

Mount Saint Agnes Academy

Parent Handbook

2017-18

ELEMENTARY SCHOOL

(Early Learning Program, Kindergarten, Gr. 1 – 5)

Mount Saint Agnes Academy provides a welcoming, safe, positive, supportive, Catholic learning community that enables all students to be successful in their learning.

As a community of learners, we:

- **Pray, celebrate and learn together**
- **Model Christian faith through actions and words**
- **Respect individual differences**
- **Provide strategies to meet student needs**
- **Empower students and staff to achieve success**
- **Embrace life-long learning**

This handbook consists of guidelines that provide a framework for the school's day-to-day operation. The Administration reserves the right to vary these policies so specific problems are treated on an individual basis. The policies are subject to amendment or discontinuation as the need arises. The school will attempt to keep parents/guardians informed of all the changes as soon as it is practical. (However, some changes must be made to meet unforeseen circumstances.)

INTRODUCTION

MISSION STATEMENT

The Mission of Mount Saint Agnes Academy is to provide quality education in a caring, Christian environment. Belief in Christ and fidelity to the Roman Catholic Church form the foundation upon which all academic learning and social interaction take place. To this end we make a strong commitment to recognize each child as an individual and to help him/her to develop according to his/her own potential in order to become a responsible member of the community.

HISTORY

Mount Saint Agnes Academy was founded in 1890 by the Sisters of Charity of St. Vincent de Paul (Halifax) who owned and operated the school until 1975. Since then, Mount Saint Agnes Academy has been owned and operated by the Roman Catholic Diocese of Hamilton, Bermuda assisted by a Board of Governors. Saint Agnes was chosen by the Sisters as the Patroness of the school at the request of the Archbishop of Halifax (Agnes was his mother's name) and this was most appropriate since St. Agnes is the Patroness of youth. The educational structure of Mount Saint Agnes Academy is based on the North American system. Throughout its long history Mount Saint Agnes Academy has remained dedicated to the principles of Christian education which forms a base for the school's philosophy.

GOALS AND OBJECTIVES

Mount Saint Agnes Academy leads and guides each student to the knowledge and maturity required to assume a position of Catholic Christian leadership by:

- ✓ *Bearing witness, through example, to the message of Jesus, teaching the doctrine of Roman Catholic Faith through providing opportunities for faith experiences, and community service, and promoting the richness, depth and goodness of Catholic moral traditions and values;*
- ✓ *Striving to develop each student's academic, physical, social and aesthetic skills in a happy, safe environment;*
- ✓ *Fostering a Christian community which is sensitive to the needs, dignity and rights of others;*
- ✓ *Fostering a standard of behavior which encourages self-discipline, a positive self-image and sound moral character;*
- ✓ *Strengthening an appreciation of all students' cultures and heritage and inspiring all to make a lifelong commitment to their individual learning;*
- ✓ *Encouraging respect for bodily health and exercise, a joy in team endeavor, and confidence in physical abilities, along with a mature sense of sportsmanship.*

Mount Saint Agnes Academy will continue to keep its traditions alive, and will meet the challenge to make whatever changes are necessary to ensure that it always provides a quality Catholic education. Our success in providing this will be measured not solely by tests and academic achievement but also by the happy, productive lives of our graduates using their faith and talents to contribute to their community.

SPIRITUALITY AND ADHERENCE TO THE CATHOLIC CHURCH

Mount Saint Agnes Academy is a part of the Catholic Diocese of Bermuda and serves as a very visible part of the work of the Catholic Church in our country. All students, Catholic and non-Catholic alike must respect and show courtesy for the work of the Diocese through the ministry of the school. This respect manifests itself in many ways including but not limited to:

- *Full participation of all students in the prayer and the spiritual life of the school.*
- *Respect and good behavior during school liturgies.*
- *Respect for the Blessed Sacrament during liturgies with regards to Catholics.*
- *Receiving Holy Communion.*
- *Full participation in Religion classes.*
- *Participation in service opportunities to the Church, school and community whenever possible.*
- *Respect for all religions by teachers and fellow students and an encouragement for all students to practice their faith and religion so that all our students may grow to be spiritual adults.*

SCHOOL PLEDGE

We pledge allegiance to Mount Saint Agnes Academy and fidelity to its ideals of faith, loyalty and truth. United in a noble cause, one in purpose, one in high resolve, we pledge our influence to uphold throughout the world the principles of Christian education.

