



Parent and Student Handbook

2018-2019

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Morrisville, VT 05661
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SCHOOL PHILOSOPHY

The Bishop John A. Marshall School provides an extended family life for the home and Church. We believe that only when these three elements in the child's life—the home, the school and the Church—work towards a unity of mind and heart, can we, as educators, facilitate the growth of the whole person. Religious truths must be integrated with all of our lives as we strive to live out the Gospel of Our Lord Jesus Christ.

MISSION STATEMENT

Bishop John A. Marshall School educates children of all faiths to achieve academic excellence, challenging them to fully develop their God-given talents with commitment to truth, compassion, self-discipline, and love for all, in accordance with the teachings of the Catholic Church.

Making Our Mission Real

Bishop John A. Marshall School is a private, Catholic school, educating students in grades Pre-K – 8, governed by a Board of Trustees composed of Catholics and non-Catholics, and open to students and families of all faiths. The school's relationship with the Roman Catholic Church is overseen by the Bishop of Burlington in all matters of faith and religious education.

Bishop John A. Marshall School strives to:

- Provide a comprehensive curriculum with challenging instruction in all content areas, including reading, writing, mathematics, social studies, science, foreign language, and religious education.
- Foster in students a spirit of respect for each individual, a sense of responsibility for each other, and an awareness of each student's unique, God-given potential.
- Recognize the unity of body, mind and spirit by providing vigorous physical education and athletic programs.
- Offer a science curriculum that emphasizes understanding and being good stewards of the environment.
- Develop in students an appreciation of the beauty of Creation through the study of performing and fine arts.
- Become a leader in educating students in both the skilled and the ethical use of technology in the classroom and beyond.

Non-Discrimination Policy

Bishop John A. Marshall School, located in the Diocese of Burlington, admits students of any religion, race, color, national and ethnic origin, handicap, and age, to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. Catholic schools seek, however, primarily to serve any parents who want a Catholic education for any of their children.

Dear Parents and Students:

Welcome to the 2018-2019 school year at Bishop John A. Marshall School. In the pages that follow, you will find most of what you need to know about being a student or parent at Bishop Marshall. Always of special importance are the calendar and uniform regulations. In addition to being included in this handbook, they can also be found on our website at www.bjams.org under the "For Current Families" tab, "General Information" link.

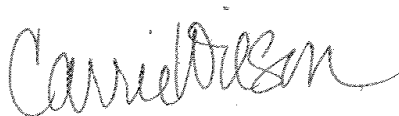
In substance, the contents are very similar to the last several years. Please take the time to read everything thoroughly, parents and students alike. Each of you will find a clear understanding of the procedures, the policies, and the rules, which will lead to a more productive partnership among student, home, and school. We at BJAMS cannot succeed without thoughtful cooperation among them.

By providing a high quality education in a caring, Christian moral-and-ethical context, we believe that each child will have the best opportunity to become fully the person God has created him or her to be.

The Bishop Marshall faculty and staff strive to avoid fads, relying instead on time-tested methods, integrated with proven innovations. As an independent school, we have the flexibility to adopt new ideas, the opportunity to do what is best for each individual student, and the freedom to resist trends.

May the Lord bless you and all of us as we step forward into this, the new day that He has made.

Blessings,

A handwritten signature in cursive script that reads "Carrie Wilson".

Carrie Wilson
Head of School

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FACULTY AND STAFF LISTING

Administration

Carrie Wilson, Head of School
Maryellen Kohl, Executive Assistant
Jennifer Nordenson, Vice Principal/Director of Enrollment and Marketing
Julie Rapoport, Upper School Division Head
Denise Myers, Business Manager
Laurie Marcoux, Business Office Assistant

Faculty and Staff

Laurie Flaherty	Pre-kindergarten Director
Beth Piper	Kindergarten
Erica Silveira	Grade 1
Crystal Greene	Grade 2
Katherine Curran	Grade 3
Jessica Semprebon	Grade 4
Julie Rapoport	Grade 5, Upper School Division Head
Theodore Casparian	6-8 Mathematics, Technology
TBD	6-8 Mathematics, Technology
Peter Close	6-8 Science, 6-8 Religion
Regina Shinnars	6-8 English, 6-8 Social Studies
Stephanie Wicks	French, 5 Religion
Brian Buczek	Physical Education
Juliet O'Neil	Art
Brooke Wright	Vocal Music
Richela Renkun Fusco	Drama
Holly Boucher	Band Director, Kitchen Assistant
Heather Gentle	Director of Food Services
Casey Dewey	After School Program
Destiny Wilcox	After School Program
Dezaray Draper	After School Program
Kevin Earle	Custodial
Nicole Fisher	Kitchen Assistant
Karen Walker	Pre-K Assistant

THE SCHOOL DAY

School Day Schedule

7:30 a.m.	Morning drop-off begins.
7:50 a.m.	Students report to classrooms.
8:00 a.m.	Morning Meeting (all school)—Tuesdays and Fridays
8:15 a.m.	Mass — Wednesdays and Holy Days only
3:00 p.m.	Dismissal
3:15 – 5:15 p.m.	After School Program Operates (additional fee applies)

Drop-off, Pickup & Parking

The school day formally begins at 8:00 a.m., with the taking of attendance in homerooms. All students must be present in the classroom no later than 8:00 a.m. We welcome student arrival no earlier than 7:30 a.m. Students are not permitted to be left unattended earlier than 7:30 a.m.

Classes will be dismissed when all books, papers, etc. are off the floor, all desks are in proper order, and all chairs are up. Lower school students (PK-4) must be picked up from their classrooms beginning at 3:00 p.m.; upper school students (grades 5-8) may be picked up from the multi-purpose room beginning at 3:00 p.m. Children who remain after 3:15 p.m. must be in a sport or scheduled extracurricular activity, supervised by an adult, or signed in for the After School Program. Parents are also welcome to supervise their children after school for play on the playground equipment behind the school. Unless they are involved in a supervised extracurricular activity, students should not remain on campus after 3:00 p.m.

Parents must park in one of the lots on either side of the school or on the outer part of the lot by the soccer fields (not the inside circle by the flagpole). Parking is prohibited in the crosswalk and fire lanes (marked with yellow painted curbs) along the sidewalk in front of the school. Please park before allowing children to open car doors. Unoccupied, idling cars left outside the school building are strictly prohibited.

If a student is being picked up by an adult other than a custodial parent, that adult must be listed on the student's authorized pick-up list and may be required to show identification. Anyone other than a parent who is picking up a student should come to the school office to meet the student.

Public Commuter Bus (GMTA Commuter Bus)

The public commuter bus has become a popular option for families wishing for their children to be transported to the Stowe/Waterbury areas. This is a public bus and is not a subcontracted service sanctioned by the school. As such, parents seeking information regarding the use/cost of the bus and arrival/departure times (including when the bus is running late), should seek this information directly through GMTA at 223-7287.

To keep all students safe, we ask that parents (or those designated to retrieve your children) be waiting for their children at the GMTA bus stops in Stowe and Waterbury prior to the bus' arrival.

Communication

There are times during the day that parents and school personnel need to communicate. While each staff member has a school email account, it is important to note that teachers' days are tightly scheduled with teaching your children and they may not have adequate time to check and respond to email messages that are time sensitive (e.g. an unexpected early dismissal, a change in who will be retrieving your child). Any messages involving time sensitive information should be communicated and sent as early as possible in the school day to the school office as well as to the teacher.

At night, teachers are home taking care of their families and recharging their batteries. Oftentimes they cannot monitor their email and respond to messages the same evening. Kindly allow teachers twenty-four hours to respond to your emails.

If any parent should need to see a teacher in the morning before school, he or she should call and make an appointment with the teacher. Otherwise, teachers plan this time to organize the day's work and to be available to the students. Teachers are free to see parents after 3:15 p.m., or when all their students have been dismissed. To see a teacher for an extended conversation, please schedule an appointment with the teacher.

Breakfast, Lunch (But No Dinner)

BJAMS is very pleased to offer a nutritious, high-quality breakfast and lunch to students for an additional daily charge. For family planning purposes, students will get a monthly menu that can also be found on our website under the "For Current Families" tab. Students may pay cash on a daily basis or take advantage of charging privileges. It is very important that positive balances be maintained to keep everything running smoothly in the kitchen and business office. The school requires families to

adhere to a Zero Balance Friday policy, which means that families must pay off all balances by the end of the week. Any account that carries a negative balance at the start of the week will not have charging privileges, meaning students must either bring snack/lunch from home or bring cash to pay for snack/lunch.

Parents who are concerned about the costs may apply for free or reduced hot lunch fees with a form that can be found on our website under the “For Current Families” tab, “General Information and Forms” link.

We do our best to accommodate all dietary needs; however, our kitchen has six of the eight major food allergens. In the event of a food allergy, please know that the most successful option for your child is to pack your child’s lunch.

What to Wear

Students in grades Pre-K through seven have one uniform. Students in grade eight have two uniforms: the “B” uniform, to be worn Monday through Thursday and the “A” uniform, to be worn on Fridays. Please see the school’s Uniform Policy for clarifications.

What to Bring...

Students should bring their book bags or backpacks every day, and use them to carry books, papers, notes, and pens, etc. In bad weather, a change of shoes may be helpful (or even necessary, if winter boots are worn to and from school). Any meals or snacks not purchased at school should also be brought with students.

...And What to Leave at Home

Students should leave gum at home since it may not be chewed in the school building. MP3 players, iPods, Gameboys, other computer games, all electronic music players, and in fact all CDs and CD-ROMs should be left at home to be enjoyed there. Cell phones, pagers, skateboards, and laser pointers should also not be brought to school, although exceptions for cell phones may be granted with permission from the Head of School. **Please note: if a cell phone exception is granted by the Head of School, it may not be out between the hours of 7:30 a.m. and 4:30 p.m.** Parents wishing to communicate a schedule change with their child should call the school office to relay this information to the student. Parents should not rely on communicating with their child through cell phones. E-readers are acceptable, though students should check with their teacher for final approval. **Any weapons, real or simulated, including toy guns, water pistols, paintball guns, beebee guns/air soft rifles, and knives (even Swiss Army or Scout**

type knives) should *never* come to school. (See “Behavior, Expectations, and Discipline” below for more information.)

INTERRUPTIONS TO THE SCHOOL DAY

Absences

It is very important that students attend school each day in order to participate fully in the life of the school. Students who miss school miss exciting teaching-and-learning activities with their classmates, which cannot be duplicated by make-up work. Please make a special effort to see that your students come to school on time and prepared for their responsibilities.

When a student will be absent, parents must call the school office by 8:30 a.m. to notify us of the absence, the reason for the absence, and whether or not they plan to pick up the homework (typically ready for pick up at 3 p.m.) A student who is absent from school may not participate in school-sponsored activities after regular school hours, unless cleared by the Head of School or his/her designee.

In the case of unexcused absences, all work missed must be made up, and the classroom teacher will determine how much credit, if any, the student may receive for the make-up work. Continued unexcused absences will be cause for removal from school.

