

**St. Stanislaus School  
Family and Student Handbook  
2018 - 2019**



***Be not afraid! Follow Me.***

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## ***Mission***

Called by God, transformed in Christ, inspired by the Holy Spirit, and consecrated to Our Lady of Czestochowa, we are St. Stanislaus School. Compelled by the Gospel, we seek to shape our daily lives by our Roman Catholic faith and so bring its light to all we meet. Parishioners, parents, faculty, students, and alumni, all disciples of Christ Jesus, we encourage one another to answer the call to personal holiness, and through the unique gifts that the Lord has given each of us, we strive with humility for academic excellence. Imitating our holy patron Saint Stanislaus, we pray for the grace to obey the loving words of Jesus: *Be not afraid! Follow Me!*

## **School Logo**

The school logo is a shield divided into four quadrants: the cross of St. Stanislaus, the cross and river symbol of the Diocese of Fall River, the Polish eagle, and the Ave Maria (Hail Mary) symbol. The shield is topped with a book and the Chi-Ro (Christ) symbol. The greenery surrounding the logo symbolizes the life that comes from Christ. The motto of the school is *Be not afraid! Follow Me.*



**St. Stanislaus School Faculty and Staff  
2018-2019**

***Administration:***

**Director:** Father Thomas Washburn OFM frtomw@gmail.com  
**Principal:** Miss Jean Willis jwillis@saintstanislaus.com

***Teachers:***

**Pre-Kindergarten:** Mrs. Samantha Mills smills@saintstanislaus.com  
**Kindergarten:** Mrs. Alicia Vaillancourt avallancourt@saintstanislaus.com  
**Grade 1:** Mrs. Patricia Coady pcoady@saintstanislaus.com  
**Grade 2:** Mrs. Leanne Parker lparker@saintstanislaus.com  
**Grade 3:** Mr. Tyler Clark tclark@saintstanislaus.com  
**Grade 4:** Miss Lynn Amaral lamaral@saintstanislaus.com  
**Grade 5:** Miss Kaitlin Dinmore kdinmore@saintstanislaus.com  
**Grade 6:** Mrs. Diane Jussaume djussaume@saintstanislaus.com  
**Grade 7:** Mr. Paul Jasinski pjasinski@saintstanislaus.com  
**Grade 8:** Mr. Jonathan Vincent jvincent@saintstanislaus.com  
**Resource:** Mr. Jonathan Vincent 5-8 jvincent@saintstanislaus.com  
Mrs. Lillian Mitchell PK-4 lmittchell@saintstanislaus.com  
**Art:** Ms. Kendra D'Angora arturchin@verizon.net  
**Music:** TBD  
**Spanish:** Mrs. Joanne Furze jfurze@saintstanislaus.com  
**Physical Education:** Mrs. Gina Fournier  
**Technology:** Ms. Andrea Botelho [abotelho@saintstanislaus.com](mailto:abotelho@saintstanislaus.com)  
**Theology:** Mr. Daniel Seseske  
**Guidance:** Mr. Ben Swiercz, Mrs. Annabel Lopes

***Aides:***

**Pre-Kindergarten:** Mrs. Nancy Beard  
**Kindergarten:** Mrs. Lucy Walz  
**Grade 1:** Mrs. Susan Saravo  
**Grade 2:** Mrs. Cheryl Ferreira  
**Grade 3:** Mrs. Donna Lapointe  
**Grade 4:** Ms. Andrea Botelho  
**Grade 5:** Mrs. Jo Ann Souza  
**Middle School:** Mrs. Marquita Giovannini

***Staff:***

**Secretary:** Mrs. Cori Cunningham ccunningham@saintstanislaus.com  
**Chef:** Mrs. Michele Topolewski, Mr. Abel Roies  
**Custodian:** Mr. Luis Quinones

## OUR CATHOLIC FAITH

### Traditions

As a school family, we join in the celebration of certain traditions and feasts. Each day, we gather for Morning Prayer in church. On Mondays, this includes adoration of the Blessed Sacrament. Wednesdays are dedicated to Our Lady of Czestochowa. A school Mass is celebrated once a month in addition to Masses on holy days.

