



Family Handbook

2023 - 2024

2291 Elm Street

Manchester, NH 03104

Phone: (603) 623-3155

Website: www.mtstmaryacademy.com

Dear Mount Saint Mary Academy Families,

Thank you for entrusting your children to our loving care and compassion. Mount Saint Mary Academy is the oldest private Catholic School in New Hampshire that furthers the mission of Jesus. We are dedicated to our preschool through 6th grade students and look forward to our family partnerships to ensure each child receives the educational, spiritual, social, emotional, and physical support they need to become well educated leaders who value compassion and reverence for our community and the environment. We are committed to promoting academic excellence and spiritual development in the context of Mercy, Peace, and Justice. Our staff is dedicated to ensuring a safe, peaceful, and orderly environment where every student is surrounded by positive adults, cheering them on and supporting their success every day.

We value the relationships we have with parents. It is truly a partnership and it needs to be a good fit for your family. Open lines of communication are very important. Always contact us should you have any questions.

HISTORY

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

VISION STATEMENT

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

MISSION STATEMENT

Mount Saint Mary Academy, the oldest private Catholic school in New Hampshire, educates in the tradition of the Sisters of Mercy to further the mission of Jesus. Mount Saint Mary Academy is committed to academic excellence and the Gospel values of peace and justice. Our school instills in its students leadership skills and promotes the values of compassion and reverence for the community and the environment.

ATTENDANCE POLICY

Mount Saint Mary Academy complies with the attendance requirements of the State of New Hampshire. Students learn best with consistency and structure. Being in school every day provides that consistency. There are opportunities for school breaks and vacations. We DO NOT encourage or support absences for vacations which depart from our calendar. We do not send homework or packets of materials to support family vacations outside of our published breaks.

OFFICE HOURS

The school office is open on all school days from 7:30 AM to 4:00 PM.

ADMISSION INFORMATION

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

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

1. Siblings of present students
2. Children of alumni
3. Families with multiple children registering

The age requirement is based on the age of the child on September 30 of the current school year.

Lower Preschool 24 months through 36 months, not toilet trained

Upper Preschool 3 years old and toilet-trained

Pre-Kindergarten 4 years old

Kindergarten 5 years old

First Grade 6 years old

Material required at the time of registration include: copy of the birth certificate, updated health records, student registration form, a non-refundable Placement Fee, a current report card if applicable, and a signed FACTS agreement (for tuition payment), a signed agreement for payment in 2 installments (July 1 & January 15) or a signed agreement for payment in full by July 1. Past academic records including standardized test results may be requested.

Students and parents may be interviewed and/or assessed to determine if placement at Mount Saint Mary Academy is in the best interest of the student and the school.

CURRICULUM

Skills and academic learning goals are taught for each grade level based on a combination of guides and strategies and a scope and sequence to support those goals. Students are taught through, integrated practical application and hands-on activities whenever possible.

Project-Based Learning and Outreach Projects with community partners, as well as learning through the Cultural Arts and integrating technology, enhance our curriculum, while providing real world application and relevance. We use the Big Ideas Math program; Guided Reading; Zaner Bloser Writing; Foundations Phonics, Into Science, and Sadlier Religion.

GRADING

For grades 3 through 8

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

For kindergarten through grade two, as well as special subjects, the following grading system is used on report cards:

E = Exceeds expectations

M = Meets expectations

N = Needs improvement

The younger grades also use the following grading system for conduct and effort on report cards:

4 = Outstanding 2 = Needs Improvement

3 = Satisfactory 1 = Unsatisfactory

REPORT CARDS / PROGRESS REPORTS

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

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

TESTING

Assessments are used to target individual instruction, assess our instruction, and meet individual academic needs on a regular basis. Students are also progress-monitored using Fountas and Pinnell on a regular basis throughout the school year. The NWEA MAP assessment is used in K-6.

PROMOTION / RETENTION POLICY

Promotion to the next grade considers completion of all subject areas, assessments, and recommendations. We do not support double promotion under any circumstance.

STUDENT RECORDS

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Parents must complete a request for an academic information form, and sign it, before we release records. All financial obligations to MSMA must be up to date before records are released.