Ordinarily, absences will be considered excused in the case of events such as: a death in family; illness (though a doctor’s note may be required in some cases); impassable roads and/or inclement weather; religious observances; and other cases as approved by the Head of School.

All work missed because of an excused absence must be made up to the satisfaction of the teacher. Students are allowed one (1) day to make up work for *each* day of absence. However, in the event that the absence is planned and if the teacher has provided work in advance of the absence, it is expected that the student will return to school with all of the work completed. Make-up assignments are the responsibility of the student. Upon request, assignments and books may be picked up at the school office at dismissal time.

Excessive absenteeism (absences that exceed thirty days in one academic year) may compromise academic promotion, regardless of a student’s academic standing.

Planned Family Trips

We strongly urge all parents to plan trips in conjunction with the school calendar, which was sent home with students in April, 2018, and is also on our website under the “For Current Families” tab. If parents do find it necessary to plan a trip outside the four and one-half weeks of vacation scheduled during the academic year, they should notify the school and the teacher no less than two weeks in advance. Please fill out the form at the back of this handbook and return it to Mrs. Kohl in the school office.

The school does not require teachers to assume the obligation of reproducing the academic program the student will miss. Teachers may choose to substitute a trip journal or other activities. The school does not expect the teachers to add to their schedules by daily faxing or e-mailing materials, corrections or comments. Students are expected to return to school with any assigned work completed. Students who do not return from a planned absence with the assigned work completed may not, at the discretion of the teacher, receive credit for the work, impacting the student’s academic standing.

Snow Days/Inclement Weather

When school is closed for snow/inclement weather, the school will use the local radio stations as well as social media to announce the school closing. All the major stations carry this information. Every effort will be made to call off school by 6:30 a.m. The school calendar has five (5) make-up days built into the end of the calendar. In the event of a particularly difficult winter, additional make-up days may be required at the end of the year.

Bishop John A. Marshall School also uses a telephone/email broadcast system called Parent Alert that is an instant parental-notification system. Parent Alert enables the school to notify all households by phone, email, and text of any school-day emergencies, school cancellations or delays. In the case of any school-day emergencies, the service will simultaneously call, email, and text all listed phone numbers and emails in our parent contact list and will deliver a recorded message, email, and text from the Head of School. More information will be e-mailed to families in one of our September Friday Notes.

Early Dismissal – School Initiated

On rare occasions, it may be necessary for Bishop Marshall to close early, in order to ensure the safety of our students. While every effort will be made to avoid such a closing, we will never hesitate to do so if prudence demands it. In the event of an early

dismissal, parents or emergency contacts will be called, texted, and emailed via the Parent Alert system, and announcements will be made on local radio and television stations when possible. If an unexpected, or unexpectedly severe, storm arises, or other incidents of concern occur, parents should anticipate the possibility of an early dismissal and be in touch with the school.

Early Dismissal—Family Initiated

We encourage parents to use hours outside of the normal school day for doctor, dentist and other appointments. On those occasions when in spite of parents' best efforts it may be necessary for an event to be scheduled during the day, parents should give teachers as much notice as possible, by sending in a note to the school office. In addition, parents must come to the school office to sign their student(s) out for every early-dismissal activity. Students must be retrieved by parents promptly at the requested early-dismissal time so that they are not sitting waiting on the office bench for an extended period and missing valuable class time.

We recognize that parents may opt to include their children in community-based programs and activities, and we support this in every way we can. In the case of students missing significant instructional time (more than two hours/week), parents must meet with the classroom teacher well in advance of the start of the activity. It is important for families to fully understand what students will miss in their absence and a plan must be established to address the work and instruction being missed. Students must be in strong academic standing (cumulative grade point average of 80 or higher) to accommodate this schedule.

AT THE END OF THE DAY

After School Care:

There is no After School Program (ASP) available to our Pre-kindergarten students; those enrolled in our Pre-kindergarten must be retrieved promptly at 3:00. If an authorized adult does not retrieve your Pre-kindergarten student by 3:15 pm, we will begin calling those listed as emergency contacts and a fee of \$25 for every fifteen minutes beyond 3:15 pm will be assessed.

For our students in Kindergarten through eighth grade, the school operates -- for an additional cost -- an After School Program from 3:15-5:15 using the multi-purpose room, the math classroom, and/or the outdoor amenities of the campus. ASP seeks to offer an environment that provides a sense of safety, security, comfort, and flexibility for

children during the interim period between the end of the school day and their return home. This year, several activities will be made available for your child.

It is important for each child to follow all school rules while attending the After School Program. Those who are unable to consistently follow the rules will not be welcomed to participate in the program, and parents will need to seek alternative care.

It is important that your child have appropriate attire for the After School Program. Many children choose to bring a change of clothes. Should your child bring a change of clothes, the clothing should roughly follow the uniform expectations: modest clothing that is comfortable.

An electronic billing system is used for the After School Program that is parallel to the hot lunch billing system.

Snacks will be available to students participating in the After School Program for an additional cost. Students also have the option of bringing their own snacks to the program. Should students choose to bring a snack from home to enjoy at the After School Program, parents must ensure this snack is "peanut and tree-nut safe."

It is important to note that the school day ends at 3:00 p.m. and you have a fifteen-minute grace period to pick up your child. If you do not pick up your child from school by 3:15, he or she -- without exception -- will automatically be sent to the After School Program and you will be responsible for payment. We are not able to prorate your child's length of attendance, and you will be charged a minimum of one hour even if your child attends for less time.

The After School Program ends promptly at 5:15 pm. Failure to retrieve your child by that time will result in a charge of \$25 per 15-minute interval past 5:15 pm. Repeated failure to retrieve your child in a timely manner will result in dismissal from program participation.

When your child is released from the After School Program, please be advised that he or she will only be allowed to go with those you have listed on the ASP enrollment form filled out electronically prior to attendance.

If you have questions regarding the ASP program and its policies, please speak with Casey Dewey.

CALENDARS

Weekly

The school office prepares a weekly newsletter called “Friday Notes” that is e-mailed to families every Thursday or Friday. This newsletter is designed to keep families updated and informed about upcoming events, deadlines, and important school information. We encourage you to read it regularly since oftentimes the information is time sensitive. School events can also be found on our school website under the “Calendar” tab at the top of the homepage at www.bjams.org.

Yearly

Our school calendar can be found on our website at www.bjams.org under the “For Current Families” tab, under the “School Calendar 2018-2019” link.

“And the greatest of these is *agape*...”

—1 Corinthians, 13:13

BEHAVIOR, EXPECTATIONS AND DISCIPLINE

The behavior code of the Bishop Marshall School is one made up of many rules, but it is not at its heart a rule-based code. That is, it is not our intention, nor even within our powers, to write a set of rules that could encompass all the possible ways students might contrive to behave inappropriately. Nor is it our intention to define in detail all the ways in which they might act with good judgment.

It is our expectation as administrators and teachers that students will strive to be virtuous. We want for them to ask of themselves about an action, not “Is it permitted?” but, “Is it just, or wise, or fair?” In other words, “Is it right?” We want students to relate to one another, to parents, and to faculty, in the spirit of *agape*, the Greek word the early Christians used to describe the love for each other towards which Christians are supposed to strive. In this way, each of us can have as our end the betterment of each person in the community.

At different times, each student, teacher, and parent will almost certainly have need to consult the four cardinal virtues (courage, wisdom, temperance and justice) and the three theological ones (faith, hope, and *agape*). But, as a starting point, what follows are the basics of the Code of Conduct.

Student Code of Conduct

Students learn self-discipline best when they know what is expected of them, and such expectations are clearly and consistently upheld, in practice and by example. As teachers and administrators, we do our best for our students when the expectations we set for them at school are in line with what parents insist upon at home. We ask that parents take careful note of the Code of Conduct, and that they are supportive at home of our efforts at school. The school is in a partnership with the parents of each child who attends Bishop Marshall School. If in the opinion of the administration this partnership is compromised, the parents may be required to withdraw the student.

School rules and regulations foster basic courtesy, good manners and the creation of a Christian community where learning can take place. The Code of Conduct covers all activities of the school including Mass and religious services, prayer, all games and public performances, field trips, and all other school-sponsored activities, on or off

campus. Conduct whether inside or outside of school that is detrimental to the school and/or its reputation can result in disciplinary action.

Honor System

Each student is a member of the Honor System. The student should be fair with him/herself, with fellow students, and with the teacher. Students will not lie, cheat, plagiarize or steal, nor tolerate anyone who does. The school asks that its students tell the truth at all times, conduct themselves as ladies and gentlemen, respect law and order, and follow the Commandments in all phases of life.

Attitude

The virtue of *agape* is most obviously manifested in one's attitude towards one's peers and one's elders. A willingness to offer time and assistance to fellow students, teachers and parents; a concern for the well-being of each other; and a spirit of cooperation all should be evident. Treat others as you would like to be treated. Students are expected to show proper respect for faculty and staff members, to treat each other with courtesy, and to display a positive attitude and disposition. Students should hold doors open for adults and will stand when a guest enters a room. Students should address adults formally, using a proper salutation (such as Mr., Miss, Mrs., Ms., Father, Sister, etc.).

Morning Meeting, Mass, and Assemblies

When attending an event in the multipurpose room, students should enter and leave quietly. They should be attentive and respectful to those who are presenting, to demonstrate an appropriate sense of courtesy. Students should not leave their seats except with permission of their teachers, and should refrain from speaking except when invited to do so.

Students should make a special effort during Mass or other religious observances to go beyond simple courtesy and to display an attitude of reverence. In the chapel and at Mass, the Blessed Sacrament is present, and should be accorded special respect.

Bathrooms

Students need to develop good hygiene habits and respect for the privacy of each person. When using bathrooms, students should respect the rights and privacy of others. They should speak quietly, remain no longer than necessary, put products in their proper place, and, finally, leave the facilities clean.

Gym Rules

In Physical Education class, students:

- enter the gym or walk to the athletic fields quietly;
- keep hands and feet to themselves;
- stop and listen when the whistle blows;
- play by the rules, listen and follow directions;
- are good sports and do not make fun of others; and
- show respect to all.

Computer, Internet and Electronic Mail Acceptable Use Policy

Computer facilities are provided for students to conduct research and other academic work, and to communicate with others as enrichment to the life of the school. Access to network services is given to students who agree to act in a considerate and responsible manner. Individual users of the school computer network are responsible for their behavior and communications over those networks.

Students and parents can work together to guarantee successful computing at BJAMS. In order to avoid the loss of work or tardy assignments due to computer problems or saving issues, students should have a flash drive/memory stick labeled with their name and a sturdy carrying case.

THESE FLASH DRIVES/MEMORY STICKS MUST BE SCANNED FOR VIRUSES
BEFORE USING TECHNOLOGY AT BJAMS.

Parents can help students by:

- Reminding them to save often and to save in several places (many computers allow users to set up an automatic save).
- Keeping home printers and computers in good working order and having a supply of paper and cartridges on hand. Due to the cost of printer cartridges, students should **use their home computers as their primary place to print work.**
- Unreasonable or excessive printing at BJAMS is not permissible. Repeated offenses are a violation of BJAMS computing policy and may result in a loss of computer privileges.
- Make sure your child has an updated version of Microsoft Word, the only word processing program BJAMS supports.