Special celebrations:

September - Opening school Mass is celebrated with faculty, students and families followed by lunch hosted by the Parent Group

October - Polish Heritage Month

October 22 - Pope St. John Paul II

Wednesday – Dedicated to Mary under her title Our Lady of Czestochowa

November 22 - Blessing of Musicians on the Feast of St. Cecilia

December 6 - Feast of St. Nicholas

December 20 - Blessing of the Crib and Advent Retreat Day

January 6 - Feast of the Epiphany and the anniversary of the founding of our school - celebrated by blessing the classrooms and marking the doors

February 3 - Feast of St. Blaise

Lent - Stations of the Cross

Holy Week - Special prayers are offered for the bishop and priests of the diocese

Holy Thursday - the First Communion candidates participate in the procession

Easter Tuesday - Dyngus Day - a Polish tradition celebrating new life in Baptism - we douse one another with water as a sign of our baptism (sometimes this takes place later in the Spring because of the weather)

April 11 - Feast of St. Stanislaus, Bishop and Martyr – Blessing of Class Rings for grade 7

May 3 - Mary, Queen of Poland - celebrated with a May crowning

May - First Communion retreat

### Patronal Feasts

	St. Stanislaus, Bishop & Martyr	April 11
Preschool	Blessed Angela Truszkowska	October 10
Kindergarten	St. Paul the First Hermit	January 14
First Grade	St. Kinga	July 24
Second Grade	St. Casimir	March 4
Third Grade	St. Faustina Kowalska	October 4
Fourth Grade	St. Brother Albert Chmielowski	June 17
Fifth Grade	Blessed Karolina Kozka	November 18
Sixth Grade	St. Josaphat, Bishop & Martyr	November 12
Seventh Grade	St. Raphael Kalinowski	November 19
Eighth Grade Queen	St. Jadwiga	June 8

Other school traditions include:

*Seniors Dinner* - Senior citizens in the parish and grandparents of students come for lunch on the Thursday before Thanksgiving. School staff and volunteers cook the meal, which is served by students. Entertainment is also provided by the students.

*Big Buddy/Little Buddy Days* - Older students are paired with younger students for the year. Eighth graders plan periodic activities for the buddies.

*Card Nights* - Held twice a year, these nights are a time for students and their families to come together to make cards for those in the military and for the sick and homebound.

*Family Nights* - Hosted by the Parent Groups, these are evening events varying in theme.

*Community Service* - Throughout the year, the Junior St. Vincent de Paul Society plans outreach opportunities to support the local community. Tag Days are held to support various charities.

*Memorial Day Remembrance Service* - On the Friday before Memorial Day, the school invites veterans of the community to a prayer service which includes the placing of flags at the parish WWII monument in the grotto.

*Class Night* - This is an evening celebration on the Thursday before graduation for the 8th grade and their families. It is planned and hosted by the 7th grade and their parents.

*Graduation* - The 8th grade graduation Mass is held on the Sunday after the parish festival. 7th grade participates in the Mass and graduation ceremony as well.

*Preschool Stepping Up* - The preschool students perform songs and poems showcasing what they have learned throughout the year for their parents and invited guests.

*Polish Dance Troupe* - The 2nd grade class learns traditional Polish dances. They perform at the parish festival.

*St. Stan's Festival* - The festival is our annual 3-day celebration in June.

## **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 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 certificate and, if available, a 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 certificate 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 plans, if applicable
- Letter or telephone 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, to children of alumni, and to parishioners of this parish. All parents are expected to support the school actively.

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.

## **ARRIVAL PROCEDURE**

Morning supervision is available from 6:45 a.m. - 7:55 a.m. There is no additional charge for morning care. No student may 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, or the school side of Center Street, walk up the driveway and report to the adult supervisor in the school hall. Parents/guardians are not permitted to remain in the school hall. Preschool students should be brought directly to their classroom if arriving after 7:45 a.m. Students are marked as tardy if they arrive after 7:55 a.m.