CONFERENCES

Two conferences will be held during the school year for students in Preschool and Pre-K, one conference in November and another in March. One conference will be held for students in grades K through 6 in the month of November. At these conferences the teacher will give parents a summary of their child's performance and a report card. Teachers contact parents, most using Sign Up Genius for parents to choose from times available. Parents requiring additional conferences during the school year may request one at least two days in advance. Arrangements must be made with the individual teacher. A conference with teachers during dismissal times puts in jeopardy the safety of students and is therefore not allowed.

ABSENCES

Parents must call the school (623-3155 extension 102) no later than 8:00 AM to report a student's absence. Elementary students are responsible for getting all missed class and home assignments from peers or from their teacher. If a test is missed, the student must arrange a time with his/her teacher to make up that test.

WITHDRAWAL

Our Mount Saint Mary Academy withdrawal policy protects families and the academy.

- Parents must notify the school in writing if a student is being withdrawn.
- If a student is withdrawn before the first full day of school, the family is responsible for one month of the full tuition amount and any non-refundable fees.
- If a student is withdrawn between the first day of school and December 31, the family is responsible for 1/2 of the full tuition amount and any non-refundable fees.
- If a student is withdrawn on or after January, the family is responsible for the full tuition amount and fees.

BEFORE SCHOOL

Doors open for all students at 7:30 AM. There is no supervision before 7:30 AM and the doors are locked. Students in PS-1 will go directly to their classroom. Grades 2-6 will go to the cafeteria where teachers are on duty. Students are escorted to their homerooms at 7:50am.

ARRIVAL AND DISMISSAL TIMES

Preschools – Pre-Kindergarten

- Entrance between 7:30 and 8:00 AM
- Class begins promptly at 8:00 AM
- Half day class dismisses promptly at 12:00 PM
- Full day class dismisses at 2:30 PM for all day students

Grades Kindergarten through Sixth

- Entrance between 7:30 and 8:00 AM
- Classes begin promptly at 8:00 AM
- Classes dismiss promptly at 2:30 PM

TARDY

Students will be marked tardy if they arrive later than the beginning of class time. Students in grades K-6, who are tardy, must report to the administrative assistant to get a tardy slip.

DISMISSAL

Preschool and Pre-K students are dismissed at the Carpenter Street exit at 12:00 PM or 2:30 PM. Students in grades K-6 are dismissed at the lower school entrance on Elm Street at 2:30 PM. Parents should not block the entrance or the exit to the parking lot. Parents of students in grades K-6 may either park on Elm Street, walk into the yard to meet their child, or join the loop of cars picking up students.

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

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

Students who live within walking distance may walk home at dismissal time. A note at the beginning of the school year needs to be put on file in the school office.

EARLY DISMISSAL

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

Early dismissals scheduled by the school will be at 11:30 AM for all grades

Preschool through grade six. The regular dismissal procedures will be followed. Please refer to the school calendar for a list of early dismissals.

AFTER SCHOOL PROGRAM

Preschool through grade six may utilize the After School Program as needed for an additional fee. The cost is unlimited for \$2,200.00/year or a 20 day punch card can be purchased for \$400.00. In order to continue to take advantage of this service it is imperative that the child be picked up promptly each day by 5:30 PM. There is a late fee of \$25 for every 10 minutes beyond 5:35 PM. This is paid directly to the adult on duty. Those utilizing the punch card system will be notified by staff on duty if they are running out of days, at which time the family can choose to purchase another punch card by notifying the finance office. Your FACTS account, if you have one, will be automatically charged for this, and all, subsequent punch cards.

All students will be dismissed directly from class to the After School Program. Students taking classes at Manchester Community Music School will be dismissed from the After School Program to their music class.

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

UNSCHEDULED CLOSINGS

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

- Constant Contact
- EZ TEXT
- Facebook
- On television and on-line at WMUR-9

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

FINANCIAL AID

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

FINANCIAL OBLIGATIONS AND TUITION

- ● An annual non-refundable, non-applicable family registration fee of \$300.00 is due at the time of registration.
- A one month's deposit of tuition will be due by March 1 and can be spread out March-June. This is non-refundable and holds your spot.
- A \$200.00 non-refundable education materials including technology fee for Preschool and Pre-K students is due by July 1.
- A \$300.00 non-refundable educational materials, textbooks, supplies and technology fee for K-8 grade students is due by July 1.
- Please refer to our website for current tuition rates.

