



St. Mary Academy
Bay View

LOWER SCHOOL
PARENT/STUDENT HANDBOOK
2019-2020

Revised: July 2019



Mission Statement

St. Mary Academy - Bay View is an independent, Catholic school serving a diverse population of girls from preschool through grade twelve.

In the tradition of the Sisters of Mercy, we foster academic excellence in an innovative and creative learning environment.

We are committed to empowering each student to be a confident, independent, compassionate and socially conscious young woman who fully lives her faith.

Values

We support and actively implement the following Mercy Core Values:

- Compassion and service
- Educational excellence
- Concern for women and women's issues
- Global vision and responsibility
- Spiritual growth and development
- Collaboration

Accreditation

St. Mary Academy - Bay View has been recognized as a school of excellence by the United States Department of Education and is accredited by the New England Association of Schools and Colleges, the Diocese of Providence and the State of RI Department of Education. The school is a member of the Mercy Secondary Education Association, The College Board, NCEA and Rhode Island Interscholastic League.



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In order that parents and students are fully aware of the policies established for the successful functioning of St. Mary Academy - Bay View, we ask that parents review the handbook with their daughter(s) before signing and returning the acknowledgement sheet.



CAMPUS DIRECTORY

MAIN TELEPHONE NUMBER: 401-434-0113

MAIN FAX: 401-438-5936

Note: all email addresses for the Academy are in the following format:

(first initial)(last name)@bayviewacademy.org

Example: Colleen Gribbin = cgribbin@bayviewacademy.org

ADMINISTRATION

PRESIDENT: Sister Marybeth Beretta, RSM Ext. 156

ADMINISTRATIVE ASSISTANT TO THE PRESIDENT: Rhonda Perry Ext. 156

LOWER SCHOOL PRINCIPAL: Margaret Cummings Ext. 141

ADMINISTRATIVE ASSISTANT TO LS: Kimberly Thompson Ext. 141

UPPER/MIDDLE SCHOOL PRINCIPAL: Colleen Gribbin Ext. 165

ALL ACADEMY VICE PRINCIPAL FOR ACADEMICS & CURRICULUM Mary Ann Snider Ext. 159

UPPER/MIDDLE SCHOOL ASSOCIATE PRINCIPAL: Cecilia Pate Ext. 123

ADMINISTRATIVE ASSISTANT TO US & MS: Mindy Johnstone Ext. 165

RECEPTIONIST/US & MS ATTENDANCE: Carolyn Donahue Ext. 100

DIRECTOR OF ADMISSIONS: Monica Rangel Ext. 150

ADMISSIONS COORDINATOR: Victoria Milhomens Ext. 189

ATHLETIC DIRECTOR: Jennifer Wasson Ext. 130

DIRECTOR OF TECHNOLOGY: Eric Laffey Ext. 127

DEPARTMENT OF STUDENT SERVICES

School Counseling Fax: 401-438-0122

COORDINATOR OF ACADEMIC PROGRAMS AND ONLINE COURSES,
SCHOOL-TO-CAREER AND RAMP UP: Barbara Bachand Ext. 169

DIRECTOR OF STUDENT SERVICES/US COLLEGE COUNSELOR - Karen Richards Ext. 140

ADMINISTRATIVE ASSISTANT TO STUDENT SERVICES - Sally Collins Ext. 118

MS & GR 9 COUNSELOR: Grace Mills Ext. 167

US GR 10 & 11 COUNSELOR - Drea Harms Ext. 13

CAMPUS MINISTRY: Elizabeth Hathaway, RSM Ext. 129

CAMPUS NURSE: Samantha Burns Ext. 134

CAMPUS NURSE: Marie Warren Ext. 105

FINANCE OFFICE

Finance Fax: 401-438-5475

DIRECTOR OF FINANCE: Peter Costa Ext. 122

FINANCE OFFICE/TUITION: Pat Messoro Ext. 163

FINANCE OFFICE/ACCOUNTS PAYABLE: Joyce Monaco Ext. 161



ADVANCEMENT & COMMUNICATIONS

DIRECTOR OF ADVANCEMENT: Erin Hanna	Ext. 104
DIRECTOR OF COMMUNICATIONS: Kirsten Hammann	Ext. 162
ALUMNAE/PARENT ENGAGEMENT COORDINATOR: Francesca Mardenli	Ext. 137
ADVANCEMENT ASSISTANT: Alexandra Goldberg	Ext. 124

Admissions Policy

St. Mary Academy - Bay View admits girls and young women without regard to their race, color, national or ethnic origin, religion, sexual orientation, or genetic information to all rights, privileges, programs and activities generally accorded or made available to students at the school. St. Mary Academy - Bay View Academy does not discriminate in the administration of its admission policies, educational programs, scholarship awards, athletic activities, or any other Academy-sponsored events.

In the case of a person with a disability, the School will provide a reasonable accommodation to a student's disability unless such an accommodation would fundamentally alter the nature or purpose of the School's program.

The Academy has a rolling admissions policy, which allows us to accept applications at any time provided there is space available. To be eligible for Kindergarten, a child must be five years old by September 1. Students entering the Preschool 3 program must be three years old by September 1. Students entering the Preschool 4 program must be four years old by September 1. A birth certificate must be presented with the application for admission. All new students must present a current immunization record compliant with state requirements before entry to school.

PARENT/GUARDIAN RESPONSIBILITIES

St. Mary Academy – Bay View seeks to form a community based on mutual care and respect for all members of the community. In order to provide for the needs of the young women attending St. Mary Academy - Bay View, certain responsibilities must be shared by the adults responsible for their welfare. Therefore, this policy book identifies those responsibilities the parent/guardian needs to accept in order to help the faculty and administration of St. Mary Academy - Bay View continue to serve the students. The specific purpose of rules and regulations is to secure the most favorable conditions for learning and to promote the fullest development of students as free and responsible persons.

Parents/guardians are expected to express their supportive attitude for the school by participating in fundraising and other activities, volunteering at the school and by being punctual in their payment of tuition. Discussions of a negative nature in the schoolyard or via the internet are not effective means to build a community. Parents are expected to contact the teacher, staff member or appropriate administrator first concerning any problem that may arise. The education of a student is a partnership between the parents and the school. A positive and constructive working relationship between the School and the parents/guardians is essential to the fulfillment of the School's educational purpose. Parents/guardians are expected to behave in a manner that is ethical, considerate, and civilized, and not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the School or to the administrative, educational or extracurricular environment of the School.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student, if the administration determines that partnership is irretrievably broken.

Parents Guild

Every parent is a member of St. Mary Academy - Bay View's Parents Guild simply by choosing the Academy for his or her daughter. Strong and dedicated participation allows parents, faculty and administrators to work together to build community and bring resources to the Academy, all to benefit our girls and young women.



The Parents Guild supports the Academy in two different roles: implementing and executing events and activities for students and families in order to strengthen the St. Mary Academy - Bay View community, as well as fundraising in support of the entire Academy from Preschool to Seniors.

For more information about the Parents Guild and/or to sign up for a particular committee, please contact Francesca Mardenli at fmardenli@bayviewacademy.org.

Volunteering

All parents who volunteer with children in any capacity at St. Mary Academy - Bay View are required to complete Safe Environment Training once every three years. In order to qualify, your initial training must take place at the Academy in the presence of a member of the administration. Should there be any questions after the viewing, they are to be directed to the Head of Human Resources.