SCHOOL SONG

Nil Sine Deo, to learn and then to lead the way.
For courage, loyalty and truth are fostered here the home of youth.
So lift your voice in loud acclaim, for M.S.A. God bless her name.

CHORUS For M.S.A., for M.S.A. her standards to uphold we'll fight.

As years roll by, until we die, we'll stand on guard
for the Blue and White.

As years roll by, until we die, we'll stand on guard for the
Blue and White.

Humanities and sciences and sports and class activities
are blended here at M.S.A. to guide our steps to sure success
So let your voice ring clear and true, be loyal to the
White and Blue.

As Juniors come and Seniors go, the torch is passed
and kept aglow. Ideals run high, school spirit strong.
Past grads return to join our song and make the joyful
chorus swell, to praise the school we love so well.



ST. AGNES
Courageous Teenager
Patron Saint of MSA

Long ago there was a beautiful thirteen-year-old girl named Agnes, who was put on trial for being a Christian. At the trial, the judge described the comfortable life she would have if she gave up her faith and married. Agnes said no. The judge threatened her with torture. Agnes still said no. So the judge had her taken to the altar of the goddess Minerva to offer a gift. Agnes made the Sign of the Cross instead. The judge condemned her to death. It was said that she went to her death more cheerfully than others go to their wedding. Agnes knew she would be going straight to God.

How we honor St. Agnes

This saint is one of the best-known early martyrs. Her memory is kept alive in the First Eucharistic Prayer of the Mass. The Roman Emperor Constantine built a church in her honor over her tomb. She is the patron saint of young girls.

Prayer

*St. Agnes, you refused to give up your faith; help us to be proud of our faith,
to love it, to be strong in it, and to give witness to it daily.*



STAFF AND FACULTY

Principal	Mrs. Susan Moench	smoench@msa.bm
Assistant Principal	Mrs. Margaret DiGiacomo	mdigiacomo@msa.bm
Director of Development & Alumni	Ms. Laura Lyons	llyons@msa.bm
Guidance Counselor	Ms. Bonnie Exell	bexell@msa.bm
Librarian	Mrs. Janet Laing	jlaing@msa.bm
Administrative Assistants	Mrs. Theresa Fletcher	tfletcher@msa.bm
	Mrs. Kellie Barbosa	kbarbosa@msa.bm
Business Manager	Mrs. Gloria Araujo	garaujo@msa.bm
Bursar	Mrs. Jackie Rodill	jrodill@msa.bm
Facilities Manager	Mr. Bruce Pimentel	bpimentel@msa.bm

EARLYING PROGRAM & ELEMENTARY

Early Learning Program	Mrs. Kristina Amaro
ELP Educational Assistant	Mrs. Tracy Wicks
Kindergarten A	Mrs. Susana Pimentel
Kindergarten B	Mrs. Christina Camara
Grade 1 A	Mrs. Karen Camara
Grade 1 B	Mrs. Jacqueline Smith
Grade 2A	Mrs. Marina Resendes
Grade 2B	Mr. Michael Randles
Grade 3A	Ms Jennifer Chisnall
Grade 3B	Mrs. Mary Moulder
Grade 4	Ms. Maura Almeida
Grade 5	Mrs. Anna Faria-Machado
Science	Mrs. Lexi Rego
Diverse Learning Teachers	Mrs. Dina Allen /Mrs. Valerie Martins
Music	Ms. Sophia Sontag
Physical Education K – 5	Mrs. Kim Raymond/Mr. Josh Hart
Computers	Mrs. Lisa Stevens
Art	Ms. Cristina Capelo
World Languages	Ms. Erika Bove

*Please note that the email addresses for faculty and staff are their first initial and last name i.e. teacher@msa.bm with the exception of Jacqueline Smith jasmith@msa.bm.



SCHOOL COMMUNICATION

MSA COMINGS AND GOINGS

Each Friday, during the school year, a letter will be prepared detailing upcoming events and discussing pertinent issues. It will be available on the school's website and emailed every Friday.

MSA SHORT NOTES

Whenever we have an emergent announcement, for example a school closure due to a storm, we will send this information out using the MSA Short Notes. If you see this arrive in your email box you will know this is very important information, not to be ignored.

MSA INFO

The MSA Info flyer is used when we need to send information to parents that is in addition to the Comings and Goings. This information is important and has not been included in the weekly Comings and Goings.

