Progress Reports for Preschool and Pre-Kindergarten are issued twice a year, with a report card in June.

TESTING

The Northwest Educational Assessment MAP test is administered to students in grades 3 through 8 in the fall, winter, and spring of each year. Students in Kindergarten and grade 1 and 2 are assessed in the fall and the spring of each year. Assessments are used to target individual instruction, assess our instruction, and meet individual academic needs on a regular basis. Students are also progress-monitored using Fountas and Pinnell on a regular basis throughout the school year.

PROMOTION / RETENTION POLICY

Promotion to the next grade considers completion of all subject areas, assessments, and teacher and principal recommendations.

STUDENT RECORDS

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

CONFERENCES

Two conferences will be held during the school year for students in Preschool and Pre-K, one conference in November and another in March. One conference will be held for students in grades K through 8 in the month of November. At these conferences the teacher will give parents a summary of their child's performance and a report card. Teachers contact parents, most using Sign Up Genius for parents to choose from times available. Parents requiring additional conferences during the school year may request one at least two days in advance. Arrangements must be made with the individual teacher. A conference with teachers during dismissal times puts in jeopardy the safety of students and is therefore not allowed.

ATTENDANCE

Students are required to be in school unless they are ill or have a family commitment. Mount Saint Mary Academy does not promote the idea of students missing school for scheduled vacations. The student will, however, be allowed to make up any missed work when they return in an appropriate time frame.

Due to Covid-19 temperature checks must be completed each day BEFORE entering the school through designated entrances. A screening health survey must be completed on the first day of school for each employee and student. Employees and parents will be asked if there are any changes each day at drop off during the temperature check.

The CDC considers a person to have a fever when he or she has measured temperature of 100.4°F (38°C). If an employee or student's temperature is over 100 degrees they will stay home. Temperatures will be taken with a no-contact thermometer. The written and verbal screening survey will require staff and parents to answer the following questions in advance of employees or students entering the building on the first day of school and asked to confirm there are no changes daily:

1. Have they been in close contact with a confirmed case of COVID-19 in the last 2 weeks? Close contact would include having a household member or co-worker with a confirmed case.
2. Have they been in close contact with anyone who has exhibited any of the following symptoms in the last 2 weeks? This would include a fever, runny nose (outside of allergies), sore throat, new onset of cough, shortness of breath (unless known medical condition such as COPD, CHF, or other pre-existing condition), flu-like symptoms, new muscle aches or pains, chills, nausea, diarrhea, headache, or severe fatigue without apparent cause. Close contact would include having a household member with any of these symptoms.
3. Have they had a fever or felt feverish in the last 72 hours, including chills, or shaking?
4. Outside of seasonal allergies or chronic illness, are they experiencing any new respiratory symptoms including a runny nose, sore throat, new onset of cough, or shortness of breath (unless known medical conditions such as COPD or CHF)?
5. Are they experiencing any new muscle aches or pains, headache, nausea, severe fatigue without apparent cause, or diarrhea?

6. Have they experienced any change in your sense of taste or smell?

If a student (or employee) has a temperature higher than 100 degrees or note a change in one of the screening questions, they are not allowed to enter the building.

If a student (or employee) is not allowed in the building, the designated contact person will contact the employee or the parents for further discussion. If, based on the screening and discussion, the employee or student is not allowed to return to the building, options will be discussed with the employee or the parents of the student and any recommended actions will be documented. These actions may include but not be limited to the following:

1. Quarantining at home until no symptoms for 3 days & 10 days since onset. If teaching faculty or students are quarantined, accommodations will be made for make up work.
2. Seeing a doctor
3. Going to the hospital
4. Obtaining a COVID-19 test
5. Checking back in after 48 hours without a fever
6. Other

ABSENCES

Parents must call the school (623-3155 extension 102) no later than 8:00 AM to report a student's absence. Elementary students are responsible for getting all missed class and home assignments from peers or from their teacher. If a test is missed, the student must arrange a time with his/her teacher to make up that test.

WITHDRAWAL

Our Mount Saint Mary Academy withdrawal policy protects families and the academy.