If parents choose to walk their children into school, they must park on Center Street or in the parking lot. There is no parking on either side of Rockland Street in front of the school.

### **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 infirm.

*Preschool:* Parents pick up their children in the classroom.

*Grade K-2* Classes line up on the school walkway by the main door. Parents must leave their cars and walk into the driveway to pick up their children.

*Grade 3-8:* Classes line up near on the walkway near the gray side door. Parents must leave their cars and walk into the driveway to pick up their children.

No student will be dismissed to an adult who remains in the car. An exception to this rule would be a disabled driver. In this case, make arrangements with the office to park in one of the handicapped spots 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 must cross the street at the corner where the city crossing guard is stationed.

If it is raining heavily or snowing heavily, classes will be lined up in the auditorium. Parents must form a line outside the auditorium to pick up their children. When your turn comes, please say the child's name clearly so that the staff member dismissing the children can call for him or her.

### **AFTER-SCHOOL CARE**

After-school care until 5:30 p.m. is available for a fee of \$4 per hour or any portion thereof. The fee increases to \$1 per minute after 5:30 p.m. Such care is open to all students. School rules remain in effect during after-school care. Continued serious misbehavior, or payment that is two weeks in arrears, will result in a notice to the parent that the child may not attend daycare.

#### ***Half-Days for Faculty Meetings***

As listed on the school calendar, there are occasional 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. If you are going to come for your child's work, please make the request when you call in the absence before 9:00 a.m. ***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 due to an absence. Ordinarily, such work is due one day after the student returns. For prolonged absences, the student must make deadline arrangements with the teacher(s). Such arrangements will be put in writing in the student's agenda book.

*Absence from school prohibits a student from participating in any after school or evening social, educational, or athletic events affiliated with the school. 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 CYFL 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 extraordinary circumstances, prolonged and frequent absences will result in a child's repeating a grade.

All students must be present by 7:55 a.m. when the morning bell rings. Any student arriving after 7:55 a.m. is tardy and must report to the office for a late pass. Five unexcused tardy slips for a student in grades 3-8 will result in a detention. Detentions are served in the morning from 6:50 a.m.-7:50 a.m. *Detentions must be served before a student is permitted to participate in any extra-curricular activities.* Failure to report for a detention will result in an in-school suspension. Excused tardiness is that which is due to medical appointments or scheduled therapies. The lack of responsibility shown with excessive unexcused 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. Teachers may not issue work to be done during a vacation taken at other times. 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 grade for the assignment missed.

Medical and dental appointments, except for emergencies, should be scheduled outside of school hours. The 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 a 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.

### **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. An automated telephone call will be sent to the telephone numbers you have listed on the emergency forms. 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. Those students not in a classroom must leave by the nearest exit and report to the nearest teacher.

## **CRISIS PLAN**

In the event of a crisis, the school Crisis Plan will be implemented. In the event of a school emergency requiring evacuation, all students will be brought to Good Shepherd Church at 1598 South Main Street. In the event of a city emergency, students will be evacuated to the Doran School at 101 Fountain Street. If an evacuation occurs, parents should go directly to the evacuation center. No students will be dismissed to parents en route.

## **ACADEMICS**

Students are expected to make a daily commitment to their academic preparation. Students are to be prepared every day for every class. All students are 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 students who may need such assistance.

## **GRADING SYSTEM**

Grades are issued three times a year for grades 1-8, following the end of each trimester's grading period. Grades are determined by classwork, homework, test results, class participation, independent and group projects and a variety of assessments. Parents should monitor their child's progress through their Gradelink account. This is the primary way teachers will communicate to you regarding your child's grades. Preschool and kindergarten issue progress reports twice a year, with a mandatory parent conference in January.

## **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 will 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 two days before the trip is scheduled. One chaperone per five students is needed for each trip. If you are interested in chaperoning a trip, send your name to the teacher. The teacher submits the list of potential chaperones to the principal who will make the final approval. After receiving approval, the teacher notifies those people personally. Parents who have not been chosen as chaperones may not meet the group at the destination. 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 8<sup>th</sup> grade students must be pre-approved in writing one week in advance by the student's teachers and the principal.*

## **DISCIPLINE**

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. Children enrolled in St. Stanislaus School are students 24/7, and are expected to behave respectfully and responsibly at all times. 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, during school hours or outside of school hours - which holds the name of St. Stanislaus School in disrepute will result in disciplinary action. Such discipline may include expulsion. The internet is considered a public space.