Our goal with our communication is to keep all members of the MSA Community informed and involved. If you feel you are not receiving communication promptly, please do not hesitate to contact the school's office. We also recommend that you keep the school informed of any changes to your email address.



GENERAL SCHOOL GUIDELINES

ATTENDANCE

All students must attend school daily unless excused by their Parents/Guardians, or by the school. Any student absent from school must have an acceptable explanation. On the day of the absence the parent or guardian must telephone the school by 8:45 to advise of the student's absence. **Students in Grades K-5 must check into the office before going to homeroom or class if they are late. Students in the Early Learning Program should go directly to the classroom.**

If there is a special/unavoidable circumstance for which a child misses school, the teachers will do everything that they can to work with the child and family to keep abreast of school work. **Students missing school for vacations should note that the teacher is under no obligation to provide work in advance for the student.**

All extended absences from school must receive Principal approval. Parents are requested to complete the **Request for Excused Absence from School** which is available on the school's website.

Late arrival at school:

Excessive tardiness may have a detrimental effect upon the academic performance and grade of your child. **When a student is tardy, the parent must report with the child to the office before taking the him/her to the classroom teacher.**

When students enter late to first period class it is extremely disruptive to other students and the learning process. We have received concerns from teachers about the negative impact that tardiness can have on the first period classes.

We strongly encourage you to ensure that your child is on time for school. Should tardiness become a problem, we will be requesting a meeting to investigate a resolution to the problem.

If your child has a fever, diarrhea or vomiting they must remain at home for at least 24 hours. Please do not medicate your child and send them to school when they have a fever.

EVALUATION

Students in the lower grades are evaluated in many ways, all of which must be age and developmentally appropriate.



Students in ELP are assessed throughout the year and receive a final written report at the end of the school year.

Kindergarten are assessed throughout the year and will receive a progress report plus two report cards.

Students in Grades 1- 5 will be issued report cards three times a year. Please consult the school calendar for the dates that these report cards will be distributed.

In addition to the regularly scheduled Parent/Teacher Conferences, parents may request a meeting with a teacher at any time during the school year.

HOMEWORK

The mark of a successful student is one who does homework on a nightly basis. Students will bring a variety of homework tasks home for completion. Many of these are review and reinforcement activities while others are classroom tasks requiring completion. Parents/Guardians play an integral part in trying to set up a time and quiet place for their children to study and to assist them when needed. The classroom teacher will give guidance on how much homework is needed at each grade level.

One of the most important components to homework is reading nightly. This can be done as independent reading for the older children or as shared reading with parent and child. Please take time to talk to your child about what they are reading. These are valuable conversations for both you and your child. Some of the purposes of homework include:

- To complete assignments the student has not been able to complete at school
- “Catch up work” may be assigned if the student was absent from school
- If a student is experiencing difficulty with certain concepts or skills, the teacher may assign additional homework to aid in developing these skills
- To enable Parents/Guardians to see their child’s progress
- To help students develop self-reliance and good study habits
- To strengthen the tie between home and school



It is important to remember that parental support and interest has a large influence on student attitudes towards homework. It is not necessary that parents know how to do all the assignments. If a student does not understand a homework assignment please let the teacher know via a note or send them an email.

MEDICATION

During registration you were asked to complete the medical information section which would ensure that office staff and teachers have up-to-date medical information on each student.



Students are occasionally required to take medication during the school day. Please fill out the form so that the office knows the proper procedures for dispensing the medication.

At no time is the school able to supply any form of oral medication.

STUDENT CODE OF BEHAVIOR

Good conduct on the part of all students helps to create a safe and fair environment for students, staff, teachers and visitors. In addition, we believe that learning, experiencing and accepting consequences for inappropriate behavior is essential for the social, moral and spiritual development of all students. Various incentives are given by each class teacher to encourage all students to work together to help the class foster a safe and happy environment which is conducive to learning. All classes have an outline of the school rules posted in their classroom for all to see.

ENCOURAGING APPROPRIATE CONDUCT

When it becomes necessary to assist a child in adjusting their behavior, they will be asked to identify and assume responsibility for his/her behavior. Often a student will be asked to reflect upon his/her conduct in writing and to suggest steps toward improvement and growth. Unique student attributes such as age, maturity and individual circumstances will also be considered. A continuum of supports will be provided to students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior.