Institutional Advancement

Creating an environment in which philanthropy is valued as essential requires the support of each member of the Academy’s community. Philanthropy reflects people’s passion for things they care deeply about. Through the maintained generosity of many donors, St. Mary Academy - Bay View’s Annual Fund, together with special events, endowments, corporate and foundation support, and planned giving, provide much needed restricted and unrestricted dollars to the Academy’s operating budget.

School Fundraiser Drive

Each student agrees to participate in our mandatory School Fundraiser, details to be announced, for a total contribution of \$125.00. Any unmet portion of the contribution will be charged to the student’s FACTS account.

TUITION

The main source of financial support for the Academy is that of student tuition. Tuition must be paid according to the contracted agreement for the current school year. Tuition must be current in order for a student to be eligible for field trips and any other extra-curricular activities.

Please refer to the Enrollment Contract for specifics related to Tuition Policies, but in general, students whose tuition is more than two weeks in arrears will not be allowed to attend school. Transcripts and grades will only be released when the student’s account is paid in full.

If you have questions about the tuition policies, please call the Finance Office at 401.434.0113, ext.163.

Tuition Assistance and/or Scholarship

Tuition Assistance and/or Scholarship monies are credited to the tuition due. St. Mary Academy - Bay View may withdraw the Tuition Assistance awarded if payments are not being made in a timely manner. St. Mary Academy - Bay View Tuition Assistance applications are available **online, beginning in December**, and must be submitted directly to the FACTS by mid February. A copy of your most recent Federal Tax return and current year’s W-2 Form must be submitted to complete the application.

Penalty Fee

A fee of \$20.00 will be charged for any check returned to St. Mary Academy - St. Mary Academy - Bay View.

ACADEMICS

Lower School Courses

Each year Lower School students will be assigned to courses in each of the following categories:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Theology (including Circle of Grace program)
- Spanish
- Computer Studies (including Digital Literacy, Makerspace, STEAM)
- Fine Arts
- Performing Arts (voice and instrumental)
- Physical Education/Health

Assignments and Grade Reports

The Parent Plus Portal

This is the online posting program through Rediker used by all teachers. Parents and students can access the portal and obtain homework assignments and upcoming tests for all subject classes on a daily basis. In addition, parents and students will be provided with an overview of the student's current grade, missed tests and assignments. This information will be connected to the teachers' grade books and is updated in real time.

Class Work

Each student is expected to participate attentively and responsively in class. Any work missed must be made up within an allotted time period specified by the teacher. Students are encouraged to be industrious, to use their time wisely and to actively seek information concerning missed assignments or class work. Students who miss class work due to absence are expected to check Rediker, speak to their teacher(s) and complete the work by the due date set by the teacher.

Homework

Home study is a necessary component of each child's educational program and will be considered part of the grade. It is the responsibility of the student to remember an assignment and to submit it on time. Parents and students should check the Parent/Student Portals through Rediker regularly for test dates, assignments and classroom information. Students are expected to take responsibility for all missed work due to absences. It is the responsibility of the student to keep current on assignments using Student Plus Portal and contacting the teacher via email. Homework assignments must be completed in a timely manner.

Tests

Students are tested on a regular basis by each teacher. Policies regarding tests and quizzes are established by each teacher. Tests are announced in advance and posted on Rediker. Students who are absent on test day must make up the test by the date set by the teacher.

Marking System and Report Cards

The school year is divided into four quarters. St. Mary Academy - Bay View is presently using a letter grade marking system ranging from A to F. The lowest passing grade is D. The average of the four quarters constitutes the final grade.

Students in Preschool will be issued progress reports in November, March and June. Kindergarten students will be issued progress reports at the end of each quarter.

Students in Grades 1 through Grade 5 will receive a formal report card e-mailed to the parent/guardian at the end of each quarter.

Promotion and Retention of Students

Promotion is based on classroom achievement. If the promotion of a student to the next grade is in question, the teacher should notify the principal who will request a conference with the parents or guardian and the faculty members who work with the student by the beginning of the third marking period. Such a conference should help all concerned begin to arrive at a decision that would most benefit the student. Retention presents a programmatic option for Preschool, Kindergarteners and First Grade students. Beyond Grade One retention would be highly exceptional.

If the principal recommends but does not require retention and the parents do not accept the recommendation, the school will ask the parent to sign a statement that they are electing not to accept what the school has determined is in the best interest of the student.

Parent/Guardian Teacher Conferences

Parent/Guardian Teacher Conferences will be held at the beginning of the 2nd quarter in November. Parents/guardians will have the opportunity to meet with teachers to discuss their daughter's first quarter work. Additional conferences can be scheduled at any time during the school year at the request of parents, teachers or the school counselor.

Transcript Requests

When applying or transferring to another school, the records of the student will be mailed upon receipt of the release form signed by the parent or guardian. Please allow two weeks for the records to be sent. Records are always mailed directly to the school. All requests should be sent to Ms. Mills in the Students Services Department. St. Mary Academy - Bay View will release transcripts only when the student's account has been paid in full to date.

Library

Students are encouraged to use the resources of the library. Students are expected to be quiet and considerate while in the library. Each classroom teacher utilizes the resources of the library with her class and brings the students as frequently as possible during the week. The library has taken on a more open and relaxed look, creating an inviting atmosphere. It is an intentionally-designed space for students to work together on group projects, while offering the necessities of a 21st century literacy center. The library is a valuable resource for both faculty and students, and its new format has transformed it into a learning center where faculty can interact with students on an informal basis while providing academic support and building a healthy community atmosphere.

In order to assure continued access to print and non-print materials, the following rules are observed.

- All materials must be checked out at the circulation desk.
- Books and other library materials are checked out for three week periods and can be renewed unless there is a waiting list.



- A number of e-books and online databases are accessible on the library webpage, www.ricat.net.
- A fine of five cents per item, per school day, is charged for overdue materials.
- A student who loses library material must pay the replacement cost of the material.
- The school will send home a bill and borrowing privileges will be suspended until the book is returned or the bill is paid.
- Food and beverages are not allowed in the library.
- Books stop circulating three weeks before the end of the school year, and all books must be returned by the beginning of the last week of school. At that time, classes may continue to use the library resources within the building only.

Physical Education

The physical education program is an integral part of the curriculum. All students attending class must participate in the activities. Students are excused from class only with a written excuse from a parent or physician.

Religious Education

Religion is part of the curriculum and each child, regardless of religious background, must participate in these classes. We believe that children of different faiths enrich our community. Children from different backgrounds are encouraged to share their faith traditions. All children, however, must attend Mass and prayer services when they occur during the school day.

Since the children attending St. Mary Academy - Bay View come from so many different parishes within and outside of Rhode Island, St. Mary Academy - Bay View does not prepare its students for reception of the sacraments. Parents should communicate with their parish Faith Formation office if they want their child to receive the sacraments.

Media Information

During the course of the school year photographs are taken of our students, faculty and staff at events or on campus that may be used for press releases, yearbook, website or put on display at various locations on campus. When pictures are sent with press releases the name of the student/faculty/staff is also provided. If you do not want your photograph used in publications/press releases, please email the **Director of Communications and Marketing**. You will be sent a form that must be returned acknowledging, by your signature, your request not to be photographed.

Field Trips

- Field trips sponsored by the school must first be approved by the principal.
- All field trips must have an education value.
- Participation in a field trip is a privilege, not a right. A student may be prohibited from attending a field trip at the discretion of the administration.
- **Preschool part-time students are eligible to attend any class field trip.**
- Permission forms must be completed and returned to school before a student can participate on a class trip. Verbal permission and handwritten notes will not be accepted. A copy of the Field Trip Permission Form can be found in the Rediker Plus Portals.



