

# Family Handbook

2017-2018



2291 Elm Street  
Manchester NH 03104

Phone: (603) 623-3155  
Fax: (603) 621-9254

Website [www.mtstmary.org](http://www.mtstmary.org)

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

Frances Warde  
American Foundress  
Of the Sisters of Mercy

Dear Families,

Thank you for entrusting your children to our loving care and compassion. Mount Saint Mary Academy is a private Catholic elementary school sponsored by the Sisters of Mercy, furthering the mission of Catherine McAuley. We are dedicated to our students and look forward to our partnership to ensure each child receives the educational, spiritual, social, emotional, and physical supports they need to become well educated leaders who value compassion and reverence for our community and environment. We are committed to promoting academic excellence and spiritual development in the context of Mercy, peace and justice. We look forward to our journey with you, sharing God's love.

With much love and appreciation,

Kate Segal, MSMA Principal

## **HISTORY**

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

## **VISION STATEMENT**

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

## **MISSION STATEMENT**

Mount Saint Mary Academy, a private Catholic elementary school sponsored by the Sisters of Mercy, furthers the mission of Catherine McAuley. Mount Saint Mary Academy is committed to academic excellence and the Gospel values of peace and justice. Our school instills in its students leadership skills and promotes the values of compassion and reverence for the community and environment.

## **ATTENDANCE APPROVAL**

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

## **OFFICE HOURS**

The school office is open on all school days from 7:30 AM to 2:30 PM. In the summer months it is open in the morning from 8:00 AM to 12 noon from Tuesday through Thursday.

## **ADMISSION INFORMATION**

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

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

1. Siblings of present students
2. Children of alumnae
3. Children related to the Mercy Family
4. Families with multiple children registering
5. Families whose intentions are to attend through grade six

The age requirement is based on the age of the child on September 30 of the current school year. There are no exceptions to this requirement.

Pre-School	3 years old and toilet-trained
Pre-Kindergarten	4 years old
Kindergarten	5 years old
First grade	6 years old

Material required at the time of registration include: copy of the birth certificate, updated health records, student biographical information sheet, a registration deposit, and a signed FACTS agreement (for tuition payment) or a signed agreement for payment in full by July 1. Past academic records including standardized test results may be requested.

Students and Parents will be interviewed to determine if placement at the Mount is in the best interest of the student and the Mount.

## **CURRICULUM**

Skills and academic learning goals are taught for each grade level, based on a combination of guides and strategies. The Core Knowledge Curriculum Guides by E.D. Hirsh are integrated into our curriculum. Students are taught through, integrated practical application and hands-on activities whenever possible. Nature-Based and Project-Based Learning as well as learning through the Cultural Arts approach stimulates and enhances our curriculum.

## **GRADING**

For grades 3 through 6

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

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

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

## **REPORT CARDS / PROGRESS REPORTS**

For grades K through 6 report cards are given three times a year.

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

## **TESTING**

The Northwest Educational Assessment MAP test is administered to students in grades 2 through 6 in the fall, winter and the spring of each year. The PRIMARY MAP test is administered to students in Kindergarten and grade 1 in the winter and the spring of each year. Assessments are used to target individual instruction, assess our instruction, and meet individual academic need on a regular basis.

## **PROMOTION / RETENTION POLICY**

Promotion to the next grade depends on successful completion of all subject areas. The teacher/administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Students may also be transferred rather than promoted to the next grade. A student who is transferred to a grade will not be allowed to continue as a student at the Mount.

## **STUDENT RECORDS**

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

## **CONFERENCES**

Two conferences will be held during the school year for students in Pre-School and Pre-K, one conference in November and another in March. One conference will be held for students in grades K through 6 in the month of November. At these conferences the teacher will give parents a summary of their child's performance and /or a report card. Teachers will send home a notice and proposed meeting time one week prior to conferences. If the parents are unable to meet at the proposed time, they should notify the teacher and make arrangements for an alternate time. Parents requiring additional conferences during the school year may request one at least two days in advance. Arrangements must be made with the individual teacher. A conference with teachers during dismissal times puts in jeopardy the safety of students and is therefore not allowed.

## **ATTENDANCE**

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

## **ABSENCES**

Parents must call the school (623-3155 extension 102) no later than 8:30 AM to report a student's absence. Elementary students are responsible for getting all missed class and home assignments from peers or from their teacher. If a test is missed, the student must arrange a time with his/her teacher to make up that test.

## **WITHDRAWAL**

- Parents must notify the school in writing if a student is being withdrawn
- If a student is withdrawn before the first full day of school the family is responsible for one month of the full tuition amount
- If a student is withdrawn between the first day of school and December 30 the family is responsible for 1/2 of the full tuition amount
- If a student is withdrawn after January 1 the family is responsible for the full tuition amount

## **EARLY CARE**

Pre-School through grade six students may come into the building and go directly to their class room any time after 7:30 AM.

