

St. Stanislaus School
Family and Student Handbook
2009 - 2010

37 Rockland Street
P.O. Box 300
Fall River, Massachusetts 02724
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www.saintstanislaus.com

A treasured past ✦ A vibrant present ✦ A faith-filled future

Our Mission Statement

Protected by God, rooted in Jesus, inspired by the Holy Spirit, and consecrated to Our Lady of Cz_stochowa, we are St. Stanislaus School. Compelled by Gospel values, we integrate our Catholic faith with contemporary life. Parishioners, parents, faculty, students, and alumni encourage one another to answer the call to holiness and, as disciples of Jesus, find meaning and purpose in life. Through the unique gifts that Jesus has given each of us, we strive for academic excellence. Imitating our patron, we pray for the courage to give witness to God's presence, responding to the call of Jesus:

Be not afraid! Follow Me.

Director: Rev. Bruce Neylon
Principal: Miss Jean Willis

Teachers:

Pre-Kindergarten: Mrs. Donna Lapointe
Kindergarten: Mrs. Alicia Vallaincourt
Grade 1: Miss Joanne Rzasa
Grade 2: Mrs. Monika Gdanska
Grade 3: Mrs. Lori Quigley
Grade 4: Miss Lynn Amaral
Grade 5: Mrs. Melissa Driscoll
Grade 6: Miss Kathryn Clemmer
Grade 7: Miss Jeanne St. Yves
Grade 8: Miss Jean Willis
Resource: Mrs. Colleen Hauser
Art: Mrs. Jennifer Gelinias
Chinese: Miss Jane Song
Physical Education: Miss Patricia Felizberto
Polish Culture: Mrs. Wanda Wrobel
Technology: Mrs. Elizabeth Bacon
Music: Mrs. Patricia Roies
Guidance: Mrs. Anne Joerres

Teacher's Aides:

Pre-Kindergarten: Mrs. Nancy Beard Mrs. Antoinette Klein
Kindergarten: Mrs. Susan Saravo
Grade 1: Mrs. Allison Cabral
Grade 2: Mrs. Cheryl Ferreira
Grade 3: Mrs. Elaine Skibinski
Grade 4: Mrs. Patricia Roies
Grade 5 & Grade 6: Mrs. Elizabeth Bacon
Grade 7 & Grade 8: Mrs. Cori Cunningham

Secretary: Miss Denise St. Yves
Chef: Mrs. Stacy Thibotot
Custodian: Mr. Michael Banalewicz
Nurse: Mrs. Diane Stec

ACCREDITATION

St. Stanislaus School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the N.E.A.S.C. indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available all the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

ADMISSION POLICIES

Preschool: A child must be 4 on or before September 1. The child must be able to use the bathroom without help. Parents must provide a birth and/or baptismal certificate. 3 year-olds are accepted if there are available slots.

Kindergarten: A child must be 5 years of age on or before September 1. Parents must provide a birth and baptismal certificate and a preschool evaluation, if available.

Grades 1-8: Parents must provide the following:

- Birth and baptismal certificate
- Copy of most recent standardized test results
- Copy of the most recent report card
- I.E.P., 504 Plan, or other accommodation plan, if applicable
- Letter of reference from current school

An interview with the principal, parents and student must take place for admission. Admission is contingent upon receipt and review of the required records. Available space and school resources are also factors in acceptance.

St. Stanislaus School has a primary obligation to children who are siblings of students currently enrolled and to parishioners of this parish. All parents are expected to actively support the school.

Students will not be admitted without proper immunizations, per the Department of Public Health.

No one will be discriminated against on the basis of race, color, creed or national/ethnic origin.

OUR CATHOLIC FAITH

St. Stanislaus School adheres to the teachings of the Roman Catholic Church in all that it does and undertakes. Our religious purpose and academic purpose exist concurrently, not separately. All procedures and policies established by the Diocese of Fall River are followed in matters of faith formation. All students are required to attend religion classes and all religious services.

Morning Prayer

All St. Stanislaus School students from Pre-K through 8th grade, along with all faculty members, gather for Morning Prayer in St. Stanislaus Church each morning at 8:15 a.m. This is a time for all students and faculty to gather together to grow stronger in their faith.

Holy Days of Obligation

Students and faculty gather for Mass in the church on all Holy Days of Obligation according to the Church calendar and other local feast days.