- Classroom teachers are responsible for arranging supervision for the trip. All chaperones must hold a current BCI clearance and have completed the safe environment training in the Rediker Plus Portals.
- Private cars are never allowed except with permission of the principal.

Students with medication requirements such as inhalers and Epipens must have provided them to the school nurse so that they can be included in the medical kit for the field trip. Parents/guardians of students with certain medical issues may be required to accompany the student on off-site field trips at the discretion of school administration.

STUDENT RESPONSIBILITIES

St. Mary Academy - Bay View Lower School has a responsibility to oversee not only students' academic progress, **but also to help them navigate through early childhood to adolescence**, learning right and wrong, what is acceptable behavior and what is not, under increasingly difficult circumstances. We hold our students to a higher standard and challenge them at times to not go along with the culture that is surrounding them, but rather hold true to the values of the Academy. Students will make developmentally appropriate mistakes. **This is part of the maturing and learning process of an elementary school student.**

Students are expected to behave in a manner that is ethical, considerate, and civilized, and not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the School or to the administrative, educational or extracurricular environment of the School. Conduct that is unbecoming of a Bay View student, whether inside or outside of school, will be subject to disciplinary action. The conduct of any student that can be described as disrespectful, self-deprecating, destructive to other people, property or to our community environment, or in any way is at odds with Christian behavior and values, federal, state or local laws, will not be tolerated. Therefore, if the administration determines that the student's continued presence at the Academy will have a detrimental effect on the general welfare of the school, she will be dismissed or asked to withdraw.

Developing self-discipline, maturity and a sense of responsibility is an important component of a Bay View education. **We attempt to plant the seeds of professionalism and self-confidence in preparation for adolescence and adulthood.** It is expected that students attending Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the Bay View community. All of the expectations and regulations expressed herein are based on these principles.

GENERAL SCHOOL LIFE AND POLICIES

School Environment

In keeping with the philosophy of our school, the faculty and administration will make an effort to relate to each student as an individual. Developing self-discipline, maturity and a sense of responsibility is an important component of a St. Mary Academy - Bay View education. It is expected that students attending St. Mary Academy - Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the St. Mary Academy - Bay View Community. All of the expectations and regulations expressed herein are based on these principles.

School Day

The school is open for early drop-off at 7:15 AM. Students who arrive after 8:00 AM are tardy. Dismissal is at 2:33 PM unless otherwise marked on the school calendar. Students who remain in the building at the end of the school day must be in an activity supervised by a teacher or in the After School Program or class.



Absence Policy

It is the responsibility of the parent/guardian to see that students attend school daily. Attendance, prompt and regular, is essential for academic success. Both parent/guardian and student should understand the importance of the attendance record. The administration and the school counselor investigate repeated absences once a student has reached five absences in a quarter.

Absence Notification and Verification

On the day a student is absent, it is the responsibility of a parent/guardian to telephone the school between 7:00 AM and 8:30 AM to give the valid reason for the absence (434-0113 x 141).

When a student returns to school, she must bring a note written by her parent/guardian stating the reason for her absence. This note is to be given to the administrative assistant in the school office the morning of the student's return. **If a student is absent for five consecutive class days for medical reasons, that student will be permitted to return to class only upon presentation of a physician's permit.** This note should be given to the school office the morning of the student's return.

Tardiness

Students are dismissed from the library/playground at 7:55 AM. Students who are not in homeroom at 8:00 AM will be marked late. **If a student arrives at school after homeroom period begins, she must report to the school office for a late slip.** It is each parent's responsibility to anticipate possible traffic delays and, therefore, to leave home early enough to reach school on time. A record of student tardiness is kept as well. Parents will be required to meet with the Administration once a student is unexcused tardy eight times in a quarter.

Appointments

Appointments should not be scheduled during school hours. If it is necessary, because of special circumstances, to schedule a medical or dental appointment during the school day, a written request from a parent/guardian must be presented to the administrative assistant before homeroom stating the date, reason and phone number where the parent/guardian can be reached for verification. If it is absolutely necessary to schedule a medical appointment during the school day, a notice from the doctor indicating the date and time of the appointment must be presented to the school office by the student upon her return to school. Parents/guardians must sign the student out at the school office. If a student needs to leave school early due to illness or injury, the school nurse will contact her parents. The nurse will bring the student to the school office when the parent arrives.

The student's absence for a medical or dental appointment will be considered unexcused if documentation is not provided. In every instance of leaving early, including illness, students are responsible for completing any missed class work, homework and/or tests.

Bus Policy

Proper conduct on school buses and public transportation is expected of all students at all times. Misbehavior on school buses and public transportation is dangerous to the welfare of others and will not be tolerated. Students are expected to comply with the rules and regulations set forth by the bus driver. The bus driver is ultimately in charge of the bus and should be given respect at all times. Bus drivers can issue bus conduct reports to students who misbehave. In cases where a student becomes so totally undisciplined that the safety of others is seriously endangered, the student will immediately be excluded from riding the bus by the owners of the bus companies. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is out of order.



No School or Delay Announcements Due to Inclement Weather

During inclement weather, a “no school” or a “delay” announcement will be made through local media and a phone call and an email message will be made to all parents using Notify. The name of the school will be announced as St. Mary Academy - Bay View. Any time East Providence cancels school due to weather, St. Mary Academy - Bay View will also be closed. If school is cancelled due to inclement weather, we will resume the schedule as stated on the school calendar on the day we return to school.

At a time when various school districts are delayed and/or when St. Mary Academy - Bay View announces a delay, the school building will be open at the regular time. This will accommodate those students coming from school districts not having a delay or for those students who travel to school by car. If a town has a delay then the bus for that town will also be delayed. Lower and Middle School students should not be dropped off at school before the delayed start time as the Lower and Middle School cannot guarantee that personnel will be available to provide the supervision necessary for younger students.

Early Dismissal Procedure Due to Inclement Weather

The principal will announce an impending dismissal to the student body and an automated telephone call will be made to all parents notifying them of the early dismissal. Upper School students who drive will be dismissed first. A Lower School student who normally travels with an Upper School student will be allowed to ride home with that student. A school wide announcement will be made when town busses arrive. Students are to gather their belongings and go immediately to their bus. Please note that all students should return home by the same mode of transportation by which they arrived at school.

The After School Program will be open for one hour after the early dismissal **if weather conditions are safe enough** to give parents a chance to make pick-up arrangements for their daughter. Students who are picked up after the hour will be charged a late fee.

Cell Phones/Smart Devices

The use of cell phones and any smart device for calling and/or texting is not acceptable and is absolutely forbidden during school hours. It is the school’s responsibility to provide the best possible education in the best possible learning environment, which can be compromised by ringing phones or students text messaging. Cell phones/smart devices (excluding the Academy provided iPad) must be turned off at 8:00 AM and must not be turned on until 2:33 PM. Cell phones/smart devices must be kept in purses, lockers or in school bags, not worn. St. Mary Academy - Bay View allows students to have the use of cell phones/smart devices during the school day in cases of emergency only when permission is given by the administration. Texting or placing calls via the Academy provided iPad is considered the same offense as texting/calling from a cell phone/smart device.

