



# St. Mary Academy-Bay View

## LOWER SCHOOL PARENT/STUDENT HANDBOOK

**2023-2024**

Revised: **August, 2023**

## 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.

### Critical Concerns From the Sisters of Mercy

Animated by the Gospel, and the life of Catherine McAuley, the Sister of Mercy are committed to action. They dedicate themselves to serving people who are made poor and to addressing the root causes of systemic injustices.

*Immigration, Racism, Women, Earth, and Nonviolence*

### Values

Bay View girls...

- **Are compelled by Mercy**

Our students are determined to show Mercy and make a difference in our world. Their shared sense of social consciousness is strengthened by universal empathy and a conviction that all human beings are worthy of God's mercy. This awareness and compassion motivates Bay View girls to take action to serve the needs of others.

- **Have educational courage**

Our students welcome the challenge of pursuing their full potential in a culture of excellence, critical thinking and curiosity. Our holistic approach builds character and engages students to become bold and inquisitive thinkers, eager to acquire the knowledge to lead purposeful lives.

- **Are inspired by faith**

Our students become living advocates of social justice, love and service to others. Our Catholic tradition is grounded in the compassion of the Sisters of Mercy. All faiths are welcome and our students are strengthened by these diverse relationships.

- **Are principled leaders**

Bay View girls lead with their unique gifts and talents. Prepared with an ethical and moral compass, they put our Mercy values into action and work to do what is right. They are

equipped to make difficult choices, learn from their mistakes and develop high emotional intelligence to promote change.

- **Are a voice for dignity and respect**

Our students appreciate each other's individuality. They embrace a global vision and value differences of opinion. By standing up for those who can't, they go beyond acceptance to help make sure that everyone feels recognized and heard.

### **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

LOWER SCHOOL OFFICE FAX: 401-434-4756

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

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

*Example: Marcela Rossi = mrossi@bayviewacademy.org*

## ADMINISTRATION

PRESIDENT: <b>Amy Gravell</b>	Ext. 156
ADMINISTRATIVE ASSISTANT TO THE PRESIDENT: <b>Michelle Masse</b>	Ext. 156
PRINCIPAL PRE-K TO GRADE 12: Marcela Rossi	Ext. 141
VICE PRINCIPAL OF ACADEMICS & CURRICULUM: Mary Ann Snider	Ext. 159
DEAN OF STUDENT LIFE: Cecilia Pate	Ext. 123
DEAN OF THE LOWER SCHOOL: Karen Richards	Ext. 116
ADMINISTRATIVE ASSISTANT TO MIDDLE/UPPER SCHOOL: Dianne Escobar	Ext. 165
ADMINISTRATIVE ASSISTANT TO THE LOWER SCHOOL AND LS ATTENDANCE: Kimberly Thompson	Ext. 141
RECEPTIONIST US/MS SCHOOL ATTENDANCE: Carolyn Donahue	Ext. 100
DIRECTOR OF ADMISSIONS AND MARKETING - <b>TBD</b>	Ext. 150
ADMISSIONS COORDINATOR: Beihbinn Anderson	Ext. 189
ASSISTANT DIRECTOR OF COMMUNICATIONS: <b>TBD</b>	Ext. 162
ATHLETIC DIRECTOR: <b>Fallon Scorpio</b>	Ext. 130
ATHLETIC TRAINER: Josselyn Delemos	Ext. 115
DIRECTOR OF TECHNOLOGY: Eric Laffey	Ext. 127

## ADVANCEMENT

DIRECTOR OF ADVANCEMENT: Erin Hanna	Ext. 104
PARENT AND ALUMNAE COORDINATOR: Amanda Grattan	Ext. 137
ADVANCEMENT ASSISTANT: <b>Alexandra Kavanagh</b>	Ext. 124

**DEPARTMENT OF STUDENT SERVICES**  
**School Counseling Fax: 401-438-0122**

UPPER SCHOOL COUNSELOR GRADES 11 & 12;  
US COLLEGE COUNSELOR: **Karen Spirito Augustyn** Ext. 140