ARRIVAL PROCEDURE

Morning supervision is available from 6:45 a.m. - 7:55 a.m. No student should arrive earlier than 6:45 a.m., as no supervision is available before that time. Students should be dropped off on the school side of Rockland Street, walk up the driveway and report to the adult supervisor. All parents/ supervisors are not permitted to stay in the school hall. The supervision is in the school hall. Preschool students should be brought directly to their classroom if arriving after 7:45 a.m. Students are marked tardy if they arrive after 7:55 a.m.

DISMISSAL PROCEDURE

Dismissal is at 2:30 p.m. If someone other than those persons listed on the emergency form will be picking up a child, a written note from the parent/guardian is required. All K-8 parents/caregivers are to wait outside the school building unless elderly or infirmed.

Preschool: Parents pick up their children in the classroom.

Grade K-2 Classes line up inside the Rockland Street driveway gate. Parents must leave their cars and walk into the driveway to pickup their children.

Grade 3-8: Classes line up at the Center Street driveway gate. Parents must leave their cars and walk into the driveway to pickup their children.

No student will be dismissed to an adult who remains in the car. An exception to this rule would be a handicapped driver. In this case, make arrangements with the office to park in the handicapped spot in front of the church and a staff member will escort the child to you.

Walkers must report to the principal or the teacher-in-charge before leaving the driveway. Walkers should cross the street at the corner where the city crossing guard is stationed.

If it is raining or snowing heavily, classes will be lined up in the auditorium. Parents must come into the auditorium to pick up their children

AFTER-SCHOOL CARE

After-school care until 5:30 p.m. is available for a fee. Such care is open to all students. School rules remain in effect during after-school care. Continued serious misbehavior, or payment that is 2 weeks in arrears will result in notice to parent that child may not attend daycare.

Half-Days for Faculty Meetings

As listed on the school calendar, there are monthly half-days for Faculty Meetings. Dismissal is at 11:30 a.m. and no after-school childcare is offered on these days.

ATTENDANCE

If your child is absent, call before 9:00 a.m. to notify the school. ***When the child returns to school, she/he must present a signed note from parents explaining the reason for the absence.*** A doctor's note is required for

an absence to be medically excused.

The Board of Health requires that any child who is absent for 5 or more consecutive class days, or is absent 1 or more days because of a contagious disease (e.g. strep throat, chicken pox, etc.), must present a physician's certificate to return to school.

It is the responsibility of the student to make up work missed. Ordinarily, such work is due one day after the student returns. For prolonged absences, the student should make deadline arrangements with the teacher(s). Such arrangements will be put in writing.

On a day when a student is absent from school, he/she may not participate in any extra curricular activities. *Absence from school prohibits a student from participating in any after school or evening social, educational, or athletic events. If a student is absent on a Friday, they are ineligible for school-sponsored weekend athletic events, and may not play in games scheduled for the weekend, including CYO basketball and Futsal.*

Unauthorized absences and habitual tardiness are not tolerated. Excessive absences will be reported to the attendance officer in the school district where the student resides. Except in extreme circumstances, prolonged and frequent absences (30 or more for the year) will result in a child's repeating a grade.

Appointments/Early Dismissal

Medical and dental appointments, except for emergencies, should be scheduled outside of school hours. Early dismissal of a student is allowed provided a written request is presented to the principal 24 hours in advance. Students must be signed out and escorted from the office by parent/caregiver.

If someone other than those persons listed on the emergency form will be picking up a child, a written note from the parent/guardian is required.

Tardiness

All students must be present by 7:55 a.m. when the morning bell rings. If a student is tardy, they must report to the office for a late pass. Continued tardiness will result in a parental conference with the child present. Tardiness is only excusable in the event of a real emergency. Arriving at school on time shows student responsibility. The lack of responsibility shown with excessive tardies will prevent the student from achieving honor roll.

The yearly school calendar indicates all of the in-service days, holidays, and school vacations that are scheduled. Parents are requested to honor the vacations indicated as school personnel cannot give permission for students to take vacations at other times. Students who take unexcused vacations or the like are not given special consideration by way of homework assignments, make-up exams or after-school help when they return to school. Students must make arrangements with their teachers for make-up work following their absence. Failure to make-up missed work will result in a "zero" for the assignment missed.