The following cell phone/smart device policy will be strictly enforced:

- First Incident: The device is taken by the teacher and brought to the principal’s office. The student must see the principal at the end of the school day to retrieve her phone. Parents will be notified.
- Second Incident: The device will be confiscated and the parents will need to meet with the principal in order to retrieve the phone. The consequences for the student may include multiple hours of detention or suspension.

Lockers

Lockers are the property of the school and under the direct control and supervision of the administration. The administration reserves the right to inspect lockers at any time for the following reasons: to look for missing



library books, textbooks, school equipment and supplies or other missing items, to remove health hazards, to check for necessary repairs and to confiscate illegal items.

Students in grades 3, 4, and 5 are assigned an **unlocked** locker for use of the academic year. The locker is used at these grades levels as an extension of the classroom to store coats, lunches, and extra school materials that may not fit in the student-assigned desk. This privilege may be revoked at any time by administration if it is determined that there is misuse of the locker.

Messages

Parents/guardians should not contact students directly. A message should be left with the administrative assistant to be delivered to the student. Only in an emergency situation will a message be delivered to a student during class. Non-emergency messages will be delivered in between class periods.

Assemblies

Every seat must be used when filing into the auditorium. Students must sit with their homeroom or specified class. Students should behave in a dignified manner at all assemblies. Respect and self-control should be in evidence during each and every assembly. No books or book bags should be taken into the auditorium.

Corridors

Students are not to loiter in the corridors. Corridors should be cleared as soon as possible after the change of classes. Noise in the corridor should be kept to a minimum.

Elevator

Students are not permitted to use the elevator without medical reasons. Please refer to the section on physical disability.

Lavatories

Students are not to loiter in lavatories. Students must have the teacher's permission to use the lavatories during class time.

Lunches

Hot lunch is available on a daily basis. The lunch menu will be included in the principal's weekly message each month. Lunches must be ordered before the first day of the month. Milk and juice will be sold. Respect and cooperation for teachers on duty, adult volunteers, and fellow students are expected at all times. Students will be asked to leave the lunchroom if their behavior is unacceptable. Students are not allowed to leave the school from the lunchroom. They must report to the office for dismissal.

We are fortunate to have a full-service cafeteria managed by Flik Independent School Dining. In order for our Chef Manager to plan for and order the proper number of lunches each day, monthly menus (order form) must be returned by the due date each month. Orders received on the day of the requested lunch may be filled with an alternate lunch, different from the lunch being served that day, and students will be billed directly by FLIK. Lunches ordered for a day when an absence occurs will be charged and credit will be given **the following month only** if notice is received within 24 hours and sent directly to Chef Mark Labossiere at FLIK@bayviewacademy.org.

Parking

The safety of our students is our primary concern at pickup and drop-off times. Parents are requested to read the regulations in the Rediker Plus Portals. Parents are expected to follow all parking regulations and to be

courteous to the personnel assigned to direct traffic. There is no drop off or pick up in front of St. Joseph's Hall during the hours of **7:30 AM and 3:00 PM.**

After School Program

The After School Program begins at dismissal and runs until 5:30 PM. Parents who arrive after 5:30 PM incur a late fee of one dollar per every minute late beyond the designated pick-up time.

Vacation Periods

Parents are strongly urged not to allow students to stay out of school for family trips or vacations during the school year except at those times designated on the school calendar. Absences during regular school time create academic problems. If it is absolutely necessary and unavoidable that a student misses school, **she must present to the principal for approval a note from her parent/guardians indicating the dates she will be absent.** It is the responsibility of the student to keep current on assignments using Student Plus Portal. Make-up tests must be arranged. Teachers are not required to provide assignments in advance of a student's vacation.

Special Requests

Invitations for students' birthday parties should be sent to the home of the children being invited. They may only be distributed in school if **every child** in the class receives an invitation. The sensitivity of all students must be a consideration. St. Mary Academy - Bay View cannot give out personal addresses. **Addresses may be located on the Parent Plus Portal under "Directory."**

DRESS CODE

A student's attire reflects not only the image of the student herself, but also the image of St. Mary Academy - St. Mary Academy - Bay View; therefore, the following uniform policy is in effect and will be strictly enforced. It is the responsibility of the parents/guardians to see that the student adheres to the following dress code. In all disputed cases, the administration reserves the right to determine if the student is in compliance.

Uniform

The uniform consists of a blue plaid jumper, white blouse with a round collar, navy blue cardigan or crew neck sweater, navy blue or white knee socks, ankle socks, or footed tights. The blouse and sweater have a St. Mary Academy - Bay View Academy logo. Navy blue dress slacks and a white turtleneck may be worn from November through March as part of the uniform. Warm weather uniform (navy skort and the short sleeve polo shirt) may be worn from August through October and April through June. Students are allowed to wear the "Girl Power" sweatshirt, which orders are placed through the school at the end of September. Proceeds are used for student activities. Preschool students' uniform consists of the gym uniform and sneakers.

Gym Uniform

Navy blue sweatpants, shorts, long or short sleeved t-shirt or sweatshirt (as appropriate for the weather) and sneakers should be worn to school on the scheduled gym class day. Preschool students wear their gym uniform daily.

All uniform pieces (except socks and tights) must be purchased from Donnelly's School Apparel.

Shoes

Beginning in the academic year 2019-2020, Kindergarten through grade 5 students will be required to wear leather shoes in black, brown, or navy blue shades with their daily uniform. Sneakers will only be allowed

with gym uniforms. Shoes should be appropriate for school, fit the child well and be secured on the foot. Not allowed: high-top sneakers, backless shoes, sandals, moccasins, shoes/slippers with fleece lining and boots of any kind.

Uniform Closet

Uniforms that are no longer needed may be dropped off at the uniform closet in the lobby of St. Joseph Hall. Only items purchased from Donnelly's will be accepted. They should be clean and in good condition. Families may look there for free, used uniforms.

Appearance and Attire

- **Jewelry**

Excessive jewelry will not be allowed. Earrings must be small and in good taste.

- **Make-Up**

Make-up or tattoos of any kind, including writing on oneself, are not permitted.

- **Hair**

Hair is to be neat and clean and worn so as not to obstruct learning in any way. Appropriate hairstyles and accessories for students are up to the discretion of the principal and associate principal. **Hair color should be a natural shade in keeping with the image of and holding respect for St. Mary Academy - Bay View.**

Non-Uniform Days

On certain days of the school year, the principal may announce a "Non-Uniform Day" for students. Parents are notified in advance of these days. These days are often held to support charitable causes, but are optional for students. Students are expected to show good taste and self-respect in their choice of clothing.

In all matters of appearance and adherence to the dress code, the administration reserves the right to decide whether the student is in compliance with the rules of the Academy.

COMMUNICATION

One of the strengths in the total education of a student is the close cooperation between the school and the home. Parents should feel free to meet with a teacher or teachers. Teachers may also request conferences as necessary. Teachers may contact parents via e-mail and vice-versa. Parents should check the school website for weekly cafeteria menus, the monthly calendar of special events and the principal's weekly email. All communications should be conducted in the spirit of civility and cooperation, the goal being the best interest of the student. In order to avoid misunderstandings, the following policies need to be followed:

Parent/Teacher Conferences

Parent teacher conferences are scheduled in November. The date for this conference is listed in the calendar which is on the school Portal. Parents sign-up for conferences electronically. If it becomes necessary to schedule additional conferences, arrangements should be made in writing between parents and the classroom teacher. Parents are encouraged to communicate directly with the student's teacher first concerning any problem that may arise. Parents should avoid entering the school to speak with their child's teacher before or during school time unless a conference has been scheduled; classroom disruptions of this nature result in loss of education time for all students.



