

**ST. MARY**



**2018-2019**

**Student & Parent  
Handbook**

**INCLUDES**

**Athletic Handbook  
TLC Handbook**

**ST. MARY SCHOOL 2018-2019**  
**Student & Parent Handbook**

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## **A Letter from the Principal**

Dear Parents,

Welcome back! Another school year begins, and this one promises to be a great one! It is wonderful to be able to welcome so many new families to our community, as well as our new staff members. St. Mary School is one very happening place!

Our focus as a school this year is to build our community stronger than ever. I'm going to need your involvement, your expertise, your support, and of course your prayers as we continue to build the spiritual and academic programs that we are so grateful to be offering to our students. I'm going to ask that all parents sign up for a Parent Club event/committee. Information will be available on our website, on School Speak and in your first SPIRIT envelope that will go the first week of school.

I'm so very happy to be back at St. Mary's! Last year was my first year back after a six year hiatus. Having been principal of our parish school from 1999-2010, leaving in 2010 was very difficult for me. But, my experiences as the founding principal of St. Patrick Academy have been wonderful and have made me a better principal. It is my hope to share all that I have learned and the leadership ability that I have been given by God to bring our parish and school to a unification – no longer parish families and school families – we will become one community of faith.

Returning to St. Mary's is a dream come true. I had no idea that God would ever call me back to this wonderful place. Our parishioners have always been so supportive of their school! Without your prayers and continued support, our school would never have maintained the high regard that it has in our diocese. Together, we need to continue to communicate to our friends and families that St. Mary's School has a strong Catholic identity, strong academics, and is staffed with ministry focused professionals who first and foremost love their faith. Their desire to share their faith with our children and the future of our Church is what makes our community so inspiring and special to all who become involved.

I'm challenging each of us to begin together anew as we continue to “love with devotion . . . learn with passion . . . and lead with faith. I am dedicated to this community and will do all I can for the future of our parish children.

Please know that if you have questions, need to talk, or want clarifications throughout the year, I will be happy to meet with you. Your child(ren) are your most precious gift and I thank you for entrusting their Catholic education to those of us at St. Mary School.

May God bless each of you as we begin the next part of our journey together!

Laura L. Allen  
Principal

## **STATEMENT OF PURPOSE AND EXPECTATIONS FOR ST. MARY ELEMENTARY SCHOOL**

At the Baptism of their child, Catholic parents made a solemn commitment to God to “bring their child up in the knowledge and practice of faith.” To assist parents in fulfilling their commitment, parishes have often established schools to supplement the work of parents and pastors.

A Catholic parish school finds its justification in the great mission of the Church to spread knowledge and faith in God and His Son, Jesus Christ. Such a school is based on an educational philosophy in which faith, culture, and life are brought into harmony. Through school, the local parish evangelizes, educates, and contributes to the formation of a healthy and morally sound life-style among its members.

St. Mary School was built and is supported by the people of St. Mary’s Church in Sacramento in order to provide the children of St. Mary’s Parish an education rooted in Catholic religious faith and practice. Research has shown that parents who provide active support of their children contribute more to their child’s success than those who provide only passive support.

The primary purpose of St. Mary School is to provide a Catholic education to the children of St. Mary’s Parish. Supporting members of the parish, who are active, practicing Catholic, have a primary claim to the benefits to the school for their children.

Practicing, supportive, and active members are those who give support to their children by regularly attending services at St. Mary’s Church, living their lives according to Catholic teaching, contributing to the general work of the parish through regular weekly contributions, and taking an active part in the works of the parish, including, but not limited to school activities. Children of such parents qualify for the family tuition rates of the school as long as they remain supporting, active, practicing members of the Parish.

Catholic parents who are supporting, active, and practicing members of another Catholic parish will be considered for admission on the basis of weighted criteria and available openings. Because they are not supporting members of St. Mary’s Parish, these families will pay a surcharge on the family tuition rate to offset the financial support given by the members of St. Mary’s Parish.

Parents not supporting and active in any Catholic parish, or non-Catholics, may also be considered for admission based on actual educational costs per student.

### **MISSION STATEMENT**

As a ministry of St. Mary Parish, guided by the life of Jesus Christ and His Blessed Mother, we love with devotion, learn with passion and lead with faith.