## **ARRIVAL AND DISMISSAL TIMES**

### *Pre-School –*

Entrance between 7:30 and 8:00AM

Class begins promptly at 8:00 AM

Class dismisses promptly at 11:45 AM

Extended Class dismisses at 2:15PM

### *Pre-Kindergarten – five mornings a week*

Entrance between 7:30 and 8:00 AM

Class Begins promptly at 8:00 AM

Class Dismisses promptly at 11:45 AM

Extended Class dismisses at 2:15PM

### *Grades kindergarten through six - all day, five days a week*

Entrance between 7:30 and 8:00 AM

Classes begin promptly at 8:00 AM

Classes dismiss promptly at 2:30 PM

## **TARDY**

Students will be marked tardy if they arrive later than the beginning of class time.

Students who are tardy must report to the administrative assistant to get a tardy slip.

## **DISMISSAL**

Pre-school and Pre-K students are dismissed at the Carpenter Street exit at 11:45 or 2:15. Students in kindergarten are dismissed at Carpenter Street exit at 2:30. Student in grades 1-6 are dismissed at the lower school entrance on Elm Street at 2:30.

Parents should not block the entrance or the exit to the parking lot. Parents of students in grades PK as well as those in grades one through six may either park on Elm Street or walk into the yard to meet their child, or join the loop of cars picking up students. If parents are in the driveway loop they must not leave their car or block the thruway.

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

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

### **EARLY DISMISSAL**

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

Early dismissals scheduled by the school will be at 11:30 AM for grades Pre-kindergarten through grade six. The regular dismissal procedures will be followed. Please refer to the school calendar for a list of Early Dismissals.

### **EXTENDED CARE**

Pre-School through grade six may utilize Extended Care as needed for an additional fee. The cost is \$7.00 an hour per child. In order to continue to take advantage of this service it is imperative that the child be picked up promptly each day by 5:30 PM. There is a late fee of \$25 for every 10 minutes beyond 5:35 PM. This is paid directly to the adult on duty. At the end of the month families will be billed for the amount of hours utilized. Extended care charges will be applied to your FACTS account.

All students will be dismissed directly from class to Extended Care. Students taking classes at Manchester Music School will be dismissed from the Mount's extended care to their music class.

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

### **UNSCHEDULED CLOSINGS**

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

- Constant Contact
- on the television at WMUR-9
- on the local radio station WZID 95.7FM.

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

## **FINANCIAL AID**

Financial Aid may be available for students in grades K through 6. For more information on available scholarships, please contact our office.

## **FINANCIAL OBLIGATIONS & TUITION RATES**

- A yearly non-refundable, non-applicable family registration fee of \$200.00 is due at the time of registration
- A \$100.00 book rental/supply fee for K through 6 students is due July 1<sup>st</sup>.
- A \$50.00 supply fee for the Pre-School and Pre-K students is due July 1<sup>st</sup>.
- A \$75.00 activity fee per family is due July 1<sup>st</sup> which covers field trips, activities, and special supplies for the classroom.
- Pre-School tuition for the 2016-2017 school year is \$3,570.00 for the 3 day program with an 11:45 dismissal. 2 day program is \$2,389.00.
- The extended Pre-School 3 day tuition (until 2:15) is \$5,310 and 2 day, \$3,611.00
- The Pre-School 5 day program with 11:45 pick up is \$5,947.00 and with 2:15 is \$9,027.00.
- The Pre-K tuition for 11:45 pick up is \$4,580.00 and 2:15 pick up is \$5,753.00.
- The K—6 tuition is \$5,753.00

Tuition payments are either paid in full for the year in July or in ten monthly payments made through the FACTS program which begins in July.

For families using the FACTS program there is a \$43 administrative fee paid directly to FACTS. This fee will be withdrawn with the July tuition payment. In July FACTS will process the appropriate book/supply fee in addition to the July tuition fee.

Mount Saint Mary Academy has expanded our partnership with the FACTS Management Company, you will now be able to add aftercare payments, registration fees, hot lunch and other charges to your FACTS account. In order to take advantage of this program, please e-mail the Financial Office at [finance@mtstmary.org](mailto:finance@mtstmary.org). If your aftercare bill is exceeding 30 days we will automatically add the balance to our FACTS account. An email will go out prior to the deduction.

Families paying in full will be billed for tuition, book/supply fee, and activity fee all due by July 1<sup>st</sup>.