- Encourage your child to use the library databases BJAMS has purchased for student research (giving out the passwords to these databases is a legal violation of copyright law and may result in the loss of computing privileges).

Prohibited Uses and Activities

In keeping with Bishop Marshall School's expectations governing personal conduct and safety the following actions are **not** permitted:

- Publishing on the Internet personal contact information about yourself or anyone else, or engaging in potentially dangerous or illegal activities on line. Personal contact information includes address, telephone, etc. As a matter of personal safety, you should not agree to meet with someone you have met on-line without parental approval.
- Using school computer facilities to access, display or send material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). *An exception may be made if the purpose of your access is to conduct research under a teacher's direction.*
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in public or private messages.
- Harassing, insulting or attacking others. Harassment through computer use is defined as persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop. This includes knowingly or recklessly posting false or defamatory information about a person or group.
- Damaging computers, computer systems or computer networks. This includes deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Violating copyright laws. Plagiarism is taking the ideas or writings of others and presenting them as your own. Copyright infringement occurs when you inappropriately reproduce writing, images, or software that is protected by a copyright.
- Using another's password. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. **UNDER NO CIRCUMSTANCES SHOULD YOU GIVE YOUR PASSWORD TO ANOTHER PERSON.**
- Trespassing in another's files. You may not attempt to gain unauthorized access to any file, computer or network at BJAMS or through its systems, or go beyond

your authorized access. This includes attempting to log in through another person's account or access another person's files.

- Intentionally wasting limited resources. The system is intended for educational and career development activities and limited, high-quality, self-discovery activities. You should not download large files unless absolutely necessary, in which case you should immediately move the file from the school computer to your personal computer. **You may not post chain letters or engage in "spamming"** (i.e., sending an annoying or unnecessary message to a large number of people). You should check your e-mail frequently and delete unwanted messages promptly. You should subscribe only to high-quality discussion group mail lists that are relevant to your education.
- Employing the network for commercial purposes. This means you may not offer, provide, or purchase products or services through the school computer system. In no case will Bishop Marshall School be responsible for transactions made in violation of this provision.
- Using Bishop Marshall School computer facilities to engage in any illegal act, including, but not limited to, such acts as arranging to obtain alcohol or drugs or threatening the safety of a person.
- Playing, downloading, or visiting any sites devoted to video games or on-line gaming is prohibited

Use of the network and internet is a privilege that may be withdrawn at will by Bishop Marshall School.

Rules of Conduct

The student:

- will bring nothing to school that could harm another person (knives, fireworks, firearms, etc.);
- will not possess inappropriate literature, images, or computer files;
- will not possess alcohol, tobacco, vaping devices and pods, marijuana, or drugs;
- will not engage in any bullying behavior;
- will abide by the uniform regulations;
- will walk, not run, in the building;
- will not chew gum;
- will never leave school grounds without permission from parent/guardian and the office;
- will never leave the school building without permission from the supervising adult;
- will follow all classroom, lunchroom, and playground rules;
- will deliver and return signed papers;
- will respect all school property (books, desk, restroom, etc.);
- will respect other students' property;
- will keep all areas clean;
- will be in class on time; and
- will use appropriate language.

The “big laws” will guide the interpretation of, and if necessary introduction of, the “small” ones. The Head of School will work with students, teachers and parents to ensure that students know what is expected of them, and will be the final arbiter of all disputes arising from the rules.

Drugs, Marijuana, Vaping Devices/Pods, Alcohol, and Tobacco

Students at Bishop Marshall are bound not only to school rules but to civil law regarding drugs, marijuana, alcohol, vaping devices/pods, and tobacco, which are illegal for minors to possess. Students at BJAMS are never to possess or use alcohol, tobacco, marijuana, vaping devices/pods or illegal drugs. They are also not to possess or use prescription or over-the-counter medications, except as subject to the limits of the school's Medication Policy, found in the handbook. Because use of substances, or misuse of legitimate medications, presents a serious threat to the health and safety of the student himself/herself and to the community as a whole, violations of this policy will be dealt with severely.

Weapons

Bringing firearms onto campus is a violation of state law (13 V.S.A. § 4004). A person who carries or has in his/her possession a dangerous or deadly weapon (any firearm or other weapon, device, instrument, material or substance, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or serious bodily injury [13 V.S.A. § 4016]) openly or concealed, within a school building or on school property shall be reported to the proper legal authority. The consequence of this activity may be imprisonment, fines or both. In addition, the administration may take whatever actions deemed appropriate (e.g., suspension, exclusion, termination of employment) when a person carries or has in his or her possession a dangerous or deadly weapon openly or concealed, within a school building or on school property.

Harassment and Hazing

Harassment and hazing by students are strictly prohibited and must be reported by students to a teacher or administrator immediately upon observation of such conduct. Detailed policies are attached to this handbook.

Bullying

Bishop John A. Marshall School is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the school to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the school to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties. The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined

herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

Bullying by students is strictly prohibited and must be reported by students to a teacher or administrator immediately upon observation of such conduct. If a student prefers to make an anonymous report, he or she may do so by leaving a note at an administrator's door or at the school office. Parents and guardians of students are encouraged to report to administrators any observations of bullying and reports of bullying received from students or others. School personnel who observe bullying, or receive reports of bullying, or otherwise become aware of bullying must immediately notify an administrator who will review all reports and perform an inquiry. If there is a verified act of bullying, the parent/guardian of the perpetrator shall be notified of the act, its consequences, and consequences that may result from further acts of bullying. Consequences may include, but are not limited to, missed recess, detention, required counseling or meeting with interventionists, suspension, or even expulsion. Subject to limitations imposed by the Family Educational Rights and Privacy Act (FERPA), the parent or guardian of a student who is the target of a verified act of bullying shall be notified about the act and any action taken to prevent further acts of bullying.

Disciplinary Measures

We at Bishop Marshall would like students to thrive academically, socially, emotionally, and spiritually. Students who feel good about their school and classroom excel in the above-mentioned areas. Using elements of the *Responsive Classroom*, we plan to implement its contents in the way we approach discipline. This approach is not a fad. It is a method that is over twenty years old, and aligns beautifully with our mission.

While we feel this will be a successful endeavor, we realize that from time to time, students need guidance in how they interact with one another. Included in the appendices of this handbook, you will find behavior rubrics for both the lower and upper schools. Please review the rubric(s) that apply to your child(ren).

Teachers will handle routine classroom discipline, using positive reinforcement whenever possible and assertive discipline when necessary. Repeat or serious breaches of discipline will be handled by the Head of School. Besides time outs and losses of privileges, discipline actions include:

Detention

After school; usual time is one hour, but can be reduced to thirty minutes. This can be a work detail. If not, the student simply sits for the length of time. (No homework, eating, sleeping, talking, etc.) Failure to comply will result in further disciplinary action. If a child receives a detention, the person issuing it will communicate with parents in advance about pickup times. If arrangements cannot be made, the student will go to the After School Program and the parent will be billed accordingly.

Mandatory Parent Conference

Certain behaviors, whether repeated or first-time offenses, may require a disciplinary meeting among custodial parents, the teacher and the Head of School and/or Division Head for a discussion of the problem and potential solutions.

Suspension

A student may be placed on suspension for serious misconduct on school grounds, off school grounds during school-related activities, or for non-school related activities if such conduct reflects adversely on the school. The student stays home and receives zeroes on all missed work. A parent conference is mandatory for readmission.

A student may also be given an in-school suspension, which involves isolation of the student from his or her peers at school during the day, with isolated breaks, known as "Classes Only." Teacher will provide lessons, work, and tests to be done during the suspension.

Expulsion

Serious misconduct at any time reflects adversely on the school and conflicts with its mission. For serious breaches of discipline, or persistent and repeated violations of even minor rules, a student may need to be removed permanently from the student body and the school. Many kinds of conduct unfortunately can lead to suspension or expulsion, and no list is going to be comprehensive or exhaustive. Behaviors or actions that endanger the physical or spiritual well-being of members of the school community will not be tolerated and will most likely result in suspension or expulsion.

Before a student is expelled, the student and parents/guardians will be given notice of the violation of rules or regulations on the part of their child and a conference with the parents/guardians, student, and Head of School and/or Division Head will be scheduled. The student and his or her parents will have the opportunity to be heard regarding the violation of rules or regulations. The administrators will also consult with

any teachers who were involved in or were witness to the violation(s). A final decision will be made by the Head of School and the student's parents/guardians will be notified in writing.

The use of Restraint and Seclusion in schools is governed by Vermont State Board of Education Rule 4500. Details of State Board Rule 4500 can be found:

<http://education.vermont.gov/student-support/healthy-and-safe-schools/restraint-and-seclusion>

ACADEMICS

Plagiarism

Plagiarism is a form of academic dishonesty that includes using the work or ideas of another and presenting them as if they are one's own. It is a violation of Bishop Marshall School's Code of Conduct and will result in disciplinary action.

Grading System

Kindergarten through Grade 2 evaluations issued each trimester use the key that follows. These indicators are also sometimes used on report cards in Grades 3-8.

PD - Proficient with Distinction

P - Proficient

N – Nearly Proficient

S – Substantially Below Proficient

N/A – Not Assessed at this Time

Numerical grades of 90's (A), 80's (B), 70's (C), 60's (D), and below 60 (F) are used on report cards in grades 3-8. In the upper grades, an incomplete (I) will be issued for unfinished assignments. This work must be completed within a designated time period or the "I" becomes an "F" (not passing).

Report Cards

Report cards are issued three times during the school year and reflect the teacher's evaluation of the student's scholastic achievement and personality traits. Progress reports are not issued for students in grades 3-8 since the online grading system is in effect.

Please remember that at all times the ratings of the student’s attitude, effort, behavior, and personality traits are as important as the grades in various subjects.

Academic Reports

Trimester	End of Trimester	Report Cards Distributed
Trimester 1	Nov. 16	Nov. 30
Trimester 2	March 8	March 15
Trimester 3	May 31	End of School – Gr. K-2 Available through RenWeb – Gr. 3-8 by June 15

Progress Reports

Progress reports for grades 3-8 will be available in the on-line grade program. Progress reports for grade 2 are TBD.

Parent/Teacher Conferences

Usually, conferences are held at the end of the first and second trimesters. Parents and teachers may request a conference whenever necessary throughout the year.

Honor Roll

Bishop John A. Marshall School recognizes students in grades 3-8 who have achieved at a high level, by publishing an honor roll for each marking term. Students must achieve an average of 90 or better in all academic subjects (including French) to be considered for High Honors. Students achieving an average of 80 to 89 in all academic subject areas (including French) will be considered for Honors. Additionally, they must earn an outstanding or satisfactory in all other areas, including Art, PE, and Music, and areas indicating conduct and behavior.