LISTEN AND FOLLOW DIRECTIONS

- Follow directions the first time
- Listen when others are speaking
- Respond politely when spoken to
- Stay in assigned areas unless you have permission to move
- Be in complete uniform at all times



RESPECT FOR OTHERS AND PROPERTY

- Keep hands and feet to yourself
- Respect others' feelings
- Use appropriate words
- Respect school property, property of others and personal property
- Gum chewing is not acceptable
- Keep our school clean and litter free
- Safety of self and others is of prime importance

WORK HARD

- Be prepared for class; have all appropriate materials
- Work quietly in class
- Allow others to work quietly
- Finish all assignments and homework
- Do your best work

BE HONEST

- Leave property belonging to other students, teachers, parents, or the school alone
- Do your own work
- Tell the truth
- Accept responsibility for your actions
- Be prepared to do something to make up for your mistakes
- Tell both sides of the story, not just your own

PLAYGROUND RULES

- At all times, students are to show respect to Parent Volunteers on playground duty. In cases of blatant disrespect, Parent Volunteers are to tell the teacher on duty or Administrator so that the problem can be rectified
- Lunch is to be eaten in the lunchroom only – not in the courtyard or the field
- Students should pick up their garbage and leave their tables clean before going out to play
- Students are to stay out of the lunchroom once the teacher or Parent Volunteers on duty have sent them out to play
- There is to be **no soccer or kicking of the balls** in the courtyard at any time
- Running in the lunchroom is dangerous and not allowed
- Students must not play between the planters and the wall along Washington Street as this is the bike parking area
- Students are to ask permission from the teacher on duty to leave the courtyard if they are sick or hurt
- Students need to stay off of the steps leading up to St. Joseph’s Courtyard, Kindergarten, Senior Lunchroom, and all steps leading to the gym
- Students are allowed to play soccer on the field only if there are enough parents to supervise the field and the courtyard
- Students should not be playing or running in and out of the bathrooms—please respect the privacy of others
- Yellow lines in the courtyard are to remind students that these areas are off limits
- Students are not allowed on the walls or the garage ramp near the high school lunchroom
- Students must walk behind the Teacher or Parent Volunteers when going to and from the field
- School hats must be worn outside during recess and lunch
- All toys borrowed from the toy box must be returned



CONSEQUENCES (Grades K-5)

Reflection Sheet:

We learn from reflecting on experiences. A Reflection Sheet is an effective tool used when a student is displaying unacceptable behavior.

When is a Reflection Sheet used?

- When students are exhibiting unacceptable behaviors.
- When students are not following school/class rules.

How is it used?

- The teacher explains to the student why they are receiving the Reflection Sheet.
- The student reflects on his/her behavior and completes the Reflection Sheet, discussing it with the Teacher after it is completed.
- For the younger students, an alternative to writing may be drawing a picture.
- The Reflection Sheet is taken home to be signed by a Parent and returned the following day.



Teachers are always available to discuss any concerns with parents.

Rule Reminder

If a student demonstrates consistent unacceptable behavior, the teacher fills out a **Rule Reminder**. A Rule Reminder is just as its name implies; a reminder for students to follow the rules. The teacher will check off both a box next to the specific rule which was broken, and a box to indicate the consequence

which was given to the student. These forms **must be signed by a Parent and returned the following day.**

Depending on the circumstance, the following consequences may be given:

- Verbal warning
- Miss playtime/detention
- Parent conference

In cases of severe misbehavior, students will be referred to the Principal/Assistant Principal and a **Red Infraction Letter** will be given. These may be given for the following:

- Blatant disrespect of an adult
- Bullying
- Cell phone use
- Cheating
- Defiance/refusing to comply with a teacher's request
- Destructive behavior/vandalism
- Endangering the safety of others
- Swearing
- Fighting
- Stealing
- Violent behavior
- Biting

Depending on the circumstance, the following consequences may be given:

- Verbal warning
- Miss playtime/detention
- Parent conference

PERSONAL BELONGINGS



Students are discouraged from bringing expensive electronic games, cell phones or precious personal items to school. Students will not be allowed to use electronics or cell phones in the courtyard before school and 3:00 pm.

Students are not permitted to wear Smartwatches at any time.

MSA will not be responsible for missing or damaged electronics.

PARENT GUIDELINES

Parent's & Visitor's Guidelines

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Mount Saint Agnes Academy, it is essential that all parents and visitors to our building be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Bring matters of concern regarding other children/classmates to the attention of the teacher first and if not satisfied to the School Administration.
- Parents should not be disciplining other students.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the school's uniform policy.
- Provide a place for study, and ensure homework assignments are completed.
- Review the expectations for student behavior as set out by the classroom teacher and this handbook.