ADMINISTRATIVE ASSISTANT TO STUDENT SERVICES: Carolyn Gufler Ext. 118

MS COUNSELOR: **Gabriella Pisano** Ext. 167

UPPER SCHOOL COUNSELOR GRADES 9 & 10 COUNSELOR: Kate Beer Ext. 145

CAMPUS NURSE: Ext. 134  
email:nurse@bayviewacademy.org

**FINANCE OFFICE**  
**Finance Fax: 401-438-5475**

DIRECTOR OF FINANCE: Shannon Gaudet Ext. 122

FINANCE OFFICE/TUITION: Pat Messorre Ext. 163

FINANCE OFFICE/ACCOUNTS PAYABLE: **Alexandra Kavanagh** 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 PARTNERSHIP**

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 best serve our 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 Council**

Every parent is a member of Bay View Academy's Parents **Council** 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 Parent Council supports and promotes the school community through activities involving parents, students, faculty, staff and administration. It works to foster a spirit of solidarity, community and collaboration by providing opportunities for parents to meet socially, to become actively involved in the life of the school and to support the Academy's fundraising efforts.**

The link to the Parent Council bylaws can be found [here](#).

## **Volunteering and Chaperoning**

All parents who volunteer with children in any capacity at St. Mary Academy - Bay View are required to complete Safe Environment Training and a [BCI](#) check once every three years. Bay View will coordinate Safe Environment Training as well as facilitate the BCI paperwork with both new and returning volunteers as required. In addition, Massachusetts residents must also complete a [CORI](#) form.

Any questions regarding volunteering or chaperoning opportunities are to be directed to the Dean of Lower School, [krichards@bayviewacademy.org](mailto:krichards@bayviewacademy.org).

## **Institutional Advancement**

### **The Bay View Fund**

Tuition alone covers only a percentage of the cost of a Bay View education. Gifts to the Bay View Fund help bridge the gap between Bay View's tuition and the total cost of educating our young women and girls. Donations to the Bay View Fund support vital priorities like attracting and retaining outstanding faculty, ensuring that our students have the resources they need to engage with learning in and out of the classroom, and providing financial aid for qualified students.

Each year, Bay View strives for 100% participation from the Board of Trustees, faculty, staff, and current family communities. Parent participation in the Bay View Fund enormously impacts each student's experience and symbolizes the collective investment in our learning community.

A high level of parent participation in the Bay View Fund also supports funding through grants and major gifts for special projects. Strong community participation indicates a high level of commitment that may influence outside donors. Bay View regularly solicits donations from alumnae, alumnae families, and friends of the Academy to offer all members of our learning community the opportunity to support our school. Unrestricted gifts to the Bay View Fund offer our school the greatest flexibility and are our number one priority.

How do I know how much to give?

We ask that while your child is a student at St. Mary Academy - Bay View, you make the school a philanthropic priority. Gifts to the Bay View Fund typically range from \$10 to \$10,000. Every gift impacts our programs and shapes your child's experience.

## **School Fundraiser Drive**

The annual Student Fundraiser is separate from the Bay View Fund. Student involvement in fundraising benefits their social development and health. The yearly student fundraiser is student-centered and can include fun runs, dance marathons, and sales. These events allow students to develop essential skills they'll use in life as they continue growing. All student fundraisers give our girls and young women an opportunity to share their pride for the Academy while making a positive difference in their school community. Fundraisers that require students to be active, like fun runs, support physical health, and fitness. And ultimately, student fundraiser events are great opportunities for students to bond, contribute to accomplishing a collective goal, and create positive memories that will last a lifetime.

Every family agrees to participate in the mandatory Student Fundraiser by signing the yearly tuition contract. Every student is expected to raise a minimum of \$250 during the annual student fundraiser drive. Any unmet contribution portion is added 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, athletics, and any other extracurricular activities.

Please refer to the Enrollment Contract for specifics related to Tuition Policies. Students whose tuition is more than two weeks in arrears may not be allowed to attend school. Transcripts and grades will not be released for students who have an outstanding account balance.