Homework

At Bishop Marshall, homework has many purposes: to foster habits of independent work and study; to reinforce learning that has taken place at school; to prepare for new concepts; and to help students be ready for increasing workloads in secondary and postsecondary education. The amount of homework given nightly depends upon the grade level, the subject, as well as the individual student.

Good study habits are important and develop early. Parents can give their children the best chance for success by providing a proper study environment in the home, as free from distraction as possible. Turn off the television, turn off the music, and encourage siblings without homework to play quietly. Enough time should also be made available (see the chart below for estimates of how much may be “enough”). Parents are encouraged to check over their children’s work, not so much to correct it, but to be certain that it has been completed. Checking your student’s homework completion nightly will provide a much earlier warning, one that can be addressed immediately.

Students who are absent should call another student for assignments, or parents can arrange to pick them up at school at the end of the day. Students have one (1) day to make up assignments for each day they have been absent.

In addition to regular homework, students may also from time to time be asked to work on long-term assignments or projects. Teachers will make a concerted effort to coordinate major tests and projects, especially in the upper school. Please see the calendar near the library for major projects and tests for grades 6-8.

The following time frame is the guideline teachers use when assigning homework for grades 2-8:

Grade 2:	20 minutes nightly
Grade 3:	20-30 minutes nightly
Grade 4:	45 minutes nightly
Grade 5/6:	60-90 minutes nightly
Grade 7/8:	1½-2 hours nightly (although special projects are more frequent in these grades)

Testing

Evaluation of students includes testing on a regular basis, as a means of evaluating student success. BJAMS students can expect to take teacher-made tests; tests that accompany curriculum series; and standardized tests. Bishop Marshall School students may participate in some Diocesan, Vermont state, and federal testing at some grade levels, when appropriate. It is very important that every effort be made for students to be both present and prepared for testing: regular class tests and quizzes, exams, Terra Novas, and ACRES.

Students in grades 6-8 take midterm and final exams. Eighth graders may be exempt from final exams if their class is designated “an exemption class” and if they have an average of 90 or above for that subject for the year at the end of the third trimester.

Textbooks

Most textbooks are purchased by the school and loaned to students for the year. Each student will sign out his or her copy of textbooks for the year. Students should help protect the books and preserve them for use in the future by covering them. Families will be required to replace lost or damaged books. If you should find a book, make an effort to return it to the owner or turn it in to the school office.

Backpacks and Book Bags

Students are encouraged to use backpacks or book bags to transport school materials to and from school. This will help keep materials organized and will minimize the exposure of these things to the weather. Please be advised that the school reserves the right to inspect all property brought on to school grounds, with or without cause.

Field Trips

From time to time, teachers may organize field trips with an educational value, varying in length from a few hours to a full day. They will always plan ahead, making sure parents have enough time to plan for each trip, and to volunteer to accompany the students when appropriate. Parents, whether or not participating themselves, will need to sign a permission form for each specific field trip. When possible, trips will be paid for by the school, but some events may require parents to pay a fee to cover expenses.

Students who do not accompany shorter field trips will in most cases be supervised in school. However, for extended field trips, or ones which involve groups larger than a single class, parents may be asked to keep students not participating at home.

The Head of School has a limited pool of resources to support students receiving tuition assistance who may need help paying costs associated with field trips. Speak with him/her if you need more information.

Religion

The goal of the religious education program at Bishop Marshall School is to educate our students in the foundation of the Christian life through the teachings of the Catholic Church. Students will receive the knowledge necessary to live as informed and

responsible Catholics in today's world. Efforts will be made to develop awareness of Catholic values in daily circumstances of students' lives.

Virtue/character education, which includes sections on human sexuality, will be taught to upper-level students using a program of studies approved by the U.S. Council of Bishops and with the Catechism of the Catholic Church. This program is intended to aid parents in the process of presenting Catholic views to their children.

Music

A Vocal Music Program is available for all students at Bishop Marshall School weekly. Instrumental music is available in Grades 3 – 8 and our informational assembly pertaining to band instruments will be held at the start of the school year. More information will also be sent home at that time regarding instrumental music. Concerts are held twice each academic year.

Physical Education

Physical Education is an essential part of the total educational process. It is the process through which one aims to improve human performance and development. It is by regular physical activity that we obtain and refine our physical, mental, emotional and social skills. It also provides knowledge through movement and participation. Students in Grades 3-8 will receive a numerical grade.

Promotion/Retention

The Head of School makes the final decision regarding promotion and retention of all students. Discussions with the Head of School, Division Heads, classroom teachers and parents regarding student progress take place throughout the academic year, especially at report card time, for all students, but, particularly, for those students who are at risk of not meeting the minimum requirements for their grade. By mid-year, parents and the Head of School will be made aware of academic concerns that may lead to a recommendation for retention. Prior to the end of the second trimester, the Head of School will receive a written report from the Division Head and/or classroom teacher containing evidence of student progress with recommendations for any student being considered for grade retention. By mid-May, the Head of School will meet with parents to discuss the final placement decision for the following school year.

Transfer/Withdrawal

Parents of a student leaving Bishop Marshall School must register at the new school. A request for the transfer of student records is signed at the new school. Parents are asked

to notify the school administrator that the student will be transferring and an exit interview will be scheduled.

Graduation

As eighth grade students exit our school, they will be graduated in a simple, but formal ceremony, which may include a liturgical ceremony. In order to graduate, students must successfully complete English 8 and Math (Math Course II, Pre-algebra, or Algebra), and have a passing average for the remainder of their courses.

HEALTH, SAFETY AND THE THINGS THAT CONTRIBUTE TO THEM

Emergency Information

Parents/guardians must provide the school with emergency contact information. It is the parent/guardian's responsibility to inform the school office if such information changes. New emergency contact forms are available through RenWeb. Emails were sent to all families before the end of the previous school year regarding the new procedure in place. All emergency forms are to be submitted online.

Health Services/Illness/Injury

Bishop John A. Marshall School does not have a nurse or nursing services available.

If a student feels ill during the day, he or she must obtain the teacher's permission to go to the school office. If school officials determine the student is too ill to remain at school, parents will be notified and advised to pick up their student and bring him or her home. In all cases of illness, students must be fever free (under 100° F, without the aid of fever-reducing medication) and vomit free for a full 24-hour period before returning to school to ensure the full recovery of the student and to prevent the spread of infection to other students. In addition, should a rash present, the school will require the parents to retrieve the child and a note from the child's physician is mandatory before the child resumes school. In cases of strep throat and pneumonia, students must be on antibiotics for a minimum period of time before returning to school: 24-48 hours for strep and a minimum of 48-72 hours for pneumonia. In all cases, they should return only when they are feeling much better, have not had a fever (under 100°F without medication) for a full 24 hours, and are no longer exhausted. In situations where a child has been diagnosed with a concussion, fracture, or sprain, a note from the child's physician is mandatory (at the start of the injury and also at the conclusion of the injury) to indicate level of participation in PE, sports, and outdoor recess.

A physician, at the family's convenience, should give physical examinations to all students in kindergarten, first grade, third grade and all new students. Sports physicals are required for any student who desires to participate in any school-organized sport. A medical doctor's note may replace a physical if done within two years.

Extended Absence Due to Illness or Injury

In the event that a student is out of school for an extended period of time due to illness or injury, a meeting may be required -- at the discretion of the Head of School -- prior to the child's return. Depending on the situation, several constituencies may be present at this meeting, including (but not limited to): the classroom teacher, the appropriate division head, the Head of School, and representatives from the Board of Trustees. A plan will be formulated with input from all present and final approval of the plan will rest with the Head of School.

The school reserves the right to deem accommodations unreasonable, unnecessary, or unsafe to a student or entire school population and therefore can deny access to the school if required or suggested accommodations cannot be made.

Accidents

All accidents, however minor, occurring to students during the school day must be reported to the teacher in charge, who will fill out an accident report to be placed on file in the office. Accidents will be reported to the parent by a teacher or administrator, generally at the time the information is brought to the school's attention, or as soon afterwards as is practicable.

In the case of a serious accident or injury, the student may be transported directly to the emergency room. Otherwise, the parent will be notified by the Head of School, Division Head, teacher or executive assistant and asked to take the student to the emergency room or to his or her own doctor.

Fire Drills

Fire drills are conducted throughout the year. Teachers will remind students of the proper procedures for fire drills, which follow.

When the alarm sounds, each class proceeds in a line outside through the closest exterior door in an orderly fashion. Students will be silent in line, so that they can hear instructions given by their teacher, the supervising adult, or emergency personnel. Teachers and their classes will remain at a safe distance until the "all clear" order is given.

Emergency Procedure/Crisis Plan

In case of an emergency for which students need to leave the school property, they will be brought to the Crosby Center on Route 100/Portland St., Morrisville, behind Holy Cross Church or another location as deemed necessary by school, law enforcement, or emergency officials. Parents will be informed by phone, text, and email. The location of the students will also be announced on local radio stations and/or via Parent Alert. If an emergency occurs for which students must stay within the school, notification will be made to parents by phone, text, and email, as well as on local radio stations.

Immunizations

Parents/guardians must provide the school with a record of immunization (or legally recognized exemption) in order for their child to be admitted into class. This form can be uploaded through RenWeb when completing the enrollment/reenrollment packet for the upcoming school year.

Medication

School personnel will not administer over-the-counter medications (acetaminophen, cold medicines, cough syrups, etc.) without written permission from parents. The school will provide acetaminophen only and all other over-the-counter medications desired by parents for their child(ren) must be supplied by them to the school office. If a student requires prescription medication during the school day, parents must provide medication in its original container, a copy of the doctor's orders, and a written note requesting the school to dispense this medication. Parents are encouraged to come to school to administer this medication to their children themselves. All medications not covered under an emergency and/or chronic medical condition management plan must be locked in the school office. If your child has an emergency and/or chronic medical condition (such as asthma or an allergy), please see your child's classroom teacher and the Head of School to make a management plan. **Possessing or misusing over-the-counter and prescription medications presents a serious threat to the safety and well-being of students, and will be dealt with severely.**

Pediculosis (Head Lice)

Given the naturally social nature of young children, all schools should be vigilant concerning the incidence of head lice. We are aware of the health risk, financial costs and interruption of normal family activity that results from acquiring these pests. Therefore, we believe that taking the offensive is the best policy. We begin the school year with a general check of the children and proceed to do checks after vacations, when possible. It is most helpful for parents to be aware of the incidence of this problem in the community to help screen their children regularly and to educate them in

preventative measures. Fall and spring tend to be the most prevalent time of year for this situation to occur. The following procedures will be followed:

1. All students will be screened for head lice in August/September as well as at other times, especially after vacations or if there is an outbreak, when possible.
2. Upon discovery of a case of head lice, parents will be notified immediately and given educational information about treatment and procedures to guard against re-infestation. The school reserves the right to send students home if it determines that the chance of spreading head lice is still possible. (Both active cases and siblings of those with active cases.)
3. If a case is discovered, parents of the children in that classroom will be notified so they can be aware of the situation with their own family and take the necessary precautions.
4. If there is an outbreak in a classroom, activities inviting both physical closeness and sharing clothing or toys is highly discouraged.
5. If a case of pediculosis is discovered in the classroom during routine head checks, at the first opportunity, the room should be thoroughly vacuumed, paying special attention to areas where children congregate, with immediate disposal of the vacuum bag. Furniture, plush toys, closets and play areas will continue to receive special attention and this cleaning procedure should continue as long as there are fresh cases being found.
6. All people who have been treated must be rechecked before being readmitted to school. Parents of the affected child should have this emphasized to them at the time of first notification. These procedures are recommended by the National Pediculosis Association.