EMERGENCY CLOSING

St. Stanislaus School follows the Fall River Public School System in the event of delayed openings, school cancellations, or weather related early dismissal. Listen to your local television and radio stations. Please do not call the school.

FIRE DRILL

Fire drills are held several times a year. Everyone must leave the building silently, following the exit plan for

the classroom they are in. Those not in a classroom leave by the nearest exit and report to the nearest teacher.

CRISIS PLAN

In the event of a crisis, the Diocesan Crisis Plan will be implemented. In the event of an emergency requiring evacuation, all students will be brought to St. Anne's Church (818 Middle St.). Should St. Anne's be unavailable, students will be brought to Good Shepherd Church (1598 S Main St.).

ACADEMICS

Students are expected to make a daily commitment to their academic preparation. Students are expected to be prepared every day for every class. All students are expected to work to the best of their ability at all times, putting care and thought into all they do, and showing pride in their work.

St. Stanislaus is an inclusion school. Modifications and accommodations are made for students as necessary. A resource teacher is available to help any students who may need assistance.

GRADING SYSTEM

Grades are issued three times a year, following each trimester's grading period. Grades are determined by class work, homework, test results, class participation, and independent and group projects. Periodic progress reports are sent home during the marking periods to keep parents informed of their child's progress.

HONOR ROLL

A listing of students who have earned a place on the Honor Roll in grades 4-8 will be published following each of the trimester grading periods. A student is eligible for Honor Roll status if their achievement falls under the following categories:

High Honors - Students have earned A's in all major subjects, and have received a "P" for passing status in all minor subjects.

Honors - Students have earned all A's, with no more than two B's, in all major subjects, and have received a "P" for passing status in all minor subjects.

Attendance - Another component for eligibility of honor roll is taking responsibility for timely attendance. Excessive tardies will prevent a student from being eligible for Honor Roll.

HOMEWORK

Educational research has identified the completion of homework as one of the ten factors to increase student achievement. Homework is a necessary extension of the school day and is given in varying degrees daily. Long-term projects may extend over weekends and holidays. Neatness and legibility are expected when handing in assignments. Homework should be completed on white, lined, loose-leaf paper by students in grades 5-8. All homework should have a full heading as demonstrated by the teacher and posted in each classroom. All homework must be turned in on time. Failure to do so will result in a lowered grade.

No homework is given on Fridays, as church and family time should be priorities for the weekend. The only exception would be if a snow day or other emergency closure occurs during the week. Teachers may give homework to make up for the time lost.

BOOKS

All books are the responsibility of the student and must be paid for if lost or damaged

FIELD TRIP POLICIES/FORMS

Field trips are scheduled to enhance the curriculum. The Diocesan field trip permission form must be filled out by a child's parent and returned to the school no later than the day before the trip is scheduled. One chaperone per five students is needed for each trip. If there is an abundance of volunteers, the teacher submits the list to the principal who will make the final approval. After receiving approval, the teachers notifies those people personally. The principal has final approval over all chaperones.

Chaperones must have completed the Abuse Prevention Training offered by the Diocese of Fall River and undergo a CORI test through the Diocese of Fall River. Chaperones must also sign the Diocesan Code of Conduct.

High school visits by 8th grade students must be pre-approved one week in advance by the student's teachers and the principal.

CONDUCT

Children who are trained and raised in an atmosphere of Christian love and concern, both at home and in school, should be led to self-discipline. Students are expected to behave respectfully and responsibly at all times. Rules and regulations help foster an academic setting and promote community life. Disrespect is not Christian behavior and is not tolerated. Bullying is unacceptable. Racial or ethnic slurs will not be tolerated. Sexual harassment is unlawful and will not be tolerated.

When infractions of rules occur, consequences may range from a reprimand to a detention. Restitution may be required. Parents will be notified of continued infractions. Gross misconduct could result in suspension or expulsion.

The principal has final say in all discipline matters. There may be mitigating circumstances which would call for a different response than has been the norm in the past. The principal may waive any disciplinary rule for just cause at her discretion.

Detention

Causes for detention are, but not limited to:

- a continuous attitude of disrespect
- disruptive behavior
- fighting
- foul language/obscene gestures
- cheating
- vandalism
- uniform violations

Any teacher may issue a detention. Detentions are not postponed except in case of illness. Previously scheduled appointments or commitments are not acceptable excuses. Detentions must be served before a student is permitted to participate in any extra-curricular activities. Failure to stay for a detention will result in an in-school suspension.