- Parents must notify the school in writing if a student is being withdrawn.
- If a student is withdrawn before the first full day of school, the family is responsible for one month of the full tuition amount.

- If a student is withdrawn between the first day of school and December 31, the family is responsible for 1/2 of the full tuition amount.
- If a student is withdrawn on or after January, the family is responsible for the full tuition amount.

BEFORE SCHOOL

Preschool and Pre-Kindergarten students may come into the school between 7:30-8:30 AM. Kindergarten through grade eight students may come into the school between 7:30-7:55 AM. Before School care is available at \$10.00 a day runs from 7:00-7:30 AM. Prepaid punch cards are required in order to utilize this program.

ARRIVAL AND DISMISSAL TIMES

Preschools – Pre-Kindergarten

- Entrance between 7:30 and 8:00 (8:30) AM
- Class begins promptly at 8:00 AM
- Class dismisses promptly at 11:45 AM for morning students
- Full day Class dismisses at 2:15 – 2:30 PM for all day students

Grades kindergarten through eight

- Entrance between 7:30 and 8:00 AM
- Classes begin promptly at 8:00 AM
- Classes dismiss promptly at 2:30 PM

TARDY

Students will be marked tardy if they arrive later than the beginning of class time. Students in grades K-8, who are tardy must report to the administrative assistant to get a tardy slip.

DISMISSAL

Preschool, Pre-K and Kindergarten students are dismissed at the Carpenter Street exit at 11:45 AM or 2:30 PM. Students in grades 1-8 are dismissed at the lower school entrance on Elm Street at 2:30 PM. Parents should not block the entrance or the exit to the parking lot. Parents of students in grades one through eight may either park on Elm Street, walk into the yard to meet their child, or join the loop of cars picking up students.

Students who are not picked up within 5 minutes of class dismissal will be sent to Extended Care and charged the appropriate fees.

If a family member or friend is picking up your child, please send a note to school indicating the person's full name and relationship to you. For the safety and well-being of your child, that individual will be asked to present a photo I.D. Students will not be released into the care of an individual who has not been previously approved by a parent. One note at the beginning of the school year is sufficient.

EARLY DISMISSAL

If a parent is requesting an early dismissal, a written note or a phone notification to either the teacher or the administrative assistant is required. The parent or authorized adult will come to the office and the student will be called from the classroom to the office to be dismissed.

Early dismissals scheduled by the school will be at 11:45 AM for all grades

Preschool through grade eight. The regular dismissal procedures will be followed. Please refer to the school calendar for a list of early dismissals.

AFTER SCHOOL PROGRAM

Preschool through grade eight may utilize After School Program as needed for an additional fee. The cost is unlimited for \$2,200.00/year or a 20 day punch card can be purchased for \$400.00. In order to continue to take advantage of this service it is imperative that the child be picked up promptly each day by 5:30 PM. There is a late fee of \$25 for every 10 minutes beyond 5:35 PM. This is paid directly to the adult on duty.

Those utilizing the punch card system will be notified by staff on duty if they are running out of days, at which time the family can choose to purchase another punch card by notifying the finance office. Your FACTS account, if you have one, will be automatically charged for this, and all, subsequent punch cards.

All students will be dismissed directly from class to After School Program. Students taking classes at Manchester Music School will be dismissed from the Mount's After School Program to their music class.

A parent picking up his/her child from the After School Program will ring the doorbell and announce who they are. One of the adults on duty will open the door and direct you to where the child can be picked up.

UNSCHEDULED CLOSINGS

In the event of severe weather conditions or unforeseen building problems the Academy will announce no school, delayed openings or early dismissals through:

- Constant Contact
- Facebook
- On television or on-line at WMUR-9

In the case of a two-hour delayed opening, the school door will open at 9:30AM for all students. Class will begin at 10:00AM.

FINANCIAL AID

Financial Aid may be available for students in grades PreK through 8. For more information on available scholarships, please contact our finance office.