SPORTS

Bishop Marshall School offers team sports for its students. Presently, fall and spring soccer is offered for both boys and girls in grades K – 8 (based on participation). Physical exams (see Health Services/Illness/Injury) and good academic standing (a cumulative grade point average of 70% or higher) are important components of the sports program.

The eligibility of students in grades 6-8 is reviewed regularly for *all* extracurricular activities (athletic, instrumental, and drama). Homeroom teachers will notify the Head of School on Fridays if students are ineligible for the following week. Teachers may declare a student ineligible if his or her average is below 70; he or she has shown a dramatic drop in average/performance; he or she has incomplete work; or his or her behavior is significantly inappropriate.

Sportsmanship

Our sports programs exist not only for the physical health of students, but their emotional health as well. One of the key ways we teach this is through teaching good sportsmanship. Students should practice *agape* and justice, cheering positively for their own teams and for visitors as well. Booing, name calling, and similar discourteous and unchristian behavior would be sufficient reason to ask individuals to leave or even forfeit the game. Win, lose or tie, the game should be played right and the result celebrated with good manners and good cheer.

PLAYGROUND

Outdoor play is a time to relax, socialize and participate in unstructured group activities.

Therefore, students must:

1. play safely, only in designated areas;
2. remain outside unless permission is given to come in the building;
3. go outside and come back in an orderly manner;
4. wear appropriate seasonal outdoor clothing;
5. stop activity at the sound of the whistle;
6. abide by the instructions of administrators, teachers, or other supervising adults;
and
7. recognize that the Pre-K playground is reserved for those five and under.

FOOD

Hot Lunch

Hot lunches are available to all students. Lunch will be in the cafeteria unless students are given specific instructions otherwise. Healthy food is essential to keep students growing and learning.

Not all food is safe for all of our students. If a child in Kindergarten through fourth grade has an anaphylactic allergy to a food, he or she must sit at a designated table that does not allow the allergy-inducing food. Students affected by an anaphylactic allergy in grades five through eight are encouraged to sit at a designated table that does not allow the allergy-inducing food, though it will be at the family's discretion whether the child sits at a designated table. This is done in an effort to provide as much protection as possible for the student with the allergy, recognizing that an older student must learn to navigate his or her allergy independently. It is the school's preference that all students affected by an anaphylactic allergy sit at a designated table.

A “peanut safe” table will be made available to those affected by a nut (peanut and tree nut) allergy. Students who sit at this “peanut safe” table may only do so if their lunches do not contain peanut or tree-nut products (e.g., cashews, walnuts, pistachios, hazelnuts, pecans, etc.). Please note that in an effort to keep the peanut-safe table as such, that unlabeled bread products and crackers will not be permitted at this table (unless the child with the allergy has the item in his/her lunchbox).

We do our best to accommodate all dietary needs; however, our kitchen has six of the eight major allergens. In the event of a food allergy, please know that the most successful option for your child is to pack your child’s lunch.

Food must be sent to school so that children can prepare and eat it themselves. Please, no soda, candy or other “junk” food. Lunch is a time to relax and enjoy a healthy meal. It is a time to socialize in an indoor setting. Grace is prayed before each meal. Students should:

1. line up in their classrooms and walk to the cafeteria with their teacher;
2. use good table manners;
3. stay seated unless given permission to do otherwise;
4. talk quietly;
5. follow procedures for getting food and cleaning up for the next group who will use the dining room; and
6. exit in an orderly fashion.

Students will help by taking turns cleaning the dining area for the next group.

Billing information is included in the back of this book. Breakfast costs \$2.50, Lunch costs \$4.00, and milk costs \$.0.50; snack is a la carte. Families with financial difficulty are urged to fill out a Free and Reduced Lunch application available on our website under the “For Current Families” tab and “General Information and Forms” link. Bishop John A. Marshall School is an equal opportunity provider.

Milk, Breakfast, and Snacks

All grades have a snack break during the course of the morning. Parents should remember to send their child healthy snacks for morning snack time or money to purchase snacks in the cafeteria. Milk is available for purchase at breakfast, snack time and as part of hot lunch. Breakfast is served daily from 7:30 am – 7:55 am in the cafeteria. Snack is served at some time between 10:00-10:30, unique to each class schedule. Finally, lower school lunch is served 12:00-12:25 and upper school lunch is served 12:25-12:50.

We want to have healthy children, who are appropriately fed and ready to learn. Thus, please do not send soda, candy, chips, etc., for snacks. Fruit, cheese, crackers, vegetable sticks, and so forth will help the students maintain an appropriate energy level and keep their metabolisms running right! Please stress to your child not to eat his or her lunch desserts at snack time.

For those days when advance planning fails, students may also purchase healthy snacks in the cafeteria.

A well-hydrated student will be more alert, have fewer headaches, and generally be readier to learn. For that reason, reusable water bottles are encouraged. We encourage students to write their names on reusable water bottles for identification purposes.

MONEY

Tuition

In order to assure the best possible Catholic education for your child, it is necessary that the Bishop John A. Marshall School charge a tuition fee to help defray a portion of the total expense of educating your student. The balance comes from fund-raising activities of the PTO, grants from foundations and agencies, and donations solicited by the Advancement Office. The Board of Trustees sets the tuition rate for each school year. See the Admissions packet for the tuition fee structure.

Tuition Assistance

Bishop John A. Marshall School raises money and accepts gifts specifically to fund the tuition-assistance program. Families may apply for assistance at the time of registration. Parents should inquire at the school office for this information.

Tuition Assistance Policy

Tuition assistance will be provided for students in kindergarten through eighth grade of families with financial need, provided all necessary steps are followed and all applications are submitted on time. The dollar amount of assistance for each student will be based on the family's financial need, number of siblings enrolled in BJAMS, and the projection of total dollars available in the tuition assistance budget for the year.

Tuition assistance for Pre-K students is available through the State of Vermont's Bright Futures program (www.brightfutures.dcf.state.vt.us). They can be reached by phone at 800-649-2642.

Process and Rationale for Tuition Assistance

- Families interested in applying for tuition assistance must complete—and submit—an application to FACTS, an external grant-and-aid assessment company.
- FACTS evaluates the financial information submitted by each family and advises Bishop Marshall School of those families who are eligible for tuition assistance.
- A Bishop Marshall School review committee, consisting of the Head of School, Business Office Assistant and at least one member of the Finance Committee (appointed by Board Chair), review the FACTS evaluations and research each applicant. No awards will be given without a meeting of the committee. A more complete evaluation of needs can be done by a committee, as more information is shared and processed.
- When necessary, committee members will consult with pastors of parishes concerning family needs, special circumstances, etc. This could provide a more complete picture of assistance needs.
- For current students and families, all applications will be submitted by ONE deadline (typically early spring of each year). Any application submitted after the deadline will be considered late and assistance may not be provided to the applying family. The ONE deadline concept will make it possible to have one initial meeting to determine family needs and possible awards. This will make it fairer to all families by allocating an equitable share of the awards at one sitting.
- For newly enrolled students (or for those applying after the deadline for current students and families), meeting dates will be set to review all applications at one or two sittings. Meeting dates to be determined by Head of School and communicated to parents.
- The Business Manager will send out letters of financial assistance award amount requesting parents' acceptance. If parents do not accept the award within the timeframe designated by the administration, and wish the committee to review their circumstances, they must submit a letter justifying their reasons for a review. Parents will be informed of the date that the review meeting will take place. After the meeting they will receive another letter letting them know the outcome.

Withholding of Report Cards and/or School Records

Report cards and/or school records may be held at school if there are overdue tuition, snack, lunch, and/or After School Program balances or book fees.

ALL THE REST

Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires Bishop Marshall School, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from education records. However, the school may disclose appropriately designated “directory information” without consent, unless the school has been advised to the contrary in accordance with procedures following. The primary purpose of directory information is to allow the school to include this type of information from a student’s education record in certain publications. Examples include, but are not limited to:

- A playbill role
- School directory
- Sports activity sheet
- Yearbook
- Honor roll or other recognition lists
- Graduation programs
- School website
- Promotional materials

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, high schools, camps, and companies that manufacture school-related products.

If you do not want the school to disclose all or any part of the directory information from your child’s education records without prior written consent, you must notify the Head of School in writing by September 7th. Bishop Marshall School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Participation in officially recognized activities and sports
- Photographs
- Student work

Interviews

Occasionally media outlets request an interview with our students (usually regarding a special project the students are working on). If you do not wish your child to participate in such interviews without prior written consent, you must notify the Head of School in writing by September 7th. See also: Directory Information.

Men's Booster Club/Building and Grounds Committee

The Bishop John A. Marshall School Men's Booster Club/Building and Grounds Committee invites men and women (and students!) to join the organization and participate in the many activities sponsored to benefit the children, families, and friends of the school.

Parent Teacher Organization

The Bishop John A. Marshall School PTO invites families to join the organization and participate in the many activities sponsored to benefit the children, families, and friends of the school.

Volunteer Program

Volunteer opportunities include art aides, grant writing, fundraising, sports activities, PTO activities, Men's Booster Club/Building and Grounds activities, classroom assistance, library help, supervision of playground and school yards, and winter outdoor sports. Volunteers are needed on a regular basis as art aides, recess supervisors, after-school supervisors and teacher/classroom helpers. Please contact Juliet O'Neil (joneil@bjams.org) regarding the art program; Jennifer Nordenson (jnordenson@bjams.org) regarding grant writing, fundraising or BASH; Michelle Hines-Tomlinson regarding the PTO (pto@bjams.org); Casey Dewey regarding the After School Program (asp@bjams.org); Ed Olsen, on behalf of the Men's Booster Club/Building and Grounds Committee (elmore73@gmail.com); or Maryellen Kohl (mkohl@bjams.org) to volunteer for one or more of these or other important activities. All volunteers who are in direct contact with students must successfully complete the child-protection program, as designated by the Diocese of Burlington. Please see the Head of School for information on this important training. In addition, volunteers must

complete a Vermont Agency of Human Services form (available at/returnable to the school office), consenting to BJAMS doing an on-line child abuse registry check for him or her.

Lost and Found

Articles found will be brought to the “lost-and-found” box outside of the school office. Students who have lost articles should look there. Lost-and-found items will be discarded or donated to charity if not claimed within a short period of time. Students and parents must mark all clothing and personal items with the student’s name in indelible ink before sending them to school. Students should not bring large amounts of money or valuables to school.

Birthdays and Holiday Parties

Parents should check with their child’s classroom teacher regarding in-class birthday parties/celebrations. For birthday parties outside of the classroom, the school requests that invitations NOT be passed out at school unless all students are included to avoid feelings of exclusion.