Disrespect is not Christian behavior and is not tolerated. Racial, ethnic or other slurs will not be tolerated. Sexual harassment is unlawful and will not be tolerated.

Bullying and/or cyber-bullying are intolerable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion. St. Stanislaus School will follow the diocesan bullying intervention plan found at the end of this handbook.

Rules and regulations help foster an academic setting and promote community life. When infractions of rules occur, consequences may range from a reprimand to a suspension. 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.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

### ***Detention***

Causes for detention include, but are not limited to:

a continuous attitude of disrespect

disruptive behavior

fighting

foul language/obscene gestures

cheating

vandalism

uniform violations

Any teacher may issue detention. Detentions are served in the morning on the assigned day, from 6:50 a.m. – 7:50 a.m. *Detentions are not postponed except in case of illness. Detentions must be served before a student is permitted to participate in any extra-curricular activities.* Failure to report for a detention will result in a suspension.

### ***Suspension***

Causes for suspension include, but are 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 and parents are informed.

### ***Lockers***

Lockers must be kept clean, neat, and free of stickers. It is the right and responsibility of the administration at any time to conduct a search of a student's desk, locker, personal belongings, or anything brought on school property 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.

### ***Intellectual Integrity***

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. A 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.

### ***Use of Technology and the Internet***

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 the Internet is a privilege, and access entails responsibility. Students and parents receive a diocesan 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.

Students in all grades are allowed to bring ebook readers or tablets to school for academic use. Students in grades 5-8 are allowed to bring personal laptops or tablets for academic use only. Grades 5-8 are permitted to bring iPod/MP3 players to school, for use only in class projects with the consent of the teacher. This is a privilege. Such personal devices are subject to the school's acceptable use policy. The school reserves the right to access an individual's laptop, tablet, ebook reader or other devices at any time. Students may only access their devices when a teacher is present and with that teacher's permission. Their use may in no way disrupt or distract from the learning environment. All students must log off the school network at the end of each day in the presence of their homeroom teacher. The student is responsible for coming to school with a fully charged electronic device. The device should not be used by or left in the care of others. Student use of such devices on campus must be in support of education and research, consistent with the educational objectives of St. Stanislaus School. Use of devices for any other purpose will result in loss of the privilege.

Students should make every effort to complete and print their homework at home, before coming to school. Students may use the school printer only with teacher's permission during breaks, before school or after school. Printing during class time is at the teacher's discretion.

Grades 4-8 should save all work on the Google drive associated with their school email. Work may be shared with a teacher or submitted via Google classroom, according to the teacher's directions. It is the student's responsibility to have important papers and projects

backed up. Teachers will not consider lost files an excuse for missing work or deadlines. Files are to be clearly named so that teachers may quickly access and check ongoing work.

The school bears no responsibility for loss or damage of any personal property brought to school, including technology devices.

### ***Recess***

There is a recess for all students each day before or after lunch. Children must play within the schoolyard and may not enter the school building. In case of injury or emergency, the staff on duty will contact the school office for assistance. No toys are to be brought from home, except for *soft (Nerf-style)* sports balls.

Since the primary purpose of recess is exercise and socialization, no hand-held video games are permitted. No radios, CD players, iPods, Mp3 players, electronic game 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 dressed adequately 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 on 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 comply with their complete school dress code properly on a daily basis. Students out of dress code will be issued a uniform violation. Five violations will result in a detention. 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 Uniform may be worn:*** From August 28 - November 1 and April 22 - June 30

***Cold Weather Uniform MUST be worn:*** From November 1 - April 21

#### **BOYS Grades PK-4**

Donnelly's uniform gray pants

Donnelly's uniform gray shorts (optional for warm weather)

Donnelly's uniform blue oxford button-down shirt (short or long sleeved)