FINANCIAL OBLIGATIONS AND TUITION

- An annual non-refundable, non-applicable family placement fee of \$300.00 is due at the time of registration. This amount will hold your spot until July 1 fees are paid

- A \$200.00 non-refundable education materials including technology fee for Preschool and Pre-K students is due by July 1.
- A \$300.00 non-refundable educational materials, textbooks, supplies and technology fee for K-8 grade students is due by July 1.
- Please refer to our website for current tuition rates.

Tuition payments are either paid in full for the year by July 1 or in ten/twenty monthly payments made through the FACTS program which begins in July and ends in April.

For families using the FACTS program there is an administrative fee paid directly to FACTS. This fee will be withdrawn with the July tuition payment. On July 1 FACTS will process the appropriate educational supply fee, and tuition payments will follow starting July 5 or July 20.

Mount Saint Mary Academy has expanded our partnership with the FACTS Management Company; you will now be able to add after school program payments, registration fees, hot lunch and other charges to your FACTS account. In order to take advantage of this program, please e-mail the Financial Office at finance@mtstmary.org. If your after school program punch card is used, you can notify the finance office to get another one and we will automatically add the balance to your FACTS account. An email will go out after the deduction.

Families paying in full will be billed for tuition, educational supply fee and any after school program fees by July 1. Our Mount Saint Mary Academy withdrawal policy protects families and the academy.

- Parents must notify the school in writing if a student is being withdrawn.
- If a student is withdrawn before the first full day of school, the family is responsible for one month of the full tuition amount.
- If a student is withdrawn between the first day of school and December 31, the family is responsible for 1/2 of the full tuition amount.
- If a student is withdrawn on or after January, the family is responsible for the full tuition amount.

COMMUNICATIONS

Mount Saint Mary Academy has open communication and partnerships with parents throughout the year. Please feel free to contact the school office or your student's teacher if you have any questions or concerns.

Written information will be sent to parents through a weekly home folder and/or newsletter. You will also receive information through Constant Contact and email. You may contact the principal or our teachers by phone or e-mail. Faculty do not accept phone calls, texts, or e-mail while school is in session. Phone messages and email will be responded to in a timely manner.

The school website (www.mtstmaryacademy.com) is also a quick way to obtain information regarding school events. Check it regularly for news and updates.

E-mail is used for school communication and communication between the parents and teachers. Be sure that your e-mail address is correct at all times with the school administration, finance office and your students' teachers. See the faculty and staff directory, on the website, for contact information

General notices to parents may only be sent out through and with the approval of the school administrators. Private party invitations and personal correspondence are to be distributed by US mail or given out outside of our school building.

A calendar of events and a newsletter with descriptions of the month's activities are posted for each class on the class website. The calendar is an important tool to help keep parents informed of the many events going on within the Academy. An updated copy of the calendar of events is located in the school, just outside of the school offices in the first floor lobby. This bulletin board also has up-to-date information.

If you would like to set up a meeting with your student's teacher or with the school office, you will need to request the meeting at least two days in advance of the time you would like to meet.

While educating your child, the prime responsibility of the teacher includes the supervision of students. For the safety of students, conferences, lengthy conversations, e-mail, phone calls and texts are not allowed during class time, including arrival and dismissal times.

CUSTODY DOCUMENTS

If parents are separated or divorced, the most recent legal document, which outlines custody rights, etc., should be presented to the school at registration so that proper steps may be taken to ensure that the rights of parents and children are safeguarded. If changes in custody occur, the school should be notified as soon as possible. If a child is living with anyone other than the biological parents, proof of guardianship must be presented at registration in order for the child to be admitted to school.

UNAUTHORIZED USE OF SCHOOL NAME

No faculty member, student, or other person may utilize the school's name, or identifying logo, for any purpose without written permission from the principal.

CHILD ABUSE LAW

We abide by the Child Abuse Law of the State of New Hampshire. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

PARKING

Parking is limited on school property; however, parking is available on the streets surrounding the school. Parking in the school parking lots must be within the designated lines. Handicap parking spaces are restricted for those who have the proper permits. Please do not block neighborhood driveways. Drop off areas need to be free of parked cars at all times.