Parent/Teacher Contact

Teachers should not be called at home unless the teacher requests the parent to do so. Teachers are unable to come to the telephone during class time. Parents may call the office (ext. 141) to request a phone call from a teacher. Parents are also able to contact teachers at their St. Mary Academy - Bay View email account. Teachers are expected to return the parent contact within twenty-four hours.

Complaint or Problem Procedure

Occasionally during the course of the year, a misunderstanding may arise. Satisfactory resolutions can only be attained when the teacher, student and parent communicate in a timely fashion. We request the following policy be followed:

- Speak to the teacher first.
- If the resolution is not satisfactory at this level, the situation should be brought to the attention of the principal.

BEHAVIORAL POLICIES

One of the most important lessons teachers and parents should impart is self-discipline. While it does not appear as a subject, it underlies the entire educational structure. It is training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. Minor disciplinary situations are handled by an individual faculty member or members. Major school policy violations are handled by the faculty member(s) and the school administration.

Disciplinary Procedures

Rules are necessary for the freedom of all. When these rules are consistently broken or the offense is a serious one, the matter is referred to the principal. The remedies involved may include, but are not limited to removal from a desired activity, probation, suspension, or expulsion. Parents will be involved in all serious matters. The administration and the faculty maintain the final responsibility for all disciplinary decisions.

Respect

Students should act and speak in a respectful manner at all times and in all places. Disrespect toward teachers, staff, volunteers or classmates, is a serious matter and will be addressed immediately.

Speech

Students should abstain from profanity and inappropriate language or actions. Excessive talking that becomes a problem and other classroom disturbances during the school day will be addressed by the teachers when they occur.

Theft/Vandalism/Personal Property

Theft or vandalism is a serious offense. Students shall be respectful of the personal property of others. Any damages, theft, or defacement of property must be paid for by the offender. No student should be handling another student's property without permission. Each student is responsible for the care of books, school equipment and property. Furthermore, toys, electronic devices, etc., may only be brought to school when permission has been granted by a teacher. Students must never offer to sell items to other students. **The School reserves the right to inspect a student's property.**

Substance Abuse

Because of the danger of physical and psychological harm, the use of drugs, alcohol, or cigarettes (**including vaping, juuling, and e-cigarettes**) on school grounds, buses, or at school sponsored activities is never permitted

and is considered a serious offense. Parents of students known to be involved in substance abuse will be informed immediately.

Act of Physical Aggression

Students may never resort to physical confrontation. Behavior of this type (including biting) will be considered a serious offense.

Bullying

Bullying is defined as exposure, repeatedly and over time, to negative actions (words, physical contact, making faces, gesturing, or intentional exclusion from a group, use of social media to hurt or cause harm to another person) on the part of one or more students. Refer to the Safe School Act Statewide Bullying Policy which can be found at the end of this handbook.

Bullying is dangerous and disrespectful and will not be tolerated. All reports of bullying will be documented and investigated by the administration. A link to the form to be used to file a report for bullying can be found in the Rediker Plus Portals.

Administrators will meet with parents and counseling will be advised for the child when appropriate. When bullying occurs, logical consequences will be imposed. Follow-up meetings with the principal and school counselor to assess the student's progress toward maintaining positive relationships may be required.

ACADEMIC INTEGRITY

Academic integrity is an essential value for the global community as a whole. As part of this global community, St. Mary Academy - Bay View expects that all students will display honesty in every part of their academic lives. The first objective of St. Mary Academy - Bay View states that the student will be enabled to acquire knowledge and assimilate it according to Judeo-Christian values. Cheating is in direct conflict with this objective. Cheating, in any form, will not be tolerated. Students who cheat or plagiarize will not receive a grade for the work.

Definitions

Cheating is defined as using dishonest methods to gain an advantage. This includes using any kind of secretive means of gaining information for use on quizzes, tests, lab reports or homework.

Cheating includes, but is not limited to:

- Copying another's answers on homework, quizzes, tests and/or exams
- Concealing notes for a quiz, test, or exam
- Borrowing and/or copying all or part of another's report, essay, term paper, etc.

Plagiarism is defined as stealing and presenting both the ideas and words of another as one's own, without crediting the source.

USE OF iPADS/TECHNOLOGY

iPad Policy

The iPad program at St. Mary Academy - Bay View provides tools and resources to the student. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. Students must abide by the policies of the school to effectively use the iPad to enhance learning in and outside of the classroom. This iPad Policy applies to St. Mary Academy - Bay View students at all times, whether or not they are on campus, as St. Mary Academy - Bay View students are school representatives at all times.



If an iPad becomes damaged at any point, for any reason, the student is required to immediately notify the teacher.

The policies, procedures, and information within this document apply to all iPads used at St. Mary Academy - Bay View. Teachers may set additional requirements for use in their respective classrooms. Above all, the iPad program at St. Mary Academy - Bay View is an academic program and the policies governing the use of the iPad support its academic use.

Requirements for iPad Use

- Students are responsible for informing their teacher if the iPads batteries need to be charged.
- iPads must always be kept within the protective cases. The protective case must cover all sides of the iPad and students are to use only a soft cloth to clean the screen, no cleansers of any type are to be used.
- Students may not remove or alter the “asset tag” located on the back of their iPad.
- The “find my iPhone/iPad” function must be on at all times.
- The software/apps originally installed by St. Mary Academy - Bay View must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course.
- Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jailbreaking” the device.
- Students may not use their iPads for photography or video/audio recording on campus without the permission of a teacher. Teachers will grant permission only for academic purposes or in support of a school program.
- Under no circumstances should iPads be left in unsecured areas. Unsecured areas on the school grounds include, but are not limited to, unlocked lockers, unlocked cars, unlocked classrooms, the cafeteria, the library, dressing rooms, bathrooms and hallways. If an iPad is found in an unsecured area, it must be taken to the principal’s office.
- Insurance does not cover replacement if an iPad is lost or taken under these conditions. Parents/students are responsible for the replacement and will assume replacement costs, not to exceed the cost of the device.

iPad Care

- Student iPads must be labeled in the manner specified by the school.
- The Lower School iPads are the property of St. Mary Academy - Bay View. Students are expected to use the iPads in conformity with this Policy. Students are responsible for the general care and protection of the iPads issued by St. Mary Academy - Bay View. iPads that are broken or fail to work properly must be promptly taken to the Technology Department at St. Mary Academy - Bay View for an evaluation of the equipment.

SOCIAL MEDIA

St. Mary Academy - Bay View respects the right of its students to use Social Media. For the purposes of these guidelines, “Social Media” refers to any websites or mobile device applications that allow users to create, post, upload, comment on, interact with, or share content with other users (including the user’s own network, networks of other users, or members of the public). Examples of Social Media include: social and professional networking websites (Facebook, MySpace, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Flickr, Pinterest, SnapChat), location-sharing websites (foursquare), consumer review websites (Yelp), virtual worlds (Second Life), and social bookmarking websites (Reddit).



It is important for St. Mary Academy - Bay View students to understand that it is difficult to set boundaries between private and public life online, because what may seem or be set to private in Social Media can easily become public, even without knowledge or consent. St. Mary Academy - Bay View students who use Social Media must remember that any information posted can reflect on the entire St. Mary Academy - Bay View community and, as such, is subject to the same behavioral standards set forth in the St. Mary Academy - Bay View Student Handbook, plus state and federal law.