Tuition payments are either paid in full for the year by July 1 or in ten/twenty monthly payments made through the FACTS program which begins in July and ends in April.

For families using the FACTS program there is an administrative fee paid directly to FACTS. This fee will be withdrawn with the July tuition payment. On July 1 FACTS will process the appropriate educational supply fee, and tuition payments will follow starting July 5 or July 20. Mount Saint Mary Academy has expanded our partnership with the FACTS Management Company; you will now be able to add After School Program payments, registration fees, hot lunch and other charges to your FACTS account. In order to take advantage of this program, please e-mail the finance office at finance@mtstmary.org. If your After School Program punch card is used, you can notify the finance office to get another one and we will automatically add the balance to your FACTS account. An email will go out after the deduction.

Families paying in full will be billed for tuition, educational supply fee and any after school program fees by July 1. Our Mount Saint Mary Academy withdrawal policy protects families and the school.

- Parents must notify the school in writing if a student is being withdrawn.
- If a student is withdrawn before the first full day of school, the family is responsible for one month of the full tuition amount and any non-refundable fees.
- If a student is withdrawn between the first day of school and December 31, the family is responsible for 1/2 of the full tuition amount and any non-refundable fees.
- If a student is withdrawn on or after January, the family is responsible for the full tuition amount and fees.

COMMUNICATIONS

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

Written information will be sent to parents through a weekly home folder and/or newsletter. Faculty do not accept phone calls, texts, or e-mail while school is in session. Phone messages and email will be responded to in a timely manner.

The school website (www.mtstmaryacademy.com) is also a quick way to obtain information regarding school events. Check it regularly for news and updates.

E-mail is used for school communication and communication between the parents and teachers. Be sure that your e-mail address is correct at all times with the school administration, finance office and your teachers. See the faculty and staff directory on the website for contact information

General notices to parents may only be sent out through and with the approval of the school administrators.

The event calendar is an important tool to help keep parents informed of the many events going on within the school.

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

While educating your child, the prime responsibility of the teacher includes the supervision of students. For the safety of students, conferences, lengthy conversations, e-mail, phone calls and texts are not allowed during class time, including arrival and dismissal times.

CUSTODY DOCUMENTS

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

UNAUTHORIZED USE OF SCHOOL NAME

No faculty member, student, or other person may utilize the school's name, or identifying logo, for any purpose without written permission from Mount Saint Mary Academy.

CHILD ABUSE LAW

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

PARKING

Parking is limited on school property; however, parking is available on the streets surrounding the school. Parking in the school parking lots must be within the designated lines. Handicap parking spaces are restricted for those who have the proper permits. Please do not block neighborhood driveways. Drop off areas need to be free of parked cars at all times.

PHOTO AND VIDEO PUBLICATIONS

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

If you do not wish your child's picture to be published in any of these circumstances, please notify the school office in writing, at the beginning of the school year. Not doing so, will be understood as permission to use your students' images.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

- Students have the right to a safe environment.
 - Students have the responsibility to follow safety rules.
 - Students have the right to voice your opinion.
 - Students have the responsibility to respect the opinions of others.
 - Students have the right to use school books, materials, and equipment.
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- Students have the responsibility to treat others fairly.
 - Students have the right to an excellent education.
 - Students have the responsibility to do your best.

BIRTHDAYS and INVITATIONS

Birthdays are recognized by the teacher and students in each classroom. Food is not part of our birthday celebrations. Private party invitations and personal correspondence are to be distributed by US mail or given out outside of our school building.

LOST AND FOUND

Any items found should be reported to a teacher or to the office. Lost and found items will be placed in the “Lost and Found” located near or in the cafeteria. Items not claimed will be donated to a local charity or clothing bin.

DRESS CODE/SCHOOL UNIFORM

Our school uniform is worn by all students from Preschool through Grade Six. The dress code is in effect from the first day of school to the week before school ends in June. The providers of our school uniform are Tommy Hilfiger and Land’s End. Contact information for these companies is located on our website. The school also has a uniform swap room that can be accessed upon request. Donations go to school scholarship programs.