Parties to celebrate certain holidays (All Saints, Christmas, St. Valentine’s Day, etc.) may be held in the afternoon in the classrooms at the teacher’s discretion. If parents wish to make or donate something for these parties, they should contact the classroom teacher.

Board of Trustees

The Bishop John A. Marshall School Board of Trustees meets on designated Mondays at 6:00 pm. The trustees invite public attendance to these meetings for the open session. Should an individual wish to be put on the agenda, he or she must notify the Chair at board@bjams.org for inclusion no later than two weeks prior to the trustee meeting the individual wishes to be part of. Should the deadline pass, the Chair will ensure inclusion at the next meeting.

BJAMS Christmas Fair (also referred to as BJAMS Craft Fair)

The Bishop Marshall School relies on several fundraising initiatives throughout the school year to enhance the school experience. The school holds an annual Christmas Fair at which all students in grades six through eight and their parents are expected to work. The fair is always held the first Saturday in December. Help is needed on the Friday evening prior to the fair and all day Saturday. Please be sure to mark your calendars, as this is a main fundraiser for the upper school.

Reenrollment

Reenrollment contracts are sent home each spring for the upcoming school year. Parents should complete the new-year's contract and on-line tuition-assistance application (if applicable) promptly, returning the contract with the seat fee. Please note the deadlines for reenrollment; classes can fill quickly. Current attendance does not ensure a place for the next school year without a signed reenrollment contract and seat fee. Spaces for enrollment are reserved first for currently enrolled students and their siblings. Next, those on the waiting list may enroll, followed by open registration.

Visitors

The Bishop John A. Marshall School Board of Trustees adopts the policy of the Roman Catholic Diocese of Burlington's *Policies and Regulations for Catholic Schools* regarding visitors to the school. In accordance with Diocesan Policy 5171, the administration of Bishop John A. Marshall School is responsible for providing reasonable supervision and safety of students during the school day while students are on school premises for a school-sponsored activity/event. The school day is identified to be from 8:00 AM to 3:00 PM.

The school is secure (locked) between the hours of 8:15 AM and 2:45 PM. There are times during the day when visitors require access to the school building. All visitors must alert the school by engaging the appointed school personnel and/or the intercom system. The visitor must state his/her purpose before gaining access to the school.

Those visitors whose purpose for visiting is beyond the school office will be required to sign in upon entering and will be given a visitor's tag to wear while on campus. Visitors will be required to sign out and return the visitor's tag when leaving. The school reserves the right to restrict access to the school and campus to any individual who is identified by the school to be a risk to the school community.

Several school-sponsored events throughout the school day invite others to join the school community. In accordance with Diocesan Policy 1242, no person shall be allowed to visit a classroom or group without authorization of the Head of the School or his/her designee. Efforts shall be made to invite parents, parishioners, and other interested persons to school programs. When the school sponsors such an event, all visitors are required to engage the school-appointed personnel and/or the intercom system to gain access to the school. Upon entry, the visitor will be required to sign in at the front office, will be given a visitor's tag to wear when on campus, and will be directed to the location of the event. Visitors will be required to sign out and return the visitor's tag when leaving. The school reserves the right to restrict access to the school and campus to any individual who is identified by the school to be a risk to the school community.

Catholic School Orientation Guide

This guide provides an outline of the spiritual activities for students and families at Bishop Marshall School. All students participate in every activity regardless of their faith belief.

Prayer

Bishop John A. Marshall School is an independent Catholic school, and as such our guiding principles are derived from the Catholic faith. We recognize that our school attracts children and families of various religious backgrounds, and we welcome and recognize those diverse faith beliefs. Every school day begins with prayer, which is a personal orientation to and focus of our relationship with God. We use classroom prayer, group prayer and individual devotions led by teachers, staff, students, and invited guests. All students are taught common Catholic prayers, including, but not limited to, the Sign of the Cross and its importance, as part of regular school life. Prayer is encouraged throughout the day: grace before meals, as a transition between classes, and at the end of the day. God's Word in Scripture, formal prayers, as well as prayers "from the heart," are all part of our daily prayer life in school. All students regardless of religious affiliation participate in daily prayer, including performing the Sign of the Cross and other practices.

Liturgy/Mass

Wednesday is Mass day where the entire school (no exceptions) gathers at 8:15 a.m. unless otherwise noted for this most holy celebration. The Mass is an integral part of the Catholic teachings and reinforcement of the school's religious education curriculum. All students attend by class with their teacher. Parents and friends are welcome to join the students. Older students have the option of signing up for training as altar servers (only available to those who have made their First Communion), readers/lectors, and choir members.

Community Service

All students at Bishop John A. Marshall School shall participate in service to the community. The service done must be in conformity to the teachings of the Catholic Church. If an organization will be the beneficiary of such service by Bishop Marshall School students, that organization itself must not provide a service which is contrary to the teachings of the Catholic Church. Corporal and spiritual works of mercy are to be given priority when selecting types of service. Annually, the Head of School, in

consultation with the Board of Trustees and the faculty of Bishop Marshall School, shall select one of the following options for each grade.

Option 1: **Each child** would be required to donate/serve a stated number of hours each quarter. The child would conduct the service outside of school and submit proof of doing so to his/her teacher.

Option 2: **Each class** would perform service for a particular local, national, or global charity.

Option 3: **The school** would adopt a local, national, or global charity for the year. Each class individually would choose or be assigned a manner in which to support the charity.

This experience will:

- a) help students become aware of others less fortunate or in need, and become actively involved in helping them;
- b) bring age-appropriate values and ideals to life through various experiences;
- c) instill a respect for the dignity of others, regardless of their situation; and
- d) provide an authentic means to teach collaboration, research, public speaking/presentation, and report writing skills.

Why community service?

Service to others is an important component of a Catholic education and instilling the virtues of compassion, gratitude, and service in our children creates a life-long focus on helping others. Our Community Service Program would help students develop a social conscience. It is intended to bring the values that are taught in class to life in a hands-on experience of learning about and responding to the needs of others.

Sacraments

The Church teaches us that the seven sacraments are an outward sign, instituted by Christ Himself, to give us grace for our daily lives. We recognize the sacraments of Baptism, Penance or Reconciliation, Holy Eucharist or Communion, Confirmation, Marriage, Ordination or Holy Orders, and the Anointing of the Sick as opportunities to encounter God's grace. At school, we celebrate:

Penance/Reconciliation: sometimes called confession, this sacrament continuously re-establishes our relationship with God by the forgiveness of sins.

Holy Eucharist: the center of our liturgical celebration.

Receiving the Sacraments

Every Bishop Marshall School student learns about the sacraments and, when we offer opportunities for these sacraments, we include all students in the approach to these blessings. Students who have not been baptized into the Catholic faith are taught to approach these sacraments with reverence and a solemn respect. For example, at the time for the Eucharist, Catholic students receive the sacrament while others cross their arms over their breast to receive a blessing. Likewise, during the times for the Sacrament of Reconciliation, students not of the Catholic faith have the opportunity (if they so desire) to pay a short visit to the priest for a blessing while Catholic students do the same in order to receive the Sacrament of Reconciliation. Free will is exercised in both cases and no student is ever “forced” to receive the Sacrament of Reconciliation or a blessing. All students learn how to be formed in ways that teach us how to live in the state of grace which keeps us attentive to God’s Will and to His plan for our lives.

Religion as an Academic Subject

The Bishop Marshall School uses the religion series, *Image of God*, published by Ignatius Press, as well as sources published by Sadlier, as foundations for teaching the Catholic faith in K-8. These series are approved by the U.S. Council of Catholic Bishops and are developed in coordination with the Catechism of the Catholic Church under the authority of the Catholic Church. All teaching and learning in religion class is designed to form students in the Christian life while providing developmentally appropriate instruction grade by grade. Our Religious Education program is overseen by the Roman Catholic Diocese of Burlington under the direction of Bishop Christopher Coyne, Bishop of Burlington; our Diocesan Superintendent, Lisa Lorenz; our Head of School, Mrs. Carrie Wilson; and our teachers of religion. Parents are welcome to preview materials and discuss the instructional goals with their child’s teacher at any time.

Conclusion

In all matters of faith and values, it is our intention to live, teach, and learn using the school’s core values of faith, integrity, love of God and neighbor, respect, order and discipline, and a responsiveness to the needs of others. In doing so, we intend to infuse our hearts and souls with the Gospel values by the example of our primary Teacher, Jesus Christ.

LEGAL POLICIES

Student harassment prevention policy

General Statement of Policy

It is the policy of the Bishop John A. Marshall School to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, or disability.

The Bishop John A. Marshall School shall address all complaints of harassment according to procedures established by this policy, and shall take appropriate action against any person subject to the jurisdiction of the board who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

Definitions

"School employee" means all teachers, student teachers, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, contractors, and other agents of the school, whether employed by the school district or by a contractor or subcontractor of the school, or acting in a volunteer capacity pursuant to the board's policy on the appointment of volunteers.

"Harassment" means unwelcome verbal, written or physical conduct based on a student's actual or perceived race, religion, creed, color, national origin, marital status, gender, sexual orientation or disability which has the effect of substantially undermining and detracting from, or interfering with, the victim's educational performance or access to the school's resources and activities, or creating a hostile, offensive or intimidating school environment. Such conduct includes derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures when such conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Racial or color harassment" means unwelcome verbal, written or physical conduct, directed at a person's race or color, such as racial slurs, taunts, or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially

undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

{A} submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or

{B} submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or

{C} the conduct has the effect of substantially undermining and detracting from, or interfering with a student's educational performance or access to the school's resources and activities or creating an intimidating, hostile or offensive environment.

Sexual harassment includes unwelcome verbal, or physical conduct of a sexual nature, such as sexual gossip or personal comments of a sexual nature, sexually suggestive language, sexual jokes, comments or anecdotes, offensive touching, pinching or grabbing, or restraining someone's movement when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Religious or creed harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as religious slurs, taunts or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"National origin harassment" means unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin, such as ethnic slurs, insults or taunts when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

'Marital status harassment' means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as taunts, insults or slurs regarding pregnancy or the status of being an unwed mother or father when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

“Sexual orientation harassment” means unwelcome verbal, written or physical conduct, directed at the characteristics of a person’s sexual orientation, such as ridicule, taunts, insults or slurs when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim’s educational performance or access to the school’s resources and activities.

“Disability harassment” means unwelcome verbal, written or physical conduct, directed at the characteristics of a person’s disabling mental or physical condition, such as intimidation, ridicule or insults based on manner of speech or movement, cognitive ability, receipt of educational services outside the general education environment, or other manifestation of a person’s disability when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim’s educational performance or access to the school’s resources and activities.

Reporting

Any student who believes that s/he has been harassed by a person subject to this policy, or who witnesses conduct that s/he believes might constitute harassment, may report the conduct to a person designated under his policy as a complaint officer, or to any other school employee. An employee who witnesses conduct that s/he believes might constitute harassment under this policy shall report the conduct to a complaint officer. A complaint or report may be made either orally or in writing.