(We do recognize that we have parent volunteers working at our school who are sometimes required to correct children's behavior. Parent volunteers are working under the authority of a teacher and must rely on the supervising teacher to oversee all disciplinary actions.)

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and visitors who come to our school and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Principal or designate is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the Main Office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the Main Office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as Parent Meetings, school concerts or public gatherings, are not required to register.
- Parents who wish to visit a classroom while school is in session are required to arrange such visits with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal or designate. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other school employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.

THE SCHOOL UNIFORM

Students are expected to be in uniform each day. During and after school hours, students must be neat, clean, well-groomed and modest at all times while on campus and at all school-related functions. It is important that students keep in mind they serve as ambassadors for Mount Saint Agnes Academy.

In keeping with these principles, students at Mount Saint Agnes Academy are required to abide by the uniform guideline. These guidelines will be strictly enforced and parents will be notified if the uniform policy is not adhered to.

Uniform items may be purchased through the school's Uniform Shop.

HATS

All students in Grades ELP-5 must wear hats during recess and lunch. **Students who do not have hats must sit inside the Junior Lunch Room during recess and lunch.** Hats are available from the Uniform Shop.

NAVY JACKETS

The navy school jacket may be worn to and from school. It is for outdoor use only. The jacket may only be worn over a sweater or vest on very cold days. **The jacket may not be worn to Mass or assemblies.**

BOYS

SHIRTS:

- K – Gr. 5, white polo shirts with school crest (short or long sleeve)
- ELP, blue polo shirt with school crest (short or long sleeve)

SWEATERS

ELP to Gr. 5

- Choice of navy sleeveless vest, v-neck pullover or v-neck cardigan all with school crest
- No other type of jacket/coat is permitted – only raincoats on rainy days

TROUSERS/SHORTS:

- K – Gr. 5, Grey Bermuda shorts or Grey trousers
- ELP, navy blue pull-on/elastic waist shorts or trousers

SHOES AND SOCKS:

K – Gr. 5

- Brown or black of polished leather - only docksiders, loafers or tie (buckle/Velcro) permitted.
- No athletic or suede shoes permitted, no two-tone or bowling style shoes permitted
- **Grey knee socks with shorts**
- Grey or black socks with long pants
- **Sports socks are not permitted**
- **Socks may not have designs or sport's logos**
- ELP, navy blue or white socks with brown or black shoes or sneakers

The following applies to all boys:

- Boys are permitted to wear a watch, medical alert bracelet or chain, or silver or gold chain with one Christian medal on it
- Hair should not be longer than the top of the collar
- Only natural hair color is permitted
- No extreme hairstyles such as Mohawks, faux hawks, tracks or tails are permitted
- Earrings are not permitted
- Smartwatches are not permitted

GIRLS

SKIRTS/JUMPERS/SHORTS:

K – Gr. 5

- Year round - choice of plaid kilt, drop waist plaid jumper, or plaid shorts
- Winter - long navy blue pants
- ELP, navy blue pull-on/elastic waist shorts, skort, skirt, or pants

SHIRTS:

- K – Gr. 5, white polo shirt with crest embroidered (long or short sleeve)
- ELP, blue polo shirt with school crest (short or long sleeve)

SWEATERS:

ELP – Gr. 5

- Choice of navy sleeveless vest, v-neck pullover or v-neck cardigan with school crest
- No other type of jacket/coat permitted – only raincoats on rainy days

SHOES AND SOCKS:

K – Gr. 5

- Brown or Black polished leather - docksiders, loafers or tie (buckle/Velcro) are permitted
- No athletic or suede shoes permitted - shoe height no taller than 2 inches
- Summer - white knee or ankle socks
- Winter - navy knee socks, or tights
- **No sports socks are permitted**
- ELP, navy blue or white socks with brown or black shoes or sneakers

The following applies to all girls:

- Only **small** stud earrings may be worn (one in each ear lobe). No other body piercing jewelry is allowed
- Girls are permitted to wear a watch, medical alert bracelet or chain, or silver or gold chain with one Christian medal on it
- No nail polish, lipstick or make-up of any kind is permitted
- Hair accessories (headbands, scrunchies, elastics, etc.) must be a colour found in the school shirt
- Only natural hair color is permitted, highlighting or other extreme colors are not permitted
- Smartwatches are not permitted