Mount Saint Mary Academy withdrawal policy, as stated in the Parent/Student Handbook; parents must notify the school in writing if a student is being withdrawn. If a student is withdrawn between the first day of school and December 30<sup>th</sup> the family is responsible for ½ of the full tuition. If a student is withdrawn after January 1<sup>st</sup> the family is responsible for the full tuition amount.

## **COMMUNICATIONS**

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

Written information will be sent to the parents through a weekly home folder and newsletter. You may also contact Kate Segal, Principal; Kathy Moran, Admissions Director or our teachers by phone or e-mail. Faculty do not accept phone calls during school time or answer e-mail. Phone messages and e-mail will be responded to in a timely manner.

The school web site ([www.mtstmary.org](http://www.mtstmary.org)) is also a quick way to obtain information regarding school events. Check it regularly for news and updates.

E-mail is used for school communication and communication between the parents and teachers. Be sure that your e-mail address is correct at all times. Parents can also reach the school and teachers by phone.

See the faculty and staff directory, on the website, for contact information.

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

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

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

The prime responsibility of the teacher is the supervision of students. For the safety of students, neither conferences nor lengthy conversations will be held at either the entrance or dismissal times.

## **CUSTODY DOCUMENTS**

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

**If any parent does not want their information included on this list they should notify the office in writing during the first week of school.**

## **UNAUTHORIZED USE OF SCHOOL NAME**

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

## **CHILD ABUSE LAW**

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

## **PARKING**

Parking is limited on school property; however parking is available on the streets surrounding the school. Manchester Community Music School uses the Trenton Street parking lot. The Carpenter Street parking lot is used by the Mount's staff. Parking in the school parking lots must be within the designated lines. Handicap parking spaces are restricted for those who have the proper permits. Please do not block neighborhood driveways. Drop off areas need to be free of parked cars at all times.

## **PHOTO PUBLICATIONS**

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

**If you do not wish your child's picture to be published in any of these circumstances please notify the school office, in writing, at the beginning of the school year.**

## **RIGHTS AND RESPONSIBILITIES**

You have the right to a safe environment.  
You have the responsibility to follow safety rules.  
You have the right to voice your opinion.

You have the responsibility to respect the opinions of others.  
You have the right to use school books, materials, and equipment.  
You have the right to fair treatment.  
You have the responsibility to treat others fairly.  
You have the right to a good education.  
You have the responsibility to do your best.

### **BIRTHDAYS and INVITATIONS**

Birthdays are recognized by the teacher and students in each classroom, but not celebrated with food or gifts. Students should not exchange individual gifts or party invitations at school. Invitations for any party should not be distributed at school.

### **LOST AND FOUND**

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

### **DRESS CODE/SCHOOL UNIFORM**

Our school uniform is worn by all students from Pre-Kindergarten through Grade Six. The dress code is in effect from the first week of September to the week before school ends in June. The providers of our school uniform are Educational Outfitters, Tommy Hilfiger, and/or Land's End. Contact information for these companies is located on our web site.

#### ***Regular uniform for boys:***

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

#### **Regular uniform for girls:**

- Dress khaki pants, skirts, skorts, jumper (with embroidered crest), shorts

- Short or long-sleeve polo or turtleneck shirts in the uniform green or white
- Peter pan white blouse  
Shirts/blouses must either have the crest or Mount Saint Mary Academy embroidered on it.
- A uniform green sweater or sweater vest with the school crest
- Black or brown dress shoes for special occasions, black or white sneakers.
- No light-up shoes will be allowed. Black or white shoe laces.
- Black, brown or white sandals (only in warm weather)
- White, beige or hunter green socks, knee-highs or tights

### **Gym Uniforms:**

- Uniform crew neck green sweatshirts and matching sweatpants, or
- Uniform green sport shorts, or a green wind suit

Sweatpants and shorts must have MSMA lettering and the wind suit must have MSMA lettering or crest  
Uniform crew neck green sweatshirt or green or white gym shirt must have the MSMA lettering

### **Additional Dress Code requirements:**

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

### **CONDUCT**

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

### **SCHOOL SAFETY / HARASSMENT / BULLYING**

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

## **HOME ASSIGNMENTS**

Students are required to complete and submit homework as assigned by their teachers. Homework should be checked by a parent. Homework sheets / Assignment Books are to be signed by parents upon completion of assigned work. If any portion of the work was too difficult for the student, a note can be written by a parent or whoever had supervised the homework.

## **LIBRARY**

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

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

## **LOCKERS**

Each student is assigned a locker or cubby in which to store clothing, textbooks, lunches and musical instruments. In order to maintain a quiet atmosphere for class and safety for all, students is allowed to go to their lockers only at specified times. Lockers may not be decorated inside or out. The school reserves the right to inspect lockers at any time.

## **BUSES**

Students may be eligible to use city buses as a means of transportation to and from school according to city bus regulations.