Once students are enrolled or re-enrolled, the following applies:

- Students who withdraw prior to July 1 will forfeit \$500 of the tuition. All other tuition payments will be refunded.
- Students who withdraw after July 1 and before October 21 (the end of the first quarter) will be responsible for 40% of the full year's tuition amount, excluding any Scholarship, Financial Aid and /or other subsidies. Students who withdraw after October 21 will be responsible for one hundred percent of the tuition. Excluding any Scholarship, Financial Aid and /or other subsidies.
- Students who are asked to leave the school as a result of disciplinary action will not be granted a tuition refund and will be responsible for paying the tuition according to these guidelines before transcripts will be forwarded to another school.

A fee of \$35.00 will be charged for any check returned to St. Mary Academy - St. Mary Academy - Bay View.

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 December 1 and must be submitted directly to FACTS Grant and Aid by December 31. A copy of your most recent Federal Tax return and current year's W-2 Form must be submitted to complete the application.

## **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
- Religion (including Circle of Grace program)
- Spanish
- Computer Studies
- Digital Literacy
- Fine Arts
- Performing Arts
- Physical Education/Health

### **Assignments and Grade Reports**

#### **The Parent Plus Portal**

This is the online posting program through Rediker/Google Classroom 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/Google Classroom, 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. Lower School students will be assigned approximately 10 minutes of homework per grade level. For example, second-grade students will have approximately 20 minutes of homework per night. Parents and students are expected to check the Parent/Student Portals through Rediker/Google Classroom regularly for homework assignments, test dates, long-term projects, and classroom information. Our goal is to build student responsibility for their learning. Homework and assignments should be turned in on time.

Learning to budget the time needed to complete assignments is an important part of developing good study and work habits. Students will be guided throughout the Lower School about how to develop the organizational and time management skills necessary for academic success. These habits will, of course, be guided by students' ages and developmental levels.

## **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/Google Classroom. 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.

## **Parent/Teacher Conferences**

Parent teacher conferences are scheduled in November and March. The dates for these conferences are listed in the calendar which is on the school Portal. Parents sign-up for conferences electronically. The conferences offer the opportunity to meet with teachers to discuss their daughter's academic progress and overall adjustment to school life.

In addition to these two planned conferences, direct communication between parent and teacher by phone or email quickly resolves most questions and concerns. In the event that this is not the case, parents are encouraged to schedule a conference with the teacher. Parents are asked to respect the routine of the school day and not drop in unannounced on a classroom teacher before, during, or after the school day.

## **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.

### **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. Thompson at [kthompson@bayviewacademy.org](mailto:kthompson@bayviewacademy.org). St. Mary Academy - Bay View will release transcripts only when the student's account has been paid in full to date.

### **Library**

The school library is a place for students to become familiar with a variety of texts, listen to read-alouds, and engage in collaborative learning. Each classroom teacher utilizes the resources of the library with her class and brings the students as frequently as possible during the week. 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](http://www.ricat.net).
- 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/Health**

The Physical Education/Health 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**

We believe that children of different faiths enrich our community. Religion is part of the curriculum and each child, regardless of religious background, must participate in these classes. 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, the 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 Dean of Lower School, Mrs. Richards at [krichards@bayviewacademy.org](mailto:krichards@bayviewacademy.org) your request not to be photographed.

## **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 a lower 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 a.m. Students may be dropped off at the LS Library. Students who arrive after 7:55 a.m. are tardy. Dismissal is at 2:35 p.m. Students who are not picked up by 2:45 p.m. will need to go to the Extended Day Program.

### 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 will investigate repeated absences once a student has reached five absences in a quarter. **Students who are chronically absent (have missed more than 10% of the school year) will receive a written notification from Administration.**

### Absence Notification and Verification

On the day a student is absent, it is the responsibility of a parent/guardian to telephone the school (434-0113, ext. 141) or email [kthompson@bayviewacademy.org](mailto:kthompson@bayviewacademy.org) between 6:30 and 8:00 a.m. to give the valid reason for the absence.

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 three consecutive class days for medical reasons, that student will be permitted to return to class only upon presentation of a physician's written clearance. This note should be given to the school office the morning of the student's return.

### Tardiness

It is imperative that all students arrive at school on time. When students arrive late to school, it disrupts instruction and the classroom routines of students and teachers alike. Unnecessary or consistent tardiness has a negative impact on learning and puts students in a position where they need to "catch up" which can contribute to learning loss and for some students, anxious feelings. By arriving on time to school, students have the benefit of settling in, getting prepared to start their day and developing positive lifelong habits. Students who are not in their classroom at 7:55 a.m. will be marked tardy.