## **STUDENT LEARNING EXPECTATIONS**

**S**tewards of God's earth  
**P**eople of prayer  
**I**maginative, enthusiastic, and creative  
**R**espectful, loving, and kind  
**I**ntelligent, inquisitive learners  
**T**raveling the path of Jesus

### **PHILOSOPHY**

The philosophy of St. Mary School is rooted in the person of Jesus and we view Catholic education as an expression of the mission entrusted by Him to the Church. We support the goals of the Bishops of the United States: Message, Service, and Community.

We believe that parents are the primary educators of their children. The teachers, staff, and community of St. Mary Elementary School complement and enhance the role of the parents, providing an environment that integrates Catholic values with a strong academic program.

We are dedicated to educating children to contribute to the common good by becoming active and caring members of the communities, cities, and nation in which they live. Grounded in the spirit of the Gospel, we seek to foster a loving and supportive environment where each individual is accepted and encouraged to grow.

### **ATTENDANCE**

**ABSENCES:** A written excuse is required whenever a child is absent or tardy. Make sure your child brings a dated excuse to the teacher or to the front office when he/she returns to school. In the best interest of your child's health, safety, and well-being, parents are asked to please call the office before 8:30 a.m. if their child will not be in school that day. The TLC Program office also needs to be notified of the absence of any enrolled student.

Children who are not feeling well before leaving home in the morning should **NOT** be sent to school that day.

In order to meet requirements for promotion, class work missed (or its equivalent substituted by the teacher because of absenteeism) must be completed satisfactorily.

When students know they will be absent, it is their responsibility to check the school website for assignments. Students have as many days to make up missed work as the number of days they were absent. Individual allowances can be made at the discretion of the teacher.

**Please note: Teaching begins at 8:00 a.m.!**

#### Zero Period Music Classes

7:00 a.m. Students may be on campus and in the music room

7:10 a.m. Students are to be in the music room

7:15 a.m. Students are to be ready to learn.

7:50 a.m. Warning Bell

7:55 a.m. Students are to be in class. If they are not in class and in their seat at 8:00 a.m., they will be tardy. The M Street gate will be shut at 8:10 a.m.

8:00 a.m. Teaching begins for first period!

**ABSENTEEISM:** Student attendance is vital to his/her academic and spiritual formation. Obviously, if a child is sick, we want parents to keep him/her home. If students are absent due to sickness for more than three days, a note from the doctor must accompany the student about his/her return.

Although vacations are fun to take during the school year because of less traffic, less people at amusement parks, students miss out of classroom instruction, discussions, and important information to assist him/her to understand the content. Therefore, the following rules will be immediately enforced:

If there are medical absences, upon receiving a note from your child's doctor, the following will occur:

1. Assignments will not be given out during the absence unless the child is physically able to keep up with assignments (with absences over 3 days).
2. Students will have the same number of days as he/she was absent to make up all their assignments and make up any tests that were given during their absence. (i.e. sick for five school days=assignments made up in five school days plus keeping up with assignments each day after the absence)
3. If a major project was due during their absence, it will be due upon their return (i.e. mission project, book reports, Science Fair projects)

If a student is absent due to family vacation time/ family event, the following will occur:

1. No assignments will be given out prior to the vacation.
2. Students will receive make up work at the discretion of the teacher.
3. Students will be required to take all tests that were missed upon the day of their return.

If a major project is due while the student will be gone, it must be turned in **BEFORE** they leave in order to get credit for the project.

**TARDIES:** Tardiness is a habit that will not serve our children well now or in the future. Tardiness is a major problem that makes it very difficult for children and teachers.

1. If students are tardy three times in a trimester, the child will receive a MUG (Mustangs Under God) demerit. For every three tardies, the child will receive a MUG. MUGs are also given out for disciplinary reasons. Upon the fifth MUG in the trimester, students will receive an in-house suspension. An in-house suspension is served in the principal's office and assignments and classwork are done out of the classroom environment.
2. Students who are habitually tardy or absent will be withdrawn from St. Mary School.

**APPOINTMENTS:** The front office and teachers need to be informed 24 hours prior to an appointment that takes a student away from instructional classes. A note or e-mail must be sent to the teacher **AND** forwarded to the office the day preceding the appointment. Phone calls are not a substitution for the note. Tardiness or absence due to

dental or medical appointments, when absolutely unavoidable, is permitted, however, a note verifying the appointment must be presented upon returning to school in order for the absence or tardy to be excused. When the student returns from the appointment, the parent must sign the student into school at the office.

**MESSAGES:** School staff do not deliver messages or lunches to students during class time. These efforts are disruptive to learning.