Donnelly's uniform pique maroon shirt (optional for warm weather)

Donnelly's uniform maroon pullover or cardigan sweater

White, black or gray crew socks

Black belt

Black topsiders or mocs

### **BOYS Grades 5-8**

Donnelly's uniform gray pants  
Donnelly's uniform gray shorts (optional for warm weather)  
Donnelly's uniform blue oxford button-down shirt (short or long sleeved)  
Donnelly's uniform pique maroon shirt (optional for warm weather)  
Donnelly's uniform maroon pullover or cardigan sweater  
Donnelly's uniform career line four in hand tie  
White, black or gray crew socks  
Black belt  
Black topsiders or mocs

Please note: The sock color options for boys have changed. Sweaters may be cardigan or pullover style.

### **GIRLS Grades PK-3**

Donnelly's uniform plaid jumper  
Donnelly's uniform blue oxford button-down shirt (short or long sleeved)  
Donnelly's uniform maroon pullover or cardigan sweater  
Donnelly's uniform gray pants (optional for winter only)  
Burgundy knee socks or burgundy tights  
Black topsiders or mary janes

### **GIRLS Grades 5-8**

Donnelly's uniform plaid skirt  
Donnelly's uniform blue oxford button-down shirt (short or long sleeved)  
Donnelly's uniform maroon pullover or cardigan sweater  
Donnelly's uniform gray pants (optional for winter only)  
Burgundy knee socks or burgundy tights  
Black topsiders or maryjanes

*Please note: The maroon pique shirt is no longer an option for girls in grades PK-3. The short-sleeved oxford is the warm weather option. Girls in PK-8 must wear the jumper or skirt in warm weather. Sweaters may be cardigan or pullover style.*

### **Gym Uniform Grades PK-8**

St. Stan's gym shirt or St. Stan's futsal shirt  
St. Stan's gym sweatshirt, St. Stan's futsal sweatshirt, St. Stan's basketball sweatshirt or St. Stan's club sweatshirt  
Black wind, micro-poly or warm-up pants (NO yoga pants or leggings)  
Black mesh shorts covering at least 2/3 of the upper leg  
Sneakers

*Please note: Students who are not wearing the proper gym uniform will not participate in gym class.*

***Haircuts and styles must be sensible and traditional. Unusual hairstyles are not allowed.*** These include but are not limited to, mohawks, fauxhawks, tails, spikes, bushy styles, carved or shaved 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 or highlighted. Girls' and boys' hair must be properly combed and neat. Beards and mustaches are not permitted. Girls' hair accessories similarly must be sensible and



traditional. Men's ties, wide headbands, kerchiefs, bandanas, over-sized bows, and the like are not permitted to be worn as hair accessories. The administration 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 on necklaces or bracelets, school necklace, and school pins. Girls may wear one pair of stud earrings. Body piercing, other than earrings, is not permitted. Boys are not allowed to wear earrings. No student may have any other 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 or characters, overly tight clothing, cropped shirts, sandals, crocs, 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 will be issued uniform violations if they not wearing the proper elements of the uniform. After 5 violations, they will earn a detention.

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

## **COMMUNICATION**

Newsletters are emailed every Monday. It is the parents' responsibility to read these carefully. Newsletters, yearly calendar, monthly activity calendars, and homework are posted on the school website [www.saintstanislaus.com](http://www.saintstanislaus.com). Grades are posted on Gradelink. Secure login information is sent home on the first day of school. 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.

Periodic announcements are also made via email or automated telephone call. It is essential that you provide an accurate email address to the school office.

## **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 to discuss school matters.

## **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 during school hours. Students who bring cell phones to school must turn them in at the office as soon as they enter the building and may retrieve them at dismissal time. Students in after-school care or clubs may retrieve cell phones from the daycare supervisor when their parents/caregivers arrive. Failure to follow this policy will result in suspension of the student for a length of time to be determined by the principal.

## **USE OF STUDENT INFORMATION/PICTURES**

The school reserves the right to use student photos on the website and in publications unless the parent notifies the school in writing.