Any student arriving after 7:55 a.m. is asked to enter through the breezeway door entrance rather than going to the outside classroom door or the front entrance of St. Joseph Hall. The student will then sign in with Ms. Thompson and be sent to her classroom. If you know in advance that your daughter will be late to school on a particular day, a brief email to her classroom teacher and Ms. Thompson is a courtesy. In the event that a student is tardy **three** times or more in one quarter, parents will be notified by the Administration **and an in-person meeting will be required.**

## **Appointments**

Appointments should not be scheduled during school hours. If it is necessary to schedule a medical or dental appointment during the school day, an email from the parent/guardian must be sent to Ms. Thompson at [ktompson@bayviewacademy.org](mailto:ktompson@bayviewacademy.org). 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 will pick up their daughter from the office to be signed out. If a student needs to leave school early due to illness or injury, the school nurse will contact her parents.

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.

## **Inclement Weather**

During inclement weather, a “no school” or a “delay” announcement will be made through local media and a phone call and email message will be made to all parents using Rediker. The name of the school will be announced as St. Mary Academy - Bay View. Any time East Providence cancels school due to weather, Bay View will also be closed. If school is canceled 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 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. Administration and staff will be available and classes will begin as announced. Please note that if a student has a sibling in the Lower School, she should not be dropped off at the school before the delayed start time as the Lower School cannot guarantee that personnel will be available to provide the supervision necessary for younger students.

We will have **ONE** snow day per weather event with a maximum of three “snow days” a year. We will offer virtual learning on a “no-school” day due to inclement weather should we have more than three weather events per school year or if any one weather event extends beyond one day.

Students are responsible for handing in all assignments on the day students return to school.

### **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 buses 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 Extended Day 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.

### **Any Technology including Cell Phones/Smart Devices/iWatches**

The use of cell phones and any smart device, including an iWatch, for **calling, texting, and/or playing games** 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, students text messaging, or students playing on their device**. Cell phones/smart devices must be turned off at 7:30 a.m. and must not be turned on until 2:35 p.m. **Cell phones/smart devices must be kept in their school bag or locker, 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.

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

- First Incident: The device is taken by the teacher and brought to the administrator’s office. The student must see an administrator 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.

### **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. 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 during the school hours. 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 during a time that does not interfere with classroom instruction or 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 or run 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 and an elevator pass from the nurse. Please refer to the section on physical disability.

## **Lavatories**

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

## **Lunches**

The Lower School has two, twenty-five minute lunch blocks. Students in PreK through Grade 2 eat lunch from 11:30 a.m. - 11:55 a.m. while students in Grades 3 - 5 eat lunch from 12:00 p.m. - 12:25 p.m. Students have the option of bringing their own lunches to school or purchasing lunch.

## **Parking**

The safety of our students is our primary concern at pickup and drop-off times. 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 7:15 a.m. and 3:00 p.m.

## **Extended Day Program**

The Extended Day program is offered to students from PreK-5, from 2:35-5:30 p.m at an additional hourly rate. Parents who arrive after 5:30 p.m. may incur a late fee of \$25.00.

On any day there may be between 15-30 students enrolled in the program. There is also an option for families to have their daughter "drop-in" for an unplanned need.

The Extended Day Program is led by the Director of Extended Day Program. Additionally, Upper School students from Bay View have the opportunity to work in the program for one or more days each week.

The focus of the Extended Day Program is to provide a creative and safe environment where our students will not only unwind from their academic school day but engage in innovative projects proposed by the Director of the program. There should be a balance of structured and unstructured time. Specific classes may be offered based on the expertise of those working in the program and the interests of children. Historically that has included arts and crafts, yoga, music, cooking, chess, etc.