Guidelines for Social Media Use

These guidelines are intended to provide a framework for St. Mary Academy - Bay View students to conduct themselves safely and responsibly online. As a St. Mary Academy - Bay View student, you should:

1. Be Aware that Privacy Settings do NOT Guarantee Privacy

St. Mary Academy - Bay View students are encouraged to use available privacy settings on Social Media sites to restrict access to their personal information and content. However, even though most Social Media sites provide their users with privacy improvement updates, the changes occur frequently and can get complicated. Even if you diligently monitor your privacy settings, anything you post may become public—and potentially be seen by your school, your parents, and strangers.

2. Avoid Connecting to Current St. Mary Academy - Bay View Teachers or Staff

Current St. Mary Academy - Bay View students must not “connect to” or “follow” in Social Media any current St. Mary Academy - Bay View teachers or staff. This includes becoming Facebook friends, Twitter or Instagram followers, or making any other connection in Social Media with teachers or staff (including athletic coaches).

3. Avoid Posting Private or Confidential Information

Be wary of sharing or posting private, personal, or confidential information to Social Media sites. Posting information such as your date of birth, address, phone number, class schedule, birthdate, social security number, bank account number, medical or financial information, etc. is NOT recommended. Once such information is posted, it may become public and may become the property of the Social Media site.

4. Avoid Unprofessional Public Profiles

Any information you put on Social Media sites is considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Potential, current, and future employers—as well as college admissions officers and recruiters—may be able to access the information you put on Social Media sites, regardless of your privacy settings.

5. Avoid Posting Illegal Activities

St. Mary Academy - Bay View students should avoid posting images or content depicting or endorsing violence; hazing; sexual harassment; overly sexual behavior; vandalism; stalking; underage drinking or sexual activities; selling, possessing, or using illegal drugs; or any other inappropriate or unlawful behavior. Images or content posted to Social Media may become the property of the Social Media site, even if you have deleted the image or content from your profile. The image or content may remain on the Social Media site’s server or in a cached or archived version of the site, even if you have deleted the image or content from your profile. Internet search engines such as Google or Yahoo may still find that image or content, long after you have deleted it from your profile. In addition, even if your profile is set to private, a Social Media connection can easily capture and disseminate images or content from your profile, such that third parties—including law enforcement, employers, and admissions officers—can see or access private or deleted content.



6. Avoid Bullying/Threats of Violence

While St. Mary Academy - Bay View students have a right to free speech, that right is NOT unlimited. Bullying is a serious problem and is not limited to student-on-student interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination. St. Mary Academy - Bay View students should avoid the following:

- Derogatory language or remarks about St. Mary Academy - Bay View students, teammates, coaches, staff members, athletic administrators, and analogous representatives of other schools;
- Demeaning statements about and/or threats to any third party; and
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional harm to another person.
- St. Mary Academy - Bay View students should be aware that if their conduct is deemed to be bullying, violates school guidelines, or is otherwise unlawful, such conduct may be subject to discipline, not only by the School, but also by law enforcement agencies. Note that bullying can include tweeting or any other activity meant to demean another without calling them by name or online identity, if that activity can be associated with or linked to a specific victim or individual.

7. Avoid Plagiarism and Cheating

Plagiarism and cheating via social media are also prohibited.

8. Additional Considerations

- When a student uses personal devices, administrators, teachers and librarians have the right to validate the use.
- Students must respect and protect the privacy of others.
- Students may only use assigned accounts.
- Students may not view, use, or copy passwords, data, or networks to which they are not authorized.
- Students must observe all network security practices, as posted.
- Students must report security risks or violations to a teacher or network administrator.
- Students must not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Students should respect and protect the intellectual property of others.
- Students must not infringe copyrights (no making illegal copies of music, games, or movies).
- Students should report threatening or discomfoting materials to a teacher.
- Students may not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Students are not allowed to use or possess hacking software.

St. Mary Academy - Bay View students should be aware that their online actions have consequences. While St. Mary Academy - Bay View does not monitor student Social Media accounts, it has the right to review and act on information in the public domain or provided by third parties (i.e. students, parents, community members). St. Mary Academy - Bay View also has the right to investigate students' Social Media activity or content in the event of allegations of inappropriate online conduct or a violation of school guidelines.

St. Mary Academy - Bay View may discipline (up to and including expulsion) students for online conduct which is: a violation of school guidelines, including this policy; substantially or foreseeably disruptive to the St. Mary Academy - Bay View environment; lewd, vulgar, or offensive; advocating or depicting violence, bullying, or illegal activity. Note that, in certain circumstances, your knowledge or support of these activities committed by



another can result in discipline to you. This includes “Liking,” “Retweeting,” “Favoriting,” commenting favorably, or otherwise endorsing these activities committed by another.

In addition, students should be aware that, in certain circumstances, their online conduct may be subject to criminal prosecution.

CHILD CUSTODY

In cases where legal decisions have been made regarding the welfare of the student (that is, child custody and visitation privileges), the principal must be notified immediately of such information and copies of such legal agreements must be on file in the office. Verbal notification of a change in custody arrangements will not be accepted. The school will adhere to the written orders with the most recent date.

STUDENT HEALTH

Illness

Parents are encouraged to keep their child at home if there is evidence of illness in the morning. Students with a temperature of 100 degrees or higher are not to be medicated with a fever reducing medication and sent to school. If a student becomes ill during the school day, the parents or authorized person listed on the emergency form will be contacted. The ill student is to be picked up in a timely manner. Parents should inform the school of any change of telephone number or address at work or at home so that the school is able to reach someone quickly should an emergency occur.

Medical Examinations

In accordance with Rhode Island Health Regulations the following examinations are required:

1. Physical: Students must have a physical exam just before entering Preschool, Kindergarten or St. Mary Academy - Bay View for the first time.
2. A record of required immunizations must be submitted to the school for Preschool, Kindergarten and all new students before entering St. Mary Academy - Bay View.
3. Vision: All children will be given a vision screening test each school year.
4. Dental: All children will be given a dental exam yearly.
5. Hearing: All children in Preschool through grade 3 will be evaluated once per year by audiologists from the Rhode Island School for the Deaf.

Parents will be notified if their child fails any areas of the vision, dental or hearing screenings. Parents who do not want their children screened in school must provide documentation from their private practitioners of equivalent dental, vision and hearing evaluations.

Contagious Diseases

To assure the safety of all students, contagious diseases must be reported to the school nurse immediately upon diagnosis.

Lice Policy

St. Mary Academy - Bay View follows the East Providence School Department's Head Lice Procedure and the Rhode Island Department of Health's General Control Measures for Schools.

In the event that a live head louse is found on a student:

- The child will be allowed to finish the present day in school, with the exception of Preschool, Kindergarten and grade 1. *



- Parent/Guardian shall be notified by phone that a live louse has been detected and requires treatment before being allowed to return to school.
- Educational materials about treating the child and the child’s environment will be offered to the parent or guardian
- Upon returning to school the child shall be cleared by the school nurse before returning to the classroom. Nits (eggs) still present will be removed by parents on a daily basis.
- The school nurse will recheck the student in 7-10 days to check for evidence of live lice from hatching nits.
- Classroom head checks will be conducted only in the youngest classes (Preschool and Kindergarten only when a case has been identified). This is where the possible transmission at school may be highest due to head to head contact.
- A head lice notification will be sent home in the event of 2 or more active cases in the same classroom.