## **USE OF SCHOOL NAME, LOGO, PHOTOS**

The school name and logo may not be used outside of official school communications and materials without the written permission of the principal. No one may post photos of school events, classes, etc. on the internet, or use such photos in publications, without the express written permission of the principal.

## **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 or the principal. Students or their parents 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. *The school portion, in paper form, of all applications for private or selective public high schools must be submitted to the principal no later than November 10.* The school then forwards these directly to the high school. These applications require the input of the administration, as well as that of the individual middle school teachers. This makes it a lengthy process. Applications submitted after November 10 cannot be guaranteed to reach the high schools for the first admissions deadline.

## **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. These may be printed from the school website. Any medications that are sent in must be in their original labeled containers and must be kept in the school office. *For safety reasons, no student may have any medications in a desk, book bag, pocket, 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 available for purchase by parents. It is recommended that additional coverage is obtained for those not covered by family insurance. Information on this insurance is on the Handbook page of the school website.

## **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. Each child is responsible for leaving his/her place clean and in order. Students in grades 1-4 may not leave their tables without permission from the supervising adult. Students in grades 5-8 may leave their tables to obtain the necessary items. They must ask permission to leave the cafeteria.

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.

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 anniversaries. Clothing on those days must conform to the regulations for ‘no uniform days’.

Birthday party invitations or other 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 day in advance. This prior notice allows us to accommodate children with allergies.* Such treats are to be dropped off in the office. The teacher will bring them to the classroom, where they 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**

Visitors must sign in and out at the office and will 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 Safe Environment Training offered by the Diocese of Fall River and undergo a CORI check through the Diocese of Fall River. Volunteers must also sign the Diocesan Code of Conduct.

## **USE OF BUILDING AND GROUNDS**

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.

## **SECURITY SYSTEM**

Security cameras are installed throughout the parish and school complex. Monitors for these cameras are located in the principal's office, the secretary's office, and the kitchen. The cameras record all activity. Access to the recordings is limited to the administration, the secretary, the custodian, and in an emergency situation, the Fall River Police and Fire Departments.

## **TUITION**

The 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, and 3% of the tuition amount will be discounted. Payments in full can be made by check, credit card, or ACH transaction. A convenience fee will be added to credit card transactions to cover the fees charged to the school by the credit card company.

- 11 monthly payments can be made through our automatic bank payment plan.

Families who are active in their parish may request financial aid from the parish to which they belong. In such cases, a subsidy form signed by the pastor of that parish must be returned to the school office. Families are strongly encouraged to apply for the FACE (formerly the St. Mary's Fund) need-based scholarships sponsored by the diocese. Applications for the scholarships 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.**

## **DIOCESE OF FALL RIVER POLICY MANUALS**

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.

## **Bullying Prevention and Intervention Plan for the Diocese of Fall River**

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family. The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

The Diocese of Fall River will review and/or update the plan at least biennially. The school will give notice to and provide a comment period for families that have a child attending the school. The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, school nurses.

Parents/guardians and students shall receive annual written notice of the relevant student-related sections of the plan.

All school staff shall receive annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in the school employee handbook.

### **I. Definitions**

The Diocese of Fall River and Name of School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“Bullying” is the repeated use by one or more students *or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional* of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. *For the purposes of this section, bullying shall include cyber-bullying.* (Massachusetts General Laws c. 71 § 37O)

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**“Cyber-bullying”** is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data 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. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

**“Retaliation”** against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

**“Hostile Environment”** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

**“Aggressor”** is a student, or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying, cyber-bullying, or retaliation.

**“Target”** is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

**“Staff”** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

*Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other*

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*vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)*

## **II. Formal Procedure for Reporting**

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyberbullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- **Safety of the target**

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- **Protection of the reporter, witness, or provider of information during the investigation**

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

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## **Bullying Prevention and Intervention Plan for the Diocese of Fall River**



- **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement**

a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.

d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

### **III. Investigation**

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

### **IV. Determinations**

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**Bullying Prevention and Intervention Plan for the Diocese of Fall River**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

**V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age-appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

**VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.**

**VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.**

***\*\*Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.***

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