**DSB 5220.6:** The school is not under obligation to provide tutoring, make-up work or special testing schedules for such an absence for personal reasons. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

**CUSTODY OF MINORS (DSB 5520):** Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

**REGULATIONS (DSB 5520):** Normally, the principal should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.

In case of any doubt as to the validity of the authorization, custody shall not be granted. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.

In the absence of any court order, the school will assume that both parents have custody of a student, and the student may be released to either parent.

The following regulations have been added to assist principals and pastors:

- The school shall rely on only the most recent certified legal document on file.
- Letters of reference, progress reports, grades or any other privileged or confidential information shall only be given to the parent(s) identified in the court order or official certification of custody, unless the custodial parent or guardian has signed an authorization to release such information.
- Release of a student to anyone other than parent(s) with legal custody should occur only when accompanied with the proper authorization by that parent(s).
- The school must have on file an original or certified copy of any restraining order(s).
- Name changes, either by court order or parent's request, should be on file with the school.

If there is a certified custody order in place, accept directions from the custodial parent. Unless there is a custody order in place stating otherwise, both parents will have legal custody of the children. In such a case, taking instructions from the parent with whom the children are living is the best approach.

## **ACADEMIC GRADES**

Late assignments may be accepted at the teacher's discretion. Extra credit assignments will not be given to raise grade averages or to re-qualify students for sports or student council.

Report Card Standards as determined by the Diocese of Sacramento are:

A	100-96%
A-	95-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%
F	59-0%

### **Grades 6 - 8 HONOR ROLL**

At St. Mary School, students are expected to achieve to the best of their ability. Each trimester, certificates will be presented to students in their classroom.

**Gold Honor Roll (All A's)** including Christian Conduct and Effort AND MUG free for the trimester

**Blue Honor Roll (All A's and B's)** including Christian Conduct and Effort AND MUG free for the trimester

### **Attendance Award**

Students in grades 6-8 are eligible to receive the Perfect Attendance Award each trimester. Students must be present on time with no absences or tardies for the trimester. This includes both excused and unexcused absences and tardies.

### Conduct:

Grades for Conduct are determined using Student Learning Expectations (SLEs) and classroom behavior. The following rubric is used:

- A** = Follows all SLEs without being reminded. Stands out as a leader and is a good role model.
- B** = Follows all SLEs. Does what is asked, but does not go the extra step.
- C** = Follows some of the SLEs. Occasionally off task and/or attitude needs improvement.
- D** = Rarely follows the SLEs. Makes poor behavior choices and/or is disruptive.
- F** = Does not follow the SLEs. Consistent behavioral issues and/or is defiant.

### Effort:

Grades for effort are determined through teacher's observations of student self-motivation and perseverance in the classroom. The following rubric is used:

- A** = Always willing to participate and comes prepared for class. Assignments always turned in on time.
- B** = Usually participates and comes prepared for

- class. Most assignments turned in on time.
- C** = Participates when called on and/or frequently unprepared for class. Most assignments in on time.
- D** = Rarely participates when called on and/or completely unprepared for class. Most assignments are not turned in on time.
- F** = Does not participate and/or completely unprepared for class. Does not turn in assignments on time.

### **Grades 3-5 - HONOR ROLL**

At St. Mary School, students are expected to achieve to the best of their ability. Each trimester, certificates will be presented to students in their classroom.

#### **Mighty Mustang Award**

The Mighty Mustang award is given to 3<sup>rd</sup> grade students receiving at least a '4' in all subject areas, conduct, and effort. Students with an "S" or a "U" or have been suspended during the trimester are not eligible.

#### **Honor Roll**

At the completion of each trimester, certificates are given to those in 4<sup>th</sup> and 5<sup>th</sup> grade who have earned "A's" and "B's" on their report card. Students with an "S" or a "U" in conduct or effort, or have been suspended during the trimester are not eligible. Honor Roll is divided into the following categories:

**Gold Honor Roll (All A's)** including Christian Conduct and Effort

**Blue Honor Roll (All A's and B's)** including Christian Conduct and Effort

#### **Attendance Award**

Students in grades 3-5 are eligible to receive the Perfect Attendance Award each trimester. Students must be present on time with no absences or tardies for the trimester. This includes both excused and unexcused absences and tardies.

### **Grades 1-2 Awards**

At St. Mary School, students are expected to achieve to the best of their ability. Each trimester, certificates will be presented to students in their classroom.

#### **Mighty Mustang Award**

The