PHOTO AND VIDEO PUBLICATIONS

On occasions, photos of students are taken and used for informational or educational purposes regarding the programs or curriculum at Mount Saint Mary Academy. Photos are occasionally published on the school website as well as in newspapers, school flyers, Facebook, etc.

If you do not wish your child's picture to be published in any of these circumstances, please notify the school office in writing, at the beginning of the school year. Not doing so, will be understood as permission to use your students' images.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

You have the right to a safe environment.

You have the responsibility to follow safety rules.

You have the right to voice your opinion.

You have the responsibility to respect the opinions of others.

You have the right to use school books, materials, and equipment.

You have the right to fair treatment.

You have the responsibility to treat others fairly.

You have the right to an excellent education.

You have the responsibility to do your best.

BIRTHDAYS and INVITATIONS

Birthdays are recognized by the teacher and students in each classroom.

LOST AND FOUND

Any items found should be reported to a teacher or to the office. Lost and found items will be placed in the "Lost and Found" located near or in the cafeteria. Items not claimed will be donated to a local charity or clothing bin.

DRESS CODE/SCHOOL UNIFORM

Our school uniform is worn by all students from pre-Kindergarten through grade eight. The dress code is in effect from the first day of school to the week before school ends in June. The providers of our school uniform are Tommy Hilfiger and Land's End. Contact information for these companies is located on our website. The school also has a uniform swap room that can be accessed upon request. Donations go to school scholarship programs. We also offer NON-uniform spiritwear at Figwear; this can also be found on our website.

Regular Uniform for Boys:

- Dress khaki pants or shorts
- Short, long-sleeve polo, turtleneck shirts or sweatshirt in the uniform green or white
- Shirts must either have the crest or *Mount Saint Mary Academy* embroidered on it
- Uniform green sweater and sweater vest with the school crest on formal days
- Black, brown, white, gray or tan dress shoes for special occasions or black, brown, white, gray or tan sneakers
- Black, brown or white sandals (only in warm weather). No light-up shoes will be allowed.
- White or black shoe laces
- White, beige, black or hunter green socks

Regular Uniform for Girls:

- Dress khaki (plaid or green if available) pants, skirts, skorts, jumper (with crest or Mount Saint Mary Academy embroidered on it), shorts
- Short, long-sleeve polo, turtleneck shirts or sweatshirt in the uniform green or white blouse

Shirts/blouses must either have the crest or *Mount Saint Mary Academy* embroidered on it.

- A uniform green sweater or sweater vest with the school crest on formal days
- Black, brown, white, gray, or tan dress shoes for special occasions, black, brown, white, gray, or tan sneakers
- No light-up shoes will be allowed. Black or white shoe laces.
- Black, brown or white sandals (only in warm weather)
- White, black, beige or hunter green socks, knee-highs, tights or leggings

Gym Uniforms:

- Uniform crew neck green sweatshirt or t-shirt, and matching sweatpants or green sport shorts. (MSMA Respect t-shirts may be worn.)

Uniform crew neck green sweatshirt or green or white gym shirt must have the MSMA lettering or crest

Additional Dress Code requirements:

- Belts are recommended on pants that do not have elastic waist bands in grades 3-8.
- Hair should be neat and not a distraction (hats are not worn in school).
- Shoes must be safe – backless shoes, crocs or flip-flops are not acceptable.
- Teachers and administrators will on occasion proclaim a non-uniform day for special occasions. For these days students' clothing must be appropriate for school. Clothing with logos or inappropriate slogans, torn clothing, short shorts are not acceptable.
- Any student who comes to school not following the dress code will be required to correct the issue by having clothes brought to school, returning home to correct the problem or changing into uniforms issued by the school.
- The administration reserves the right to alter the dress code and make final judgment on what is acceptable.

CONDUCT

Mount Saint Mary Academy has a high expectation of students academically and behaviorally. We believe that students need to learn to make appropriate and considerate decisions. All students will be held to these expectations in an age appropriate manner.