Suspension

Causes for suspension are, but not limited to:
refusal to obey reasonable school rules
possession of a dangerous weapon
vandalism
smoking/drug or alcohol use
truancy or leaving school grounds without permission
threats, assault, or battery

A student is suspended by the principal after informing the parents.

Lockers

It is the right and responsibility of the administration at any time to conduct a search of a student's desk, locker, or personal belongings if there is cause for such a search.

Language

At the beginning of each academic year, the Head of School will conduct a meeting of the entire student body. The purpose of this meeting is to address the consequences for students who use threatening or violent language, or language perceived to be threatening or violent. The Head of School determines whether the language is threatening or violent. This language includes, but is not limited to, phrases such as, "I am going to kill you," "I'm going to blow up this building," or "I'm going to sabotage this school's computer system." Any person using such language shall be subject to discipline, including but not limited to, suspension or expulsion.

Cheating and Plagiarism

Cheating and plagiarism are both forms of dishonesty and cannot be tolerated in a Catholic school. Copying another student's work is not "helping". Such copying will be considered cheating. Similarly, submitting material from an electronic or print source without proper citation also falls under this category. Homework completed by a parent or any person other than the student is also considered cheating. Any student who is found cheating in any manner as determined by the teacher will receive a "zero" for that assignment and will be subject to detention or other disciplinary action as determined by the principal. Parents will be notified. A second offense will make a student liable to suspension.

Computer System and Internet Acceptable Use Agreement

St. Stanislaus School recognizes the educational value of a computer system and the Internet, and recognizes their potential to support and enrich the curriculum and the student learning process. Use of the computer system and Internet is a privilege, and access entails responsibility. Students and parents receive an Acceptable Use Agreement form at the beginning of each school year, which must be signed and returned in order for the student to use the computers and Internet at St. Stanislaus School. Failure to abide by this policy results in loss of computer privileges for a length of time to be determined by the principal.

A student is expected to reflect the Gospel values in word and deed and to uphold the reputation of St. Stanislaus School at all times both on and off school grounds. Any public student action - on or off of school grounds -, which holds the name of St. Stanislaus School in disrepute, will result in disciplinary action, including expulsion. The internet is considered a public space.

Recess

There is recess for all students each day before or after lunch. Children must play within the schoolyard and need permission from the teacher on duty to enter the school building. Such permission will only be given in case of injury or emergency. No toys are to be brought from home, with the exception of *soft* sports balls. Students may use the recess equipment provided by the school. Students are responsible for the care of any equipment they use. Since the primary purpose of recess is exercise and socialization, no hand-held video games are permitted. No radios, CD players, iPods, MP3 players or the like are allowed. For safety reasons, there is no skateboarding, roller-blading, or the like. All children are expected to do their share in keeping the property clean and litter free.

All students should come to school properly dressed for the weather. Recess will be held outside except on extremely cold or inclement weather days.

UNIFORM AND DRESS CODE

A regulation uniform, purchased from Donnelly's, is worn at all times, except a student's birthday, baptismal anniversary, and 'no uniform days' as announced by the principal.

The hallmark of the dress code is neatness. The uniform must be kept neat, clean, intact, and worn with pride. It is expected that students will wear their complete school dress code properly on a daily basis. *Students out of dress code are liable to detention or may be excluded from class until their parents arrive with the appropriate clothing to achieve the proper dress code.* If for some extraordinary reason the student is not able to wear the dress code on a given day, the parent is to advise the principal in writing in advance or prior to the start of the day. Excuses such as having dress code items in the wash or having forgotten certain items are not acceptable and do not lead toward teaching the student responsibility .

Warm Weather: From September 1 - October 31 and Easter - June 30

Uniform khaki shorts or slacks, brown belt, *maroon* knit shirt with school logo, white crew socks, school shoes

Cold Weather: From November 1 - Easter

Uniform khaki slacks, brown belt, *white* knit shirt with school logo, maroon v-neck sweater with school logo, white crew socks, school shoes

Girls' Skorts: Girls may wear the skort uniform option. They wear white crew socks or burgundy opaque tights with the skort.

School shoes: Dark brown laced uniform shoes for boys in grades 5-8; brown slip-on uniform shoes for boys in grades PK-4; brown uniform maryjanes for girls.