- Students cannot come to school with an eccentric hairstyle, jewelry, make up, fingernail tips or other accents that distract learning.
- Students cannot come to school with hair that is dyed, with an unusual color scheme (for example, red, yellow, green, blue or purple tints or tip)
- Shorts may be worn before October 1 and after May 1 to the end of the school year.

Dress Code for Boys:

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

Dress Code for Girls:

- Dress khaki (plaid or green if available) pants, skirts, skorts, jumper (with crest or Mount Saint Mary Academy embroidered on it), shorts
- Short, long-sleeve polo, turtleneck shirts or sweatshirt in the uniform green or white blouse Shirts/blouses must either have the crest or *Mount Saint Mary Academy* embroidered on it. uniform green sweater or sweater vest with the school crest on formal days
- Black, brown, white, gray, or tan dress shoes for special occasions, black, brown, white, gray, or tan sneakers
- No light-up shoes will be allowed. Black or white shoe laces.
- Black, brown or white sandals (only in warm weather)
- White, black, beige or hunter green socks, knee-highs, tights or leggings

Gym Uniform:

- Uniform crew neck green sweatshirt or t-shirt, and matching sweatpants or green sport shorts. (MSMA Respect t-shirts may be worn.) Uniform crew neck green sweatshirt or green or white gym shirt must have the MSMA lettering or crest

Additional Dress Code requirements:

- Belts are recommended on pants that do not have elastic waist bands in grades 3-8.
- Jumper/skirt and short length should fall 2-3 “ above, at or below the knee.
- Hair should be neat and not a distraction (hats are not worn in school). · Shoes must be safe – backless shoes, crocs or flip-flops are not acceptable.
- Teachers and administrators will on occasion proclaim a non-uniform day for special occasions. For these days students’ clothing must be appropriate for school. Clothing with logos or inappropriate slogans, torn clothing, short shorts are not acceptable.
- Any student who comes to school not following the dress code will be required to correct the issue by having clothes brought to school, returning home to correct the problem or changing into uniforms issued by the school.
- The administration reserves the right to alter the dress code and make final judgment on what is acceptable.

CONDUCT

Mount Saint Mary Academy has high standards of morals and mercy virtues for our students. Virtues that we expect and practice daily include: mercy, charity, obedience, humility, self-control, responsibility, honesty, courtesy, patience, respectfulness, kindness, forgiveness, gratefulness and perseverance. All students will be held to the following expectations in an age appropriate manner and older students will be good role models to younger students. All students will:

- Make eye contact, smile, and greet teachers, visitors, parents, and fellow students.
- Will give their undivided attention to others when speaking or listening; they should look them in the eyes and avoid interrupting them.
- Will exercise courtesy in speech at all times. The use of “please,” “thank you,” “you’re welcome,” and “excuse me” are expected. Foul language, improper tone of voice, rudeness, sarcasm, gossip and slander will not be tolerated.
- Will exercise proper posture and appropriate body language (e.g., no hands in pockets, slouching, or tipping chairs). Proper posture is especially important during prayers and the Pledge of Allegiance.
- Will avoid pushing, physical contact, and unnecessary roughness.
- Will show respect for people’s belongings, school property and the building and grounds at all times. They will keep their desk, classroom, hallways, and locker or cubbies neat and orderly.

SCHOOL SAFETY / HARASSMENT / BULLYING

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

HOME ASSIGNMENTS

Students are required to complete and submit homework as assigned by their teachers. Homework should be checked by a parent. If any portion of the work is too challenging for the student, a note or email can be written by a parent or whoever has supervised the homework. The length of homework time varies per grade level.

LIBRARY

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

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

LOCKERS

Each student is assigned a locker or cubby in which to store clothing, textbooks, lunches, and musical instruments. In order to maintain a quiet atmosphere for class and safety for all, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

BUSES

Students living in Manchester are eligible to use city buses as a means of transportation to and from school according to city bus regulations. Contact the school office for more information.