SCHOOL SAFETY / HARASSMENT / BULLYING

Mount Saint Mary Academy strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion. Engagement in online blogs may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding any student, the school, the faculty, or staff.

HOME ASSIGNMENTS

Students are required to complete and submit homework as assigned by their teachers. Homework should be checked by a parent. If any portion of the work is too challenging for the student, a note can be written by a parent or whoever has supervised the homework. The length of homework time should be approximately 10-15 minutes per grade level.

LIBRARY

Students are encouraged to use the library room for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition
- Books damaged or lost must be paid for by the student before any other materials may be checked out.

LOCKERS

Each student is assigned a locker or cubby in which to store clothing, textbooks, lunches, and musical instruments. In order to maintain a quiet atmosphere for class and safety for all, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. The use of lockers and cubbies may change due to Covid-19 guidelines.

BUSES

Students may be eligible to use city buses as a means of transportation to and from school according to city bus regulations. Contact the Mount Saint Mary Academy Administrative Assistance for more information.

Taking the bus to and/or from school is a privilege. Students who abuse this privilege will have it taken away from them. Students are to conduct themselves on the school bus as they would in school. Students who are not eligible for busing are prohibited from riding the buses. Alternative transportation arrangements must be made if your student, who takes the bus, wishes to have friends go home with him or her.

CAFETERIA / LUNCHTIME / SNACKS

During Covid-19, students will eat lunch and snacks in their classrooms. Precautions for allergies are taken at school functions as well as their classrooms.

Students are responsible for washing their hands prior to lunch, cleaning their lunch table after eating, and disposing of any trash into the appropriate containers. The school has a five day lunch program that is offered to all students. Healthy snacks will be available through the school store.

RECESS

Students will be given 1 or 2 recesses during the day, depending on grade level. Students are not allowed to leave the play area for any reason unless authorized by an adult and accompanied by another student. Any rough contact, bullying or inappropriate behavior will not be tolerated. In the event of inclement weather, students will have recess indoors. Recess will be scheduled in cohorts (small group of students) and the schedule will stagger times to limit numbers of students and grade level cohorts using the playground at the same time.

CORE KEEPERS

The Student Core Keepers are comprised of selected sixth, seventh, and eighth grade student representatives. The representatives hold regular meetings to discuss ways to help our school and greater community. These student representatives also help with school functions.

HEALTH / HEALTH SERVICES

The school health office will maintain updated health records on each student.

All allergies, medical needs, etc. must be brought to the office so that appropriate care and attention can be provided for your child. This information will only be shared with staff members that have direct interaction with the student.

For health purposes, concerning medical and allergy considerations, teachers and/or staff members are not allowed to apply sunscreen or bug spray on students. Parents are to be aware of weather conditions and planned activities to be sure that their child is protected either by applying it themselves or preparing their child to apply the protection as needed.

If a student is ill or is injured during school hours, the teacher will take the appropriate action by contacting the school health office and/or the parent. If a child is injured, an incident report will be completed, signed, and filed.

There will be a separate isolation room for any child with a temperature of 100 degrees or more. A second temperature will be taken before parents are asked to bring their child home.

ASSEMBLIES, SCHOOL SHOWS, PRAYER SERVICES

Mount Saint Mary Academy has many activities during the school year. Parents are invited and encouraged to attend these events. Invitations to these events can be found on the web page, on classroom calendars, emails sent through Constant Contact, and Facebook.

Our chapel is available for students, families or faculty.

TEXTBOOKS

Textbooks are very expensive. It is the responsibility of the student to maintain these books in good condition. Any books lost or not returned at the end of the year will be the financial responsibility of the student and his/her parents.

COMPUTERS and the COMPUTER LAB

At Mount Saint Mary Academy we will have a device per student in grades K through eight. All students have Technology as a Special, in the classrooms until Covi19 restrictions loosen, using CDC and NEASC guidelines. I-pads are also available in classrooms, as well as an interactive Apple TV, similar to the interactive white board used in the Technology Lab. Students are welcome to use the computers before and after school with the permission of a teacher. Neither food nor beverages are permitted in the labs. Internet safety is taught and student access is monitored.