COMMON FACTS ABOUT HEAD LICE:

- Head lice are a fairly common problem in school age children (Due to close proximity while playing and head to head contact).
- Head lice can be acquired anywhere in the community (Buses, planes, department stores while trying on clothes).
- Head lice are not infectious.
- Head lice cannot fly.
- Head lice require a blood source to live, therefore cannot live for greater than 24-48 hours on clothing, rugs, helmets etc.
- Periodically we have a known case of head lice in the classrooms. Parents and teachers request all kinds of measures depending on who they have spoken to and what type of treatment they sought.
- St. Mary Academy - Bay View Academy will follow the Rhode Island Department of Health and East Providence School System guidelines. We cannot follow any individual requests for treatment. We are mandated to follow the regulations.
- We request in advance that parents remember children are easily stigmatized if they feel singled out or overhear parents speaking negatively.
- Please remember that while a nuisance, head lice do not cause infection.

**The CDC and Rhode Island Department of Health discourages routine classroom or school-wide screenings for head lice. It is recommended for parents to check your child periodically for live louse and nits(eggs).*

Resources:

- <https://www.cdc.gov/parasites/lice/head/prevent.html>
- <http://www.health.ri.gov/publications/protocols/HeadLice.pdf>
- <http://www.mass.gov/eohhs/docs/doh/cdc/factsheets/g-i/head-lice.pdf>
- *There are many head lice YouTube videos. We like KenoshaKidsDoctor.com as an example of how to identify live lice and their eggs.*

Medication

In compliance with Rhode Island State Laws, the following procedures will dictate medication administration:

- No unlicensed person, other than a parent/guardian, may administer prescription and non-prescription medications in the school setting. Exceptions to this are students previously identified as requiring the use of an Epi-pen.
- Other than inhalers and Epipens, students are not allowed to self-medicate.



- Students are prohibited from carrying, storing or sharing any prescription or non-prescription medications.
- Medications, both prescription and non-prescription, may only be administered when provided in the original, labeled container and accompanied by a signed and dated note from the parent/guardian that identifies the medication, dose to be given and the time(s)/condition to be administered to the student. All prescription medications must also be accompanied by a physician's order.
- Over the counter medications must be authorized by the physician.
- Medication consent forms must be renewed each school year.

Medications brought/sent to school that does not meet the above requirements cannot and will not be administered.

Accidents

All accidents and injuries occurring on school grounds must be reported to the school nurse and administration immediately for evaluation and treatment. Parents will be contacted regarding the accident. An accident form is completed by the school nurse. One copy of the report is kept on file with the school nurse and an additional copy is given to the Administration.

Physical Disability

The elevator is available for any student who is not able to use the stairs due to health reasons. A student using the elevator must be accompanied by another student or staff person. An elevator pass may be obtained from the principal or the nurse. Handicapped bathrooms are located on the second floor adjacent to the Nurse's Office and in the Walsh Dining Room in St. Joseph Hall.

Playground Safety

- Students should play in authorized areas. Playing outside these areas is not permitted.
- Slides are to be used by one child at a time. Walking up the slide is not permitted.
- Swings are also to be used one at a time. Children should not stand on the swing or near the swings being used. Students should not push each other on the swings.
- The throwing of rocks, hard objects and snowballs is not allowed.
- Students are to follow the instructions of all adults who are supervising the playground. This includes volunteers and After School staff members.
- Students should listen for the first bell to ring and stand in place. At the sound of the second bell students should walk to their class line.

Child Abuse and/or Neglect

Call the Hotline at 1-800-RI-CHILD (1-800-742-4453) to report child abuse and/or neglect.

All persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect.

Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatments of a child under the age of eighteen (18) by a person, including any employee of a residential facility or any staff person providing out of home care, who is responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. The term encompasses both acts of omissions on the part of a responsible person.

A person responsible for a child's welfare includes the child's parent, guardian, foster parent, an employee of a public or private residential home or facility or other person legally responsible under State law for the child's welfare in a residential setting, or any staff person providing out of home care. Out of home care means child day care, i.e. family child care, group child care, and center-based child care.

Anti-Fraternization Policy

Faculty/Staff relationships with Students

All School employees have a duty to provide a safe environment for their colleagues and for students by maintaining healthy relationships and appropriate personal boundaries and always putting the interests of students first. Employees should treat students and one another with respect and dignity and understand and recognize the imbalance of power between themselves and students.

Although this policy is not intended to be an exhaustive list of expectations and prohibited behavior, it should serve as a reminder that the actions of faculty and staff should at all times be above reproach, governed by common sense, and taken with the best interests of the students and the school in mind. Most of these items below are contained elsewhere in this and other publications; however, the School wishes to emphasize the following expectations and prohibitions.

School faculty and staff shall model correct and courteous behavior to each other, to students, parents and to visitors. Abusive or humiliating language or demeanor is not acceptable. The staff shall ensure that each student knows a teacher that the student can turn to if he or she needs help.

When interacting with students, at all times:

- Be aware of the imbalance of power that exists between adults and students, and never abuse it.
- Ensure that your interactions with all members of the community are safe, healthy, positive and respectful.
- Establish appropriate boundaries in all conduct with students, including spoken and written communication, and do not engage in any conduct that is not in the interest of the student.
- Serve as role models for our students.
- Refer students in need of counseling or other health services to the appropriate professional; do not assume that role yourself.

The following conduct is prohibited:

- Any sexual, romantic or dating relationship with students; any activity with students that could be construed as or appear to be sexual or romantic in nature; or any sexual, romantic or unduly familiar behavior or communications (including inappropriate personal stories and history) with students whether in person or indirectly through the use of email, telephone, social networking or other media.
- Engaging in, participating in or condoning in any way the use of alcohol or illegal drugs by students.
- Sharing or disclosing any information concerning a student, other than on a need to know basis, to any person not specifically authorized to receive such information. This includes, but is not limited to, information concerning educational assessments, test scores, grades, behavior, mental or physical health, and family background or finances.
- Exposing a student to embarrassment or disparagement.
- Engaging in conduct or behavior which is personally offensive or threatening or which has the effect of interfering with a student's life or learning, impairing morale, or creating an intimidating, hostile or offensive living, learning or working environment.



Protocol for reporting accusations of Sexual Misconduct

1. Reporting:

The victim of employee misconduct, anyone who witnesses employee misconduct, or anyone with a reasonable belief that an employee is engaged in misconduct may file a report with a school employee. This report may be made verbally to a school employee or in writing on a pre-printed form provided by the school. Submission of any report should trigger an immediate determination regarding applicable mandatory reporting requirements under R.I.G.L. 40-11-1 et seq. and Diocesan requirements. A determination of whether to further the report the alleged misconduct to a state or local agency should be made by the Principal/Head of School or the President in consultation with the school’s attorney and subject to the privacy and confidentiality under the seal of the Sacrament of Reconciliation and the notion of Internal Forum.

2. Evidence Gathering/Investigation:

Once the Principal/Head of School or the President is made aware of and/or receives information regarding a complaint of employee misconduct, the Principal/Head of School or the President shall conduct an immediate investigation to determine the validity and credibility of such claims. The immediate goals of the school should be to take prompt steps to promote the safety and well-being of all students and particularly with any students involved in the misconduct. The investigation should make specific findings with respect to the allegations of misconduct.

3. Disciplinary Action:

In accordance with the Policy and Procedure in cases of Sexual Misconduct, if there is corroborating evidence or clearly reliable evidence of misconduct, the appropriate supervisor shall take steps to immediately suspend the subject of the complaint. If there is no clearly reliable evidence of misconduct when the complaint is filed but subsequently reasonable grounds to believe sexual misconduct occurred are uncovered during the course of the investigation, the individual may be suspended with pay pending the completion of the investigation.