Gym Uniform: black wind pants, white school baseball shirt, school sweatshirt, white crew socks, black or white sneakers. Black mesh shorts can be worn instead of windpants from September 1 - October 31 and Easter - June 30.

Hair cuts and styles must be sensible and traditional. Unusual hairstyles are not allowed. These include but are not limited to tails, spikes, bushy styles, carved designs, streaks of a different hair color, excessively teased or long hair, and the like. Hair may not obstruct vision. Boys' and girls' hair must be trimmed neatly and away from the eyes. The length of boys' hair must not extend below the top of the shirt collar and must be cut around the ears. Hair must not be dyed. Girls' and boys' hair must be properly combed and neat. Girls' hair accessories similarly must be sensible and traditional. Men's ties, wide headbands, kerchiefs, over-sized bows, and the like are not permitted to be worn as hair accessories. The school reserves the right to determine what is and what is not an acceptable hair style or hair accessory.

Girls may only wear clear nail polish. Makeup is not permitted.

Jewelry is restricted to a watch, religious medals, and school pins. Girls may wear one pair of stud-type earrings. Body piercing, other than earrings, is not permitted. Boys are not allowed to wear earrings or have any body piercings.

All "additions" to the uniform (buttons, scarves, turtlenecks, and the like) are not permitted and are subject to a request for removal.

Certain days may be designated by the administration as 'no uniform days'. Students may wear clothing of their choice on those days. *Such clothing must be modest. Sleeveless shirts, short skirts or short shorts, clothing with slogans, overly tight clothing, cropped shirts, sandals, flip flops and low rise pants are not permissible.* Hair, jewelry and nail polish restrictions apply on no uniform days. If a student wears inappropriate clothing on a no uniform day, that student will not be admitted to class until the parent arrives with appropriate clothing. Students in grades 3-8 who are dressed inappropriately will also be required to wear their uniform on the next designated 'no uniform day'.

The administration reserves right to determine when the student is in compliance with the uniform code.

COMMUNICATION

Newsletters are sent home every Monday. It is the parents' responsibility to read these carefully. Monthly calendars of school events are sent home at the end of the previous month. Newsletters and homework are posted on the school portion of the web site www.saintstanislaus.com

All graded assignments for grades 3-8 will be sent home in the Monday envelope. Parents sign and return these envelopes with the papers on Tuesday. Papers will be kept in the student's portfolio or classroom file.

Lower grades send papers home nightly.

PARENT CONFERENCES

Parent conferences are scheduled once a year for all parents and are arranged at other times when necessary, at the request of the parent or the teacher. Parents may not use teaching time for parent conferences. Parents may not go to classrooms without permission from the administration. Parents must never call teachers at home.

GRIEVANCE POLICY

Any grievance should be discussed directly with the teacher concerned. The individual presenting a grievance shall request a meeting with the teacher. This meeting will occur privately and during non-school hours. If this meeting does not resolve the grievance satisfactorily, the matter will then be referred to the school principal.

The individual will request a meeting with the principal and the teacher concerning the grievance. The meeting will take place during non-school hours. The principal may choose to study the grievance. The principal will give the resolution to the individual presenting the grievance, in writing if requested, within five school days.

Should the individual not be satisfied with the resolution provided by the principal, s/he will present the grievance in writing to the director for final consideration. The director may arrange for a meeting with the individual. The director may choose to study the grievance, developing the resolution. The director will notify the individual of the resolution, in writing if requested, within five school days.

CUSTODY

If parents are separated or divorced, the school presumes that both parents have access to the children and their records unless a legal document, such as a court order, is on file in the office. If duplicate school notices, report cards, etc. are needed, the school must receive a written request. An eligible non-custodial parent must submit an annual request to the principal. Request forms for non-custodial parents are available in the office. This information is considered confidential and will be held in strict confidence. If court orders prohibit contact by one parent, a copy of the court order must be provided to the principal. Absent such an order, the school cannot deny one parent their rights.

TELEPHONE

The school telephone is for school business and may not be used by the children. Messages for the children will be given to them by the secretary. If you are calling for a teacher, the secretary will take a message and forward the message to the teacher.

Students are not allowed to use cell phones, PDA's, and the like during school hours. Students who bring cell phones or other digital devices to school must turn them in at the office as soon as they enter the building and may retrieve them at dismissal time. Failure to follow this policy will result in suspension of the student for a length of time to be determined by the principal. Students in afterschool care may retrieve cell phones from the daycare supervisor when their parents/caregivers arrive.