NON-UNIFORM DRESS GUIDELINES

From time to time, the administration may permit students a Non-Uniform Day when students are excused from the usual uniform guidelines. On such days, students will be expected to follow these guidelines:

- Jeans, shorts, sweatshirts, flannel shirts, T-shirts, sweaters, and athletic shoes are permitted. T-shirts must not have any advertisements or cartoons that are tasteless, offensive or have inappropriate expressions.
- No “wheelie” shoes or “light-up” shoes allowed
- No high heels

Boys:

1. Baggy/sagging pants are not permitted

Girls:

1. Midriff-revealing blouses, tight-fitting, low-cut blouses, spaghetti-strap tops, tank tops, halter tops, bare shoulders, and mini-skirts are not permitted.
2. Shorts must reach mid-thigh—halfway between the thigh and the knee. Leggings are permitted as long as the top worn over the leggings reaches halfway between the thigh and the knee.



SAFETY AND SECURITY

The safety of our students and all people in our school building is a priority. We have put into place a number of procedures to help ensure everyone's safety. All outside gates are kept locked at specified times during the day. Students are to use Elliott Street/St. Joseph's Courtyard entrance when arriving late, go to the office to sign in with one of the Administrative Assistants before proceeding to their classrooms.

A very extensive CCTV camera system is installed throughout the school. These cameras are monitored throughout the day.

All visitors must report to the office. If a visitor is working at the school or volunteering their services they must sign in and out of the office.

An intercom system is located at each of the exterior entrances for all visitors to use to access the school.

We ask that if there are any changes to the regular pick-up and drop-off routine of your children that we are kept informed.

SUPERVISION

Outdoor supervision is provided in the Main Courtyard from 8:00 am until the commencement of morning classes, as well as during recess and lunch periods. **There is NO supervision outside of specified times listed, and the school is NOT responsible for your child's safety outside of these times. At the end of the day, any children using the courtyard area are required to have a parent/care-giver there supervising the children. The school cannot accept responsibility for children playing in the courtyard after school with no parental/care-giver supervision. The school does not provide after school supervision in the Courtyard.**

ELP - Gr. 5, students are provided with after school supervision through the MSA After School Program which is located in the ELP Classroom for ELP students and Woodmont (next to MSA Field) for Gr. K – 5 students. You may contact Mrs. Joanne Chisnall by calling the school at 292-4134 and leaving a message on extension 1970 or emailing afterschool@msa.bm.

If your children are here, unsupervised by a parent/caregiver, after 3:30 they will be brought to the office and a parent will be contacted to either pick them up or they will be taken to the After School Program.

SUPPORT THE SCHOOL

To help keep the “MSA Family Spirit ” alive we encourage the participation of all Alumni, Parents, Teachers, and Students in several different ways through their involvement of school associations.

PARENT VOLUNTEERS

We welcome parent volunteers in our school to assist in a wide variety of areas such as lunch duty, field trips, class activities, assisting in the library, helping with school pictures, classroom supervision for Christmas Concert. Please write your child’s homeroom teacher or the office to express your interest. For the safety and security of everyone in our school, you will be asked to report to the office and sign in and out of the office upon your arrival and when you leave. We also thank our parent volunteers for continuing to have their own children follow the school expectations even when they are volunteering in the school.

HOME AND SCHOOL ASSOCIATION

Every year, dedicated volunteers devote countless hours to help the initiatives of the school. Becoming involved is a great way to get to know the school, meet other families, get to know the teachers, and contribute to the well-being of our students. There is a role for everyone to play, regardless of talent or time constraints.

Parents may become involved in

- Fundraising
- Social events
- Helping teachers

For more information please contact a member of the Home and School Association. Please check the MSA website for email contacts.

BAZAAR COMMITTEE

The Bazaar, an annual tradition of the school, raises funds every year to assist in the operations of the school. This event is by far our leading fundraiser and requires the participation of all parents to be successful.

ALUMNI ASSOCIATION

Be a part of the MSA Spirit! Membership in the Mount Saint Agnes Academy Alumni Association is all about spirit —spirit in MSA and spirit in being connected to some of the greatest people in Bermuda. As we look to reconnect with our many former students, please become an active member in the Alumni Association. It is an easy way to give back to MSA and a way to reconnect with fellow alumni as well as current students of the school. Join other alumni who are working to make a difference.