At the conclusion of the investigation, the Principal/Head of School or the President should take whatever disciplinary action is appropriate and consistent with the findings of the investigation and permissible under school policy. Any documents and/or records should be kept, and these documents should illustrate the specific steps taken by the school.

VOLUNTEER/SAFE ENVIRONMENT TRAINING

All parents who volunteer during the school day, who chaperone school field trips, and assist at school events must participate in the Safe Environment Training. Parents who assist in classrooms, chaperone field trips, or assist in the lunchroom or playground, are there for all of the children, not just their own daughter, and are expected to follow the directives of the faculty, staff, and principal. If this is your first time completing the paperwork, please contact Ms. Thompson at kthompson@bayviewacademy.org to set up an appointment with a member of administration.

CRISIS MANAGEMENT PLAN/SECURITY

The following are preventive measures to ensure the safety of our students:

- Outside doors are locked during the school day and those wanting to enter must be given access from the office. Visitors are NEVER allowed to ask students to give them access to the building.
- Visitors are required to state the purpose of their visit.
- All visitors must sign in upon entrance, provide identification and sign out upon departure.
- The doors are monitored by surveillance cameras.
- Students are not allowed to leave school prior to dismissal without the consent of a parent/guardian. Students must have a pass in order to go to the nurse, library, student services, etc.



- Fire drills are conducted so all students, faculty and staff will know what to do to evacuate the building.
- Lockdown drills are conducted so all students, faculty and staff will know what to do in the case of an emergency.

Fire Drills

We hold fire and lockdown drills so all students, faculty and staff will know what to do to evacuate the building. Directions for leaving the building are posted in each room. Upon hearing the alarm, students should file out quickly and in an orderly fashion. All windows in the classroom should be closed, lights turned off and doors closed. Absolute silence is to be maintained during the entire duration of the drill.

Each teacher is responsible for the safety of each student under their jurisdiction. Teachers must take a class roster with them and attendance is to be taken. The Administration is to be notified immediately if any student is missing.

Physically Disabled Students

At the sound of the signal, physically disabled students proceed to the “Area of Rescue Assistance” on each floor, the nearest stairway, and wait for assistance. In the event of an actual fire or emergency, a school official would alert fire personnel to the presence of these students.

Lock Down Drills

We hold lock down drills so all students, faculty and staff will know what to do in case of an environmental threat or an intruder, etc. When “Lock Down” is announced three times over the intercom, students are to remain in the classrooms and doors are locked, lights turned off and shades pulled down. Students are to be positioned away from the view of doors and are to remain quiet. Lockdown conditions cease when the “All Clear” statement is announced over the intercom.

Evacuation Plan

If an emergency requires evacuation of the school grounds, students will be directed to predetermined locations. Parents will be informed of the situation and where they can be reunited with their daughter through Rediker’s Notify system.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.



**Department of Elementary and Secondary Education
SAFE SCHOOL ACT STATEWIDE BULLYING POLICY
Effective: June 30, 2012**

**RHODE ISLAND STATEWIDE BULLYING POLICY
INTRODUCTION**

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristics. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

2. CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,



- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

3. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

4. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

5. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the homepage of the school /district website

6. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents/Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that



a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying, shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

7. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.



8. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

9. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

10. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

11. OTHER REDRESS

This section does not prevent a victim of bullying, cyberbullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

12. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.



St. Mary Academy- Bay View
Sexual Misconduct Form

<u>Complainant's Name (if different from reporter):</u>	
Complainants' Name:	Complainant's Affiliation to Bay View Academy (Student, faculty, staff, unaffiliated):
Complainant's contact information: Telephone:	Email:
<u>Offender(s) Information:</u>	
Offender's name (if known):	Offender's Affiliation to Bay View Academy (Student, faculty, staff, unaffiliated):
<u>Incident Information:</u>	
Date & Time of Incident:	Location of Incident:
Description of incident:	
<u>Reporter's Information (required):</u>	
Reporter's name:	Date of report:
Reporter's Affiliation to Bay View Academy (Student, faculty, staff, unaffiliated):	Reporter's Contact Information: Telephone: Email:



LOWER SCHOOL PARENT AND STUDENT CONTRACT 2019-2020

Student Name: _____ **Graduation Year:** _____ **Homeroom:** _____
Race/Ethnicity: _____

This contract page must be printed and signed by both parents/guardian and student. This signed page must be submitted to the administration no later than **September 9, 2019**. This contract page will become a part of the student’s official school file.

In consideration of the acceptance of the below-named student by St. Mary Academy - Bay View (hereafter the “Academy”), we, the undersigned parents/guardians and student, hereby acknowledge that we have read and are in agreement with the contract of the student handbook. We agree to abide by the policies adopted by the school administration.

We acknowledge that attending the Academy is a privilege which may be revoked at anytime. By enrolling the below-named student at the Academy, the administration of this school has the right to expect that the student shall comply with the rules and regulations set forth in the student handbook. We also acknowledge that the administration of the Academy has the right to set policies and make such decisions as it, in its exclusive discretion, determined not only to be in the best interest of the below named student, but also in the best interest of the whole student body and the Academy community.

We do hereby contract with the Academy that we, the undersigned parents/guardian, will pay the tuition charged by the School for the current school year on a timely basis according to the published schedule of payments.

We do hereby contract with the Academy that we, the undersigned parent/guardian and student, shall comply with the school rules and regulations, and that we, the parent/guardian and student, will accept those decisions made by the school administration.

We further agree that should the student enter upon or remain on school grounds or in the school buildings in a non-supervised setting outside the curricula or extracurricular activities scheduled at the school, that the student and parent/guardian release the Academy from any and all from all liabilities, of any nature, which may arise out of any loss, damage or injury, including death, that may be sustained by our daughter, or to any property belonging to her, for non-supervision on the part of the Academy, its employees, or its agents, whether caused by the negligence, excepting gross negligence and willful misconduct, of the Academy, its employees, or its agents.

We agree to indemnify the Academy and hold it harmless from and against any loss, liability, damage or costs, including court cost and attorney’s fees, that the Academy may incur arising from our daughter’s remaining on school grounds or in the school buildings in a non-supervised setting outside the curricula or extracurricular activities scheduled at the school.

In addition, we authorize the Academy and its agents to seek emergency medical treatment for our child, if in their judgment, such treatment is reasonably necessary for the health and safety of our child and we are not immediately available to grant authorization for such treatment. We represent that there is medical insurance that covers her for any such treatment, and we assume full responsibility for payment of medical expenses not covered by this insurance. We understand and agree that the Academy assumes no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

This contract, in conjunction with the Enrollment Contract, contains the entire agreement and understanding by and between the parent/guardian of the above named student and St. Mary Academy - Bay View with respect to the enrollment/reenrollment of said student. No representations, promises, agreements or understandings, written or oral, not contained herein shall be of any force or effect. No change or modification of this contract shall be valid or binding unless it is in writing and signed by the party against whom the waiver is sought to be enforced. No valid waiver of any provision of this contract at any time shall be deemed a waiver of any other provision of this contract at such time or at any other time.

Parent/Guardian 1 Signature: _____
Parent/Guardian 2 Signature: _____
Student Signature: _____
Date of Signatures: _____

PLEASE RETAIN A COPY FOR YOUR RECORDS