Taking the bus to and/or from school is a privilege. Students who abuse this privilege will have it taken away from them. Students are to conduct themselves on the school bus as they would in school.

Students who are not eligible for busing are prohibited from riding the buses.

Alternative transportation arrangements must be made if your student, who takes the bus, wishes to have friends go home with him or her.

## **CAFETERIA / LUNCHTIME / SNACKS**

Students will enter the cafeteria as a class, but do not have assigned seating in the cafeteria, unless otherwise determined by a teacher. Students will conduct themselves appropriately in the cafeteria as they would in any other part of the building.

One table will be reserved for those students with peanut or similar allergies.

Precautions for allergies are taken at school functions as well as their classrooms.

Students are responsible for washing their hands prior to lunch, cleaning their lunch table after eating, and disposing of any trash into the appropriate containers. On a weekly rotating basis, students may be assigned to work with other students from other grades to sweep under tables and wash cafeteria tables after lunch.

The school has a five day lunch program that is offered to all students. Carbonated beverages are not allowed. Access to the vending area is not allowed during the regular school hours.

### **RECESS**

Students will be given 1 or 2 recesses during the day, depending on grade level. An adult will be on duty. Students are not allowed to leave the play area for any reason unless authorized by an adult and accompanied by another student. Any rough contact, bullying or inappropriate behavior will not be tolerated. In the event of inclement weather, students will have recess indoors.

### **STUDENT COUNCIL**

The Student Council is comprised of selected fourth, fifth, and sixth grade student representatives. The representatives hold regular meetings to discuss ways to help our school and greater community. Student Council representatives also help with school functions.

### **HEALTH / HEALTH SERVICES**

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

All allergies, medical needs, etc. must be brought to the office so that appropriate care and attention can be provided for your student.

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

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

### **ASSEMBLIES, SCHOOL SHOWS, PRAYER SERVICES**

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

Our chapel is always open for parents and students to spend some quiet time.

### **TEXTBOOKS**

Textbooks are very expensive. It is the responsibility of the student to maintain these books in good condition. All text books must be covered. Any books lost or not

returned at the end of the year will be the financial responsibility of the student and his/her parents.

### **COMPUTERS and the COMPUTER LAB**

A mobile computer lab is located in the computer room on the second floor and is available for students in grades one through six. Two laptops are also available in the Science Lab on the third floor for research and experiments. These laptops are attached to microscopes and to the Internet. Laptops are also available in the classrooms. I-pads are also available in classrooms, as well as an interactive Apple TV, similar to the interactive white board used in the Technology Lab.

Students are welcome to use the computers before and after school with the permission of a teacher. Neither food nor beverages are permitted in the labs. Internet safety is taught and student access is monitored.

**If a parent does not wish their child to have access to the internet while at school a written notice is to be sent into the office at the beginning of the year.**

### **WEBSITE:**

Parents and students have an obligation to stay informed of school news, assignments and events on the school website. [www.mtstmary.org](http://www.mtstmary.org). Every effort is used to keep this site updated.

### **TELEPHONE**

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

### **FIELD TRIPS**

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

Protocols for field trips will include timely notification to the health office. Health recommendations will be made collaboratively with faculty, parents and administration to ensure the safety of any student with life threatening allergies. Medication including an EpiPen and a copy of the student's emergency health care plan must accompany the

student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

Busses are used for field trips outside the city. Private cars for in city trips may be used with permission of the principal. Parents who are chaperoning are responsible for the safety of the students and as such need to give full attention to this duty. This necessitates that siblings may not participate in the field trip. Parents who are chaperoning need to have provided the office with a copy of a valid NH State Drivers License and proof of insurance. All students leave for the field trip from school and return to school for dismissal. Uniforms are worn on all field trips unless it is an outside activity in which case an appropriate school uniform top must be worn for identification purposes.

### **SECURITY / SAFETY**

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

### **EMERGENCY DRILLS**

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

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

- Constant Contact
- WMUR-9 TV
- WZID 95.7 FM

### **CRISIS PLAN**

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

### **VISITORS / VOLUNTEERS**

All adults in the building after the beginning of class time must sign in at the office on the first floor and wear a visitor / volunteer badge. Visiting and volunteering must be pre-arranged with the classroom teacher.

**ASBESTOS MANAGEMENT PLAN**

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

**RIGHT TO AMEND**

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

**NOTICE OF ACCEPTANCE**

Annually each family must complete a form indicating that they have read and accept the policies and procedures contained in this handbook. All parents and students grades 3-6 must sign this form. The PDF format of the handbook acceptance form may be found in the admission section on the Mount Saint Mary Academy website. This form should be printed, signed and returned to the office within the first two weeks of each school year.