Taking the bus to and/or from school is a privilege. Students who abuse this privilege will have it taken away from them. Students are to conduct themselves on the school bus as they would in school. Students who are not eligible for busing are prohibited from riding the buses. Alternative transportation arrangements must be made if your student, who takes the bus, wishes to have friends go home with him or her.

CAFETERIA / LUNCHTIME / SNACKS

Precautions for allergies are taken at school functions as well as their classrooms. We are NUT FREE at Mount Saint Mary Academy.

Students are responsible for washing their hands prior to snack, lunch, cleaning their lunch table after eating, and disposing of any trash into the appropriate containers. The school has a five day lunch program that is offered to all students. Healthy snacks should be carefully selected and sent in from home daily.

RECESS

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

KEEPERS OF THE CORE VALUES

The Student Core Keepers are composed of selected upper grade student representatives. The representatives hold regular meetings to discuss ways to help our school and greater community. These student representatives also help with school functions. Core Keepers are chosen by the faculty and administration.

HEALTH / HEALTH SERVICES

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

All allergies, medical needs, etc. must be brought to the office so that appropriate care and attention can be provided for your child. This information will only be shared with staff members that have direct interaction with the student.

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

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

ASSEMBLIES, SCHOOL SHOWS, PRAYER SERVICES

Mount Saint Mary Academy has many activities during the school year. Parents are invited and encouraged to attend these events. Invitations to these events can be found on the web page, in classroom newsletters, emails sent through Constant Contact, and Facebook.

Our chapel is available for students, families or faculty.

TEXTBOOKS

Textbooks are very expensive. It is the responsibility of the student to maintain these books in good condition. Any books lost or not returned at the end of the year will be the financial responsibility of the student and his/her parents.

COMPUTERS

At Mount Saint Mary Academy we will have a device per student in grades K through Six. This device can only be used for school assignments. All students have Technology as a Special. I-pads are also available in classrooms, as well as an interactive Apple TV, and/or a Touch View interactive white board. Internet safety is taught and student access is monitored. Any devices that are damaged, lost or not returned at the end of the year will be the financial responsibility of the students and his/her parents.

WEBSITE:

Parents and students have an obligation to stay informed of school news, assignments and events on the school website www.mtstmaryacademy.com. Every effort is used to keep this site updated.

TELEPHONES AND ELECTRONIC EQUIPMENT

Students are permitted to use school telephones, with staff supervision, for emergency purposes only. Cell phones may not be used at school. If your child owns one, please keep it at home. If needed for after school safety, they may be left in their backpack during the school day. Do not bring electronic music players or electronic gaming devices to school. If any type of electronic equipment, including cell phones, is used by a student during the school day, it will be brought to the school office.

FIELD TRIPS

Field trips will be designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation due to, but not limited to, poor academic performance and/or poor conduct. A written official permission slip, signed by a parent, is required before a child will be permitted to attend. Verbal permission cannot be accepted. Students who do not attend a field trip, for any reason, must stay home and will be recorded as absent for that day. An adequate number of chaperones will accompany each class. Protocols for field trips will include timely notification to the health office. Health recommendations will be made collaboratively with faculty, parents, and administration to ensure the safety of any student with life threatening allergies. Medication, including an EpiPen and a copy of the student's emergency health care plan, must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

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

SECURITY / SAFETY

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

EMERGENCY DRILLS

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

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

- Constant Contact
- WMUR-9 (TV and online)
- EZ TEXT
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CRISIS PLAN

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

VISITORS / VOLUNTEERS

After the beginning of class time, all visitors and volunteers must sign in at the school office and wear a visitor / volunteer badge. Visiting and volunteering must be pre-arranged with the classroom teacher and principal, the teacher will then notify the school office.

ASBESTOS MANAGEMENT PLAN

Mount Saint Mary Academy makes every effort to be in compliance with the asbestos requirements of the state of New Hampshire. Maintenance inspections are made every six months and three year detailed inspections are made by a reputable company.

RIGHT TO AMEND

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

NOTICE OF ACCEPTANCE

Annually each family must complete a form indicating that they have read and accept the policies and procedures contained in this handbook. The handbook acceptance form may be found in the admission section on the Mount Saint Mary Academy website under registration. This form should be printed, signed, and returned to the office with the rest of the registration forms.