## **Vacation Periods**

Parents are strongly urged not to schedule 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. It is the responsibility of the student to keep current on assignments using **Google Classroom**. Teachers are not required to provide assignments in advance for family trips outside of the designated school calendar. **Any family who is traveling outside of scheduled school breaks must submit a [travel notification form](#) prior to their departure so that teachers are aware.**

## **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, 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 Donnelly's School Apparel under Spirit Wear. 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**

Kindergarten through grade 5 students are 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

If you have uniforms to donate or are interested in viewing our Uniform Closet, please email Ms. Thompson at [kthompson@bayviewacademy.org](mailto:kthompson@bayviewacademy.org) to schedule a day and time.

## 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.
- **Nails** Natural nails, neatly trimmed (a light shade of polish is acceptable).
- **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 administration. Hair color should be a natural shade in keeping with the image of and holding respect for St. Mary Academy - Bay View.

## Dress Down Days

On certain days of the school year, the principal may announce a “Dress Down 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 weekly for the monthly calendar of special events. 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 Contact

Teachers are unable to come to the telephone during class time. Parents may contact teachers at their St. Mary Academy - Bay View email account. Teachers are expected to return the parent contact within twenty-four hours, **however, we ask that you are respectful of our teachers having a healthy work/life balance. Teachers are not expected to communicate with parents over the weekend. If there is an emergency, please contact either the Dean or Principal.**

### 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 Dean of Lower School.

## **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**

Students are taught appropriate behavioral expectations while in and outside of the classroom, including the cafeteria, playground and other shared spaces on campus. While we understand that students are learning how to behave in the world through interactions at school, we expect that students will put forth their best effort and conduct themselves in a manner that will promote a safe, productive and positive learning environment.

When these expectations are consistently not met, or the offense violates the health and safety of another student, or interferes with the learning environment, the matter is referred to the Dean of Lower School. The remedies involved may include, but are not limited to removal from a desired activity, detention, probation, suspension, or expulsion. Parents will be involved in and notified of all serious matters in a timely manner. 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, including school property and facilities, 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, trading cards, 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.

## **Acts 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 [here](#).

Administrators will meet with parents and counseling will be advised for the child when appropriate. When bullying occurs, consequences will be imposed. Follow-up meetings with the Principal and Dean of Lower School 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. Bay View expects that all students will display honesty in every aspect of their academic career including the use of technology. Bay View seeks to ensure academic integrity by cultivating and maintaining a culture of trust, honesty, accountability, and moral courage. All members of the community are expected to honor and uphold the mission of the academy by acting with respect for self and others and by making choices and decisions rooted in such respect. All students and their parents are expected to comply with and sign the Bay View's Academic Honor Code.

### **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, research paper, etc.

## **Plagiarism**

Plagiarism is the act of presenting the words, ideas, images, or other creative expression of others as your own work, without citing the source. Plagiarism can be intentional, as when words, phrases, or ideas are copied or paraphrased without a direct citation, or it can be inadvertent, as when a person copies down text in her notes without citing it and later mistakes it for her own words when she's writing a paper. Plagiarism is a serious breach of ethics for which students should expect serious disciplinary consequences.

The academic integrity policy is designed to create a constructive learning environment for students, faculty and staff. Lower School students are beginning to learn how to cite evidence and write more formal papers that include ideas and information found from other sources. Teachers will support students' ability to submit work that is properly cited and use initial infractions as teachable moments.

Students who violate the Academic Integrity Policy will be disciplined according to the gravity of the offense as determined by the teacher and the administration. Consequences may include re-submitting the assignment for partial credit or receiving a failing grade on the assessment, essay or research paper. The sanction may be imposed on the student who cheated or committed plagiarism and, where applicable, on the student who allowed the cheating or plagiarism to occur.

## **USE OF TECHNOLOGY**

### **Requirements for Chromebook use**

- Students **in grades 1 - 5** must have their Chromebooks with them at school every day.
- Students are responsible for keeping their Chromebooks' batteries charged for school each day.
- Students may not use their Chromebooks 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.
- St. Mary Academy - Bay View makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, Bay View will not be responsible for lost or missing data. Students are responsible for backing up their own files.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **Student Digital Privacy**

Bay View recognizes the value that educational online programs and web-based applications provide to students and continues to incorporate the use of such programs in the classroom. Consistent with federal law, parents/legal guardians must provide consent to the operators of online programs and applications prior to students being able to use the programs because they collect and disclose student information. In order to use these educational programs and applications in the classroom, the school is allowed to consent to students' use of the programs on behalf of the parents/legal guardians. Additionally, parents/legal guardians will receive notice if St Mary Academy - Bay View introduces new web-based programs or applications into the classroom throughout the school year.