If a parent does not wish their child to have access to the Internet while at school a written notice is to be sent to the main office at the beginning of the year. Not doing so, will be understood as permission for your students to use the internet.

WEBSITE:

Parents and students have an obligation to stay informed of school news, assignments and events on the school website www.mtstmaryacademy.com. Every effort is used to keep this site updated.

TELEPHONE

Students are permitted to use school telephones, with staff supervision, for emergency purposes only. Cell phones are only permitted to be used in an emergency with adult supervision.

FIELD TRIPS

Field trips and field trip guidelines will follow CDC Covid-19 guidelines. When safe to do so, field trips will be designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation due to, but not limited to, poor academic performance and/or poor conduct. A written official permission slip, signed by a parent, is required before a child will be permitted to attend. Verbal permission cannot be accepted. Parents may refuse to permit their child from participating by stating so on the proper form. Students who do not attend a field trip must stay home and will be recorded as absent for that day. An adequate number of chaperones will accompany each class.

Protocols for field trips will include timely notification to the health office. Health recommendations will be made collaboratively with faculty, parents, and administration to ensure the safety of any student with life threatening allergies. Medication, including an EpiPen and a copy of the student's emergency health care plan, must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

Buses may be used for field trips. Private cars for trips may also be used with permission from the principal. Parents who are chaperoning are responsible for the safety of the students and as such need to give full attention to this duty. This necessitates that siblings may not participate in the field trip. Parents who are chaperoning need to have provided the office with a copy of a valid NH State Driver's License and proof of insurance. All students leave for the field trip from school and

return to school for dismissal. Dress uniforms are worn on all field trips unless it is an outside activity, in which case an appropriate school uniform top must be worn for identification purposes.

SECURITY / SAFETY

Providing a safe and secure environment for students is a top priority at Mount Saint Mary Academy. All visitors and volunteers are required to sign in and procure a badge from the school office. These badges must be worn visibly at all times.

EMERGENCY DRILLS

Emergency Drills are an important safety precaution and will be conducted monthly, weather permitted. Students are expected to leave the building orderly and silently. Students will meet at their classes' designated meeting spot and wait silently until it is deemed safe to re-enter the building.

If it is deemed unsafe to return to the building, students will be escorted to Webster Street School. In the unlikely event of a disaster, a public announcement will be made via:

- Constant Contact
- WMUR-9 (TV and online)

CRISIS PLAN

A crisis plan has been implemented in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow in order to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location at Webster Street School.

VISITORS / VOLUNTEERS

All adults in the building after the beginning of class time must sign in at the office on the first floor and wear a visitor / volunteer badge. Visiting and volunteering must be pre-arranged with the classroom teacher and approved by the principal. Opportunities will be limited and will follow CDC guidelines during the Covid-19 epidemic.

ASBESTOS MANAGEMENT PLAN

Mount Saint Mary Academy makes every effort to be in compliance with the asbestos requirements of the state of New Hampshire. Maintenance inspections are made every six months and three year detailed inspections are made by a reputable company. The Asbestos Management Plan for Mount Saint Mary Academy, as required by the asbestos Hazard Response Act, is located in the Mount Saint Mary Academy School Office. They are available for public inspection on school days during our regular Office hours, 8:00AM -2:00PM.

RIGHT TO AMEND

The Principal reserves the right to amend this handbook. Notices of amendments will be sent to parents via Constant Contact.

NOTICE OF ACCEPTANCE

Annually each family must complete a form indicating that they have read and accept the policies and procedures contained in this handbook. All parents and grades 3-8 students must sign this form. The PDF format of the handbook acceptance form may be found below and in the admission section on the Mount Saint Mary Academy website. This form should be printed, signed, and returned to the office.



MOUNT SAINT MARY ACADEMY
Founded by the Sisters of Mercy

Family Handbook Acceptance Form

Student Name _____

Grade: _____

Date _____

Our family has read the Mount Saint Mary Academy Family Handbook. We accept the procedures and policies contained in the handbook.

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature (for students in grades K through 8)