USE OF STUDENT INFORMATION/PICTURES

Student's pictures and names will be used for publicity reasons only if parents have signed the release form distributed on the first day of school. Any parents who wish later to revoke a release must submit this to the office in writing. In cases where parents have joint legal custody, both parents must sign the release.

COUNSELING

A part-time guidance counselor is available for student consultation. Students who are experiencing social or academic difficulties are referred to the guidance counselor by their teacher. Students may also request an appointment on their own. The guidance counselor will follow up with the student. If more extended counseling is needed, the guidance counselor will inform the principal and contact the parents.

Eighth-graders meet with the counselor to review high school choices and admissions procedures.

HEALTH

Whenever possible, medication should be given at home and every effort made to avoid school hours. When truly necessary, prescription medication will be dispensed at school with a signed physician's request. Over-the-counter medications will be dispensed with a signed parental request. The request forms must be the ones provided by the school. No other form will be accepted. Any medications that are sent in must be in their original labeled containers and must be kept in the school office. No student may have any medications in his/her desk, book bag, pockets, locker, etc.

In case of an injury, illness, or accident, parents will be notified. If parents are unavailable, the principal will make the most reasonable decision for the child's welfare. Emergency forms are filled out by parents at the beginning of each year and are kept on file in the office. It is the parents' responsibility to submit updated information to the office as necessary.

Minimal school accident insurance coverage is purchased by the school for all students. It is recommended that additional coverage be obtained for those not covered by family insurance.

CAFETERIA

The cafeteria is where we gather as a family to share a meal and socialize quietly. Moderation in conversation and proper behavior are required. Seating is assigned. Students may not leave their tables without permission from the supervising adult. Each child is responsible for leaving his/her place clean and in order.

Hot lunch is available every day. Lunch menus are sent home monthly and orders must be returned by the due date indicated on the menu.

MILK

The federal government supplements the purchase of milk for lunch. Children order and pay for their milk for the year in September. Families whose income is within the federal guidelines may qualify for free milk. Forms must be filled out at the beginning of the year.

BIRTHDAYS AND BAPTISMAL ANNIVERSARIES

Students may wear clothing of their choice on their birthday and baptismal anniversary. Clothing on those days must conform to the regulations for 'no uniform days'.

Birthday party invitations may not be given out at school. Parties by parents should be planned outside of school hours. If treats are sent in, the teacher's permission must be obtained one week in advance. Such treats will be distributed at snack or lunch only.

EXTRACURRICULAR ACTIVITIES

Students who participate in school-sponsored extracurricular activities must report to that activity at dismissal time. The adult moderator is responsible for supervision. If the activity is not scheduled to begin immediately after school, students report to the daycare supervisor. Any student not picked up at the end of the activity reports to daycare. Students who spend time in daycare will be charged the applicable amount.

VISITORS

All visitors must sign in and out from the office and be issued a badge to be displayed at all times. No visitors are permitted in the classrooms without the permission of the principal. A visitor is anyone who is not employed by the school or a current student of the school.

VOLUNTEERS

All volunteers, including chaperones, must have completed the Abuse Prevention Training offered by the Diocese of Fall River and undergo a CORI test through the Diocese of Fall River. Volunteers must also sign the Diocesan Code of Conduct.

USE OF BUILDING

The school building may not be used by outside agencies unless a Certificate of Insurance is presented. All such use requires the approval of the pastor.

TUITION

Tuition and book fee are managed through the school. These can be paid in one of two ways:

- Payment can be made in full directly to the school by July 1. 3% of the tuition amount will be discounted. Payments in full can be made by check, credit card, or ACH transaction.
- 11 monthly payments can be made through an automatic bank payment plan.

Families may request financial aid from the parish to which they belong. In such cases, a subsidy form signed by the pastor must be returned to the school office. Families are strongly encouraged to apply for the St. Mary's Fund need-based scholarships sponsored by the diocese. Applications for the St. Mary's fund are usually available in late January around Catholic Schools week.

PARENT AGREEMENT FORM

Parents and students must sign the form enclosed with this handbook, stating that they agree to abide by the school policies.

The administration reserves the right to amend this handbook at any time for just cause.

All schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The **policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.

**These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720.