## Internet Access and Use

The use of technology must be in alignment with the community's values and culture. Families should be aware that while there are filters on St. Mary Academy - Bay View's server and we take all precautions to protect students from unsafe sites, we are unable to control students' experiences when they use personal emails during the school day. Parents are encouraged to set up controls on their daughter's device when they are not using St. Mary Academy - Bay View's server at home. Instructions on how to manage your daughter's Chromebook at home are linked [here](#).

Members of our community represent our School in person and on social media. As such, everyone is expected to be respectful, lawful, and responsible when using technology and social media.

- There is no expectation of privacy when using the school's computer network systems. All communications over the network are legally accessible by the network administrators in the performance of their duties. If a violation of this policy is suspected, subject to applicable law, private files or correspondence may be investigated, and social media sites may be monitored. It is important to recognize that behavior both on and off campus reflects on the reputation of the School and the safety and order of the school environment.

## 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, TikTok, Instagram, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Pinterest, SnapChat), location-sharing websites, consumer review websites (Yelp), virtual worlds, 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**

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 at nurse@bayviewacademy.org immediately upon diagnosis.

## **Lice Policy**

St. Mary Academy - Bay View follows the Rhode Island Department of Health's **Head Lice Guiding Principles for School Policy**.

### **General Control Measures in School**

- Routine classroom or school-wide screening for head lice is not recommended; only children who are demonstrating symptoms of head lice should be checked by the school nurse.

### **Individual Case Management**

- A child with an active head lice infestation should remain in class but be discouraged from direct close contact with others.
- The child's parent or guardian will be notified by telephone or email stating that prompt, proper treatment of this condition is in the best interest of the child and her classmates.
- Confidentiality will be maintained when a child is diagnosed with head lice.

### **Criteria for Return to School**

- Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to school after appropriate treatment has begun.

### **Resources:**

- <https://www.health.ri.gov/for/schools/#lice>
- <http://www.health.ri.gov/publications/protocols/HeadLice.pdf>

## **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.
- At the end of the school year, unused medication will be returned directly to the parent/guardian.

**Medications brought/sent to school that do 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 Dean of Lower School 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. Handicap accessible bathrooms are located on the second floor 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.

## **Sexual Violence**

St. Mary Academy - Bay View will not tolerate sexual violence. The purpose of this policy is to raise school-wide awareness about sexual violence, provide direction in responding to incidents, and prevent new incidents of sexual violence, all while being sensitive to the ages of our lower school population.

## **Definitions**

**Sexual Assault** includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include:

- Intentional touching of someone in ways that are unwanted
- Voyeurism
- Exposure to exhibitionism
- Undesired exposure to pornography
- Public display of images that were taken in a private context or when the victim was unaware

**Sexual Harassment** includes degrading remarks, gestures, and jokes, notes, graffiti, and spreading rumors to indecent exposure, being touched, grabbed, pinched, or brushed against in a sexual way.

**By An Employee:** Romantic or sexual relationships between employees and students are strictly forbidden. Sexual harassment of a student by an employee includes sexual advances; requests for sexual favors; sexually-motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature at any time, regardless of whether the student welcomes the conduct, including when:

- An employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is severe, persistent, or pervasive such that it:



- Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities;
- Creates an intimidating, threatening, hostile, or abusive educational environment.

**By Others:** Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is severe, persistent, or pervasive.

**Sexual Violence** includes sexual harassment, sexual assault, and rape. In cases of sexual violence, the perpetrator may be a stranger, acquaintance, friend, family member, or partner.

**Stalking** is the willful, malicious, and repeated following of another person with the intent to place that person in reasonable fear of bodily injury.

## **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 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.

## **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.
- 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 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:	



# ST. MARY ACADEMY - BAY VIEW

## LOWER SCHOOL PARENT AND STUDENT CONTRACT **2023-2024**

**Student Name:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

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 12, 2023**. 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 any time. 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***