Any school employee who witnesses conduct, or otherwise has reasonable cause to believe that conduct which, either as a single incident or if continued or repeated, could constitute harassment shall take action to stop the conduct and to prevent its recurrence. When a student reports such conduct to a school employee, the person to whom the conduct is reported shall refer the report to a complaint officer for informal or formal resolution in accord with the procedures related to this policy. A person to whom conduct has been reported under this policy may consult informally with a complaint officer to determine whether informal resolution should be attempted.

In the event that the school employee is unable to take appropriate and prompt action after witnessing or receiving a complaint about conduct that could constitute harassment, the employee must report the incident or complaint to a complaint officer designated by this policy. Erica Silveira, teacher, is the designated complaint officer.

If one of the designated complaint officers is the person alleged to be engaged in the conduct complained of, the complaint shall be filed with the Head of School or other

complaint officer, or, if the allegation is against the Head of School, with a complaint officer other than the Head of School.

Procedures

Informal Procedure

If possible, to resolve a complaint through a conversation between the complainant and the respondent, an informal resolution of the complaint may be attempted by a school employee or designated complaint officer acceptable to the complainant and the subject of the complaint. When informal resolution is attempted, and the complaining student, or the student about whom a complaint is made, is under the age of 18, his or her parent(s) or guardian shall be notified in accord with the school's discipline policies. Any complaint against a school employee shall be handled through the formal procedure.

Formal Procedure

If the complainant chooses not to utilize the informal procedure, the school employee to whom the complaint was brought shall assist the complainant in contacting a designated complaint officer. The formal procedure shall also be initiated when a school employee (either before or after informal resolution is attempted), other adult responsible under this policy for forwarding complaints to a complaint officer, or a person about whom a complaint has been made, refers the complaint to a complaint officer. The Head of School or his or her designee may develop administrative procedures governing the formal complaint process as long as those procedures are consistent with the following minimum requirements.

- A. The complaint officer shall complete a harassment complaint form based on the written or verbal allegations of the complainant. This complaint form shall be maintained by the complaint officer in a locked file, and shall not be revealed to any unauthorized person.
- B. The complaint shall detail the alleged facts and circumstances of the incident or pattern of behavior.
- C. If a student under 18 years of age is involved, his or her parents shall be notified by the complaint officer as soon as is practical under the circumstances, but no later than forty-eight hours.
- D. The complaint officer shall initiate or cause to be initiated without undue delay, an investigation of the allegations which shall include interviews with the complainant, the accused, and with any other individuals who may have information bearing on the incident in question.

- E. Within five days of completing the investigation, the complaint officer shall submit a written report to the Head of School. The report shall include a statement of the conclusions of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes a violation of this policy.
- F. In the report, the complaint officer shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires consideration of all the facts and surrounding circumstances. Although conduct may be found to be in violation of other standards of student or employee conduct or decorum, harassment will not be reported by the complaint officer when the subject of a complaint is a single incident that is not shown to have substantially interfered with the victim's educational performance, to have created a hostile, offensive or intimidating environment, or to have substantially limited the victim's access to the school's resources and opportunities.
- G. When a complaint officer concludes that a student has engaged in harassment, the Head of School shall use his or her discretion to initiate disciplinary or other appropriate action with the school's policies and procedures.
- H. When a complaint officer concludes that an employee has engaged in harassment against a student, the Head of School shall use his or her discretion to initiate disciplinary or other appropriate action in accord with the school's policies and procedures, the employee's contract of employment, and applicable state and federal law.
- I. The Head of School shall maintain the written report of the investigation and results in a locked file for at least six years after the report has been completed. When an investigation is conducted, a copy of the investigation report and results shall be given to the Head of School.
- J. If a claim of harassment against a professional educator is substantiated, a report of the findings shall, when required by State Board of Education Rule 5711.7, be forwarded by the Head of School to the Licensing Office of the Vermont Agency of Education.
- K. The privacy of the complainant, the individual against whom the complaint is filed, and the witnesses shall be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. Subject to any limitations imposed by law, the complainant, complainant's parents if the complainant is under 18 years of age, the person against whom the complaint was made, and his or her parents

if he or she is under the age of 18, shall be informed in writing by the complaint officer of the results of the investigation.

Reporting Potential Physical and/or Sexual Abuse

When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Vermont Department for Children and Families, he or she shall make the report as required by law and school board policy. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to the Commissioner of the Vermont Department of Disabilities, Aging and Independent Living or her/his designee in accordance with 33 V.S.A. § 6901 et seq.

Consequences

The Bishop John A. Marshall School shall take appropriate action, including disciplinary action where warranted, in all cases where the investigating official concludes that this policy has been violated. Any person who is determined to have violated this policy may be subject to action including but not limited to, warning, exclusion, suspension, expulsion, transfer, remediation, termination or discharge. Action taken for violation of this policy shall be consistent with the requirements of any applicable collective bargaining agreements, state and federal law and the Bishop John A. Marshall School policy.

Retaliation: False Reports

It shall be a violation of this policy for any person to retaliate against a person who alleges harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to harassment allegations. Any person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated. Retaliation may take the form of intimidation, reprisal or harassment, and shall be subject to the reporting, investigation, and enforcement procedures set forth in this policy.

A person who knowingly makes a false report of harassment shall be subject to disciplinary action in accord with school discipline policies and procedures.

Alternative Complaint Procedures

In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses below.

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
PH: (800) 416-2010
Fax: (802) 828-2481
Website: human.rights@state.vt.us

Boston Office
Office for Civil Rights
U.S. Dept. of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
PH: (617) 289-0111 Fax: (617) 289-0150
Website: ocr.boston@ed.gov

Notice and Publication

The board shall provide notice of this harassment policy and procedures to students, custodial parents or guardians and school employees. Notice to students shall be in age-appropriate language and shall include examples of harassment. This policy shall be posted in each school building in areas accessible to students and employees. Notice of this policy shall also appear in the school handbook, if any, and any other publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for students or employees. The board shall develop and initiate age-appropriate programs it believes to be appropriate to effectively inform students and school employees about the substance of the policy and procedures in order to help prevent harassment.

Mediation/Problem Solving

When a complaint or problem arises at school, following a procedure helps to bring the difficulty to a conclusion in a way that is understood by all.

Lines of Responsibility:

- 1) Student / Parent
- 2) Teacher / Staff
- 3) Vice Principal
- 4) Head of School
- 5) Executive Committee of Board or the Board Chair

6) Board of Trustees

Adapted from the Diocese of Burlington Reg. 1100

COMPLAINTS

The goal of this procedure is to secure at the lowest possible level an equitable solution to complaints. Every effort should be made to resolve the complaint through informal action before formal procedures are used.

- 1) The complaint must be stated to the parties immediately involved, e.g., complainant and teacher, staff or administration
- 2) If the complainant is not satisfied with the teacher or staff response, he/she states the problem in writing to the Division Head.
- 3) Following a meeting with the complainant and the respondent, the Division Head should respond to the complaint in writing within ten (10) working days.
- 4) If the complainant is not satisfied with the Division Head's response, he/she states the problem in writing to the Head of School.
- 5) Following a meeting with the complainant and the respondent, the Head of School should respond to the complaint in writing within ten (10) working days.
- 6) If the complainant is not satisfied with the Head of School response, the complainant may proceed to the next level, the Executive Committee of the Board of Trustees or the Board Chair.
- 7) Following a review of the case and a dialogue with the complainant, the respondent and the Head of School, The Executive Committee or the Board Chair responds to the complaint in writing within ten (10) working days.
- 8) If the complainant is not satisfied at the Executive Committee level, the Board of Trustees would hear the final appeal.
- 9) The Board of Trustees would review the case and reserves the option to appoint a sub-committee to further investigate and speak to those involved on behalf of the board, and render a decision in writing within two (2) board meetings.

NOTE: If the complaint concerns the Division Head, then steps 5 to 9 are followed.

Adapted from the Diocese of Burlington Reg. 1410

Hazing Policy

It is the policy of Bishop John A. Marshall School (hereinafter BJAMS,) that it shall provide a safe, orderly, civil and positive learning environment. Hazing has no place in BJAMS and will not be tolerated. Accordingly, BJAMS adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with BJAMS, and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include:

1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shock, placing a harmful substance on or in the body, or other similar activity; or
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
3. Activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the school board of BJAMS and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the school board, and normal and customary for similar school programs. An example of this exception might be reasonable athletic training exercises.

"Organization" means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of BJAMS, and which is affiliated with BJAMS.

"Pledging" means any action or activity related to becoming a member of an organization.

"Principal" means the principal of a school, head of school, or the director of a technical center or any person designated by them to carry out a particular function.

"Student" means any person who: (1) is enrolled in any school or program operated by BJAMS, (2) has been accepted for admission into any school or program operated by BJAMS, or (3) intends to enroll in any school or program operated by BJAMS during any of its regular sessions after an official academic break.

Notification of Hazing Policy

Annually, the student handbook, which shall be posted online on the BJAMS' website prior to the commencement of any academic courses, shall contain: (1) a description of this hazing policy, (2) examples of hazing, and (3) a listing of those persons whom the Board has designated to receive reports of hazing, BJAMS also shall effectively inform students about the substance of this hazing policy and its procedures on an annual basis.

Each coach or supervisor of the co- or extra-curricular activity shall orally explain to participants the prohibition against hazing, the reasons for the prohibition, and the potential consequences to participants and, in the case of a club or athletic team, to the club or team itself.

Annually, custodial parents and guardians of students shall be provided a copy of this hazing policy prior to the commencement of co- or extra-curricular activities. Annually, staff members shall be provided with a copy of this hazing policy prior to the opening of school. Coaches or supervisors of co- or extra-curricular activities shall be provided a copy of this hazing policy upon employment by BJAMS.

Reporting of Hazing

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of an extracurricular team, teacher, guidance counselor, or school administrator. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the Head of School, or, in the event of the unavailability of the Head of School, to the designated complaint officer. The report may be in writing or orally. If the report is made orally, the receiver shall make a written record of the report.

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

It is possible that an incident of hazing might also fall within the definition of abuse, neglect, or exploitation as those terms are defined in 33V.S.A. § 4912 (2) and 33 V.S.A. § 6902(1), (7) and (9). To the extent a staff member is a mandatory reporter of suspected child abuse or neglect or abuse of disabled adults, reporting a suspected incident of hazing to the principal does not relieve the reporter of any obligations additionally to report such suspicions to the Commissioner of the Vermont Department for Children and Families as set forth in 33 V.S.A. § 4914 or to the Commissioner of the Department of Disabilities, Aging and Independent Living as set forth in 33 V.S.A. § 6904.

Investigation of Reports of Hazing

The Head of School, or in the event of the unavailability of the Head of School, the designated complaint officer, upon receipt of a report of hazing, promptly shall cause an investigation to commence. The investigation shall be timely and thorough and the findings and conclusion of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded within ten school days.

Disciplinary Action

If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including but not limited to suspension or expulsion from co- or extra-curricular activities or from school. Any disciplinary action against a student shall be subject to the procedures set forth in the BJAMS Parent / Student Handbook.

If the investigation concludes that two or more students from the same athletic team or other co- or extracurricular activity directed, engaged in, aided or otherwise participated in actively or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

It is not a defense in disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Nothing in this policy shall limit or preclude BJAMS from disciplining a student or other person affiliated with BJAMS under any BJAMS' policy as well as under the terms of this policy.

Training of Staff

The Head of School shall ensure that each staff member, with particular emphasis on staff members who are coaches or supervisors of co- or extra-curricular activities, receive training in preventing, recognizing and responding to hazing. At minimum, the Head of School shall hold an annual meeting to present and discuss hazing policy and procedures.

Reporting Incidents of Hazing to Law Enforcement Officials

All staff members are subject to the confidentiality requirements of the Family Education Rights and Privacy Act (20 U.S.C. §1232g and C.F.R. Part 99). Accordingly, information deriving from student records (if the information is obtained through other means, the restrictions of FERPA do not apply) which is personally identifiable, may not be disclosed without parental consent unless it meets one or more of the exceptions specified in 34 C.F.R. Part 99. Certain of these exceptions, depending upon whether the circumstances meet the conditions set forth in those exceptions, may permit the reporting of hazing to law enforcement officials. Those relevant exceptions are:

1. Where there is a health or safety emergency;
2. Where the information has been subpoenaed; or
3. Where the records in question are created and maintained by a law enforcement unit established by the school.

Bishop John A. Marshall School 2018-2019 Uniform Regulations

Bishop John A. Marshall School believes that the appearance of the school and its student body are conducive to a positive educational environment. Therefore, clean and appropriate attire is required for each and every student.

Students in grades Pre-K through seven have one uniform. Students in grade eight continue to have two uniforms: the “B” uniform, to be worn Monday through Thursday and the “A” uniform, to be worn on Fridays.

Footwear

All students will wear footwear that is clean, comfortable, and appropriate for the school and playground. High top shoes, platform shoes, open back and sling-back clogs, high heels, Crocs or sandals are not permitted.

Belts

A belt must be worn by male students in grades 5-8.

Shirts

All shirts must remain tucked in except during recess and PE.

Pants, Skorts, Polo Dresses, and Shorts

Twill pants acceptable for uniform wear should be purchased through the approved uniform suppliers listed in this packet. Cargo pocket pants, riveted pockets, exterior patch pockets, hammer loop, drawstring waist, zip-offs, or “jeans” type pants are not acceptable for uniform wear. Navy skorts are permitted for girls in grades Pre-K to 8; skorts should be knee length. All shorts—including those worn on dress down days—should be Bermuda-length, i.e., just above the knee.

Note that the polo dress may only be purchased through Lands’ End and can be viewed at this location: http://www.landsend.com/products/school-uniform-girls-long-sleeve-mesh-polo-dress/id_208986?sku_0=:CLN.

Sweaters/Fleece Vests/Sweatshirts

Sweaters (crew neck, cardigan, v-neck, and sweater vests) must be navy or burgundy. The logo is not required on sweaters. Navy or burgundy fleece vests with the logo are permitted. Blue, gold or burgundy sweatshirts may be worn. The logo is not required, but encouraged. Sweatshirts without the logo must be plain blue or plain burgundy. Grade eight is permitted to wear a school-issued track jacket, to be distributed on the first day of school.

Hairstyles

Hair must be neat and clean, worn in a traditional and modest style. It must be out of the face

at all times. Boys' hair must be off the collar and out of the eyes. Girls' hair that is below the collar must be pulled back into a ponytail, clip, or headband. No radical or punk-styles are allowed, and students' hair must remain in its God-given color.

Jewelry

No earrings for boys. Girls may wear one earring in each ear traditionally placed in the earlobe. Hoop or dangling earrings are not allowed. Additionally, no necklaces or chokers except for religious medals or crosses are allowed.

Miscellaneous

No body piercing, perfume, glitter, tattoos, or makeup is permitted. Nail polish must be light or clear only.

Note

Students who are out of uniform will receive a verbal warning. After the initial warning, students who are out of uniform will be issued a Uniform Infraction Sheet, which includes incremental consequences. Please understand: it is your responsibility as parents to make sure that your child is in uniform before he or she gets into the car in the morning.

The designated school uniform for your child's grade, as listed below on the following pages, should be purchased through the approved uniform suppliers listed below:

French Toast www.frenchtoast.com
1-800-373-6248

JC Penneys www.jcpenney.com
1-800-322-1189

Lands' End www.landsend.com
800-963-4816
Logo # 9947720K
Preferred school #9000-4158-3

Pre-Kindergarten (one uniform)

Boys

Burgundy polo shirt (short and/or long sleeve)
Navy sweatpants
Navy twill shorts with hook or elastic waist
White or navy socks

Girls

- Burgundy polo shirt (short and/or long sleeve)
- Navy sweatpants
- Navy twill shorts with hook or elastic waist
- Navy twill skort
- Navy polo dress – logo optional (purchased only from Lands’ End)
- White or navy socks

Kindergarten (one uniform)

Boys

- Burgundy polo shirt with logo (long and/or short sleeve)
- Navy twill pants with hook or elastic waist
- Navy shorts with hook or elastic waist
- White or navy socks

Girls

- Burgundy polo shirt with logo (long and/or short sleeve)
- Navy twill pants with hook or elastic waist
- Navy shorts with hook or elastic waist
- Navy twill skort
- Navy polo dress – logo optional (purchased only from Lands’ End)
- Navy leggings (only to be worn in place of tights)
- White or navy socks

Grade 1 through Grade 7 (one uniform)

Boys

- Burgundy polo shirt with logo (long and/or short sleeve)
- Navy twill pants
- Navy twill shorts
- White or navy socks
- A belt (grades 5-8 only required)

Grade 1 through Grade 7 (one uniform) - *continued*

Girls

Burgundy polo shirt with logo (long and/or short sleeve)
Navy twill pants
Navy twill shorts
Navy twill skirt
Navy polo dress – logo optional (purchased only from Lands' End)
Navy leggings (only to be worn in place of tights)

White or navy socks

Grade 8 (two uniforms)

Boys (Monday-Thursday)

Burgundy polo with logo (long and/or short sleeve)
Khaki twill pants
Khaki twill shorts
School-issued track jacket (optional)
White or navy socks

A belt

Boys (Fridays)

White oxford shirt (long and/or short sleeve)
Khaki twill pants
Khaki twill shorts
School-issued track jacket (optional)
White or navy socks
Burgundy/gold striped regimental tie

A belt

Girls (Monday-Thursday)

Burgundy polo with logo (long and/or short sleeve)
Khaki twill pants
Khaki twill shorts
Khaki twill skirt/skort
School-issued track jacket (optional)
White or navy socks/tights

Girls (Fridays)

White oxford shirt (long and/or short sleeve)
Khaki twill pants
Khaki twill shorts
Khaki twill skirt/skort
School-issued track jacket (optional)
White or navy socks/tights
Burgundy/gold striped regimental tie

Extended Absence Form

Student(s) _____

Teacher(s) _____

Dates of Absence _____

This must be turned in to the office **2 weeks prior** to planned, extended absences in order for teachers to have the time to prepare assignments. The student will be responsible for all work missed during an absence or for alternative assignments made by the teacher(s). Parents are asked to be sure to have their child(ren) complete the assigned work prior to returning to School so that they are ready to participate as soon as they return.

Parent Signature: _____

Date: _____

Upper School Behavior Rubric

Behavior	First Time	Second Time	Third Time	Four + Times
Teasing or Exclusion	Written warning	One solo lunch, one indoor recess, and school calls parent	Three solo lunches, three indoor recesses, and school calls parent	After three incidents, develop individual plan
Hitting	One solo lunch, one indoor recess	Three solo lunches, three indoor recesses, and school calls parent	One day classes only, and school calls parent	After three incidents, develop individual plan
Severe Hitting, Threats of Violence, or Severe Harassment	Three days classes only, school calls parent	One week classes only, and school calls parent	In-school suspension until individual plan is developed	After three incidents, develop individual plan

Definitions:

Teasing: Name calling, insulting, or other behavior (including poor language choices) that would hurt others' feelings or make them feel bad about themselves.

Exclusion: Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.

Hitting: Pushing, slapping, grabbing.

Severe hitting: Punching, kicking, and similar behavior that may injure others.

Threats of serious violence or severe harassment: Racial, ethical, or sexual name-calling or other severe harassment.

Quiet lunch: Student eats lunch away from peers with no interaction with others.

Classes only: Student stays alone at lunch and at all other unstructured times under supervision and participates in no sports, specials, or other extracurricular activities.

In cases when the action of one student negatively affects another, the student must write a letter of apology to the student impacted by the action.

Lower School Incident Rubric

Behavior	First Time	Second Time	Third Time	Four + Times
Teasing/Exclusion	Written warning	One solo lunch	Two solo lunches, two inside recesses, and school calls parent	After three incidents, school calls parent and a parent meeting is scheduled to develop plan and/or contract
Inappropriate Language Choices	Written warning	Two solo lunches, two inside recesses	Five solo lunches, five inside recesses, and school calls parent	After three incidents, school calls parent and a parent meeting is scheduled to develop plan and/or contract
Hitting	Written warning	Three inside recesses	Five inside recesses, and school calls parent	After three incidents, school calls parent and a parent meeting is scheduled to develop plan and/or contract
Severe Hitting	Written warning	Five inside recesses	Classes only for three days, and school calls parent	After three incidents, school calls parent and a parent meeting is scheduled to develop plan and/or contract
Throwing Rocks/Using Objects as "Weapons" / Stealing	Written warning	Five inside recesses	Classes only for three days school calls parents	After three incidents, school calls parent and a parent meeting is scheduled to develop plan and/or contract

Definitions:

Teasing/Exclusion: Name calling, insulting, behaviors that would hurt someone else's feelings.

Hitting: Pushing, slapping, grabbing.

Severe Hitting: Punching, kicking, behaviors that would injure someone else.

Throwing rocks/Using weapons/Stealing: Using objects (sticks, items from home, rocks) to threaten or hit others, taking objects that belong to someone else.

Inappropriate Language Choices: Using inappropriate language, lying to teachers.

In cases where another student is affected by the actions of another, a written letter of apology must be given to the affected student.

School Calendar

Our school calendar can be found on our website at www.bjams.org under the “For Current Families” tab, under the “School Calendar 2018-19” link.

Right to Amend

Bishop John A. Marshall School reserves the right to amend the Parent and Student Handbook at any time and thereafter to provide students and their parent/guardian notification of such changes. Clearly, the handbook is not all-inclusive. As noted at the beginning, this book seeks a balance between the “small laws” and the big ones. But no handbook can cover in specific details all the possible ways to alienate oneself from the community, or to misbehave, and basic common sense and moral reasoning are presumed to be present in teachers, students, and parents. “But there’s no rule in the handbook against it!” will not be a good defense for obvious omissions when it comes to things that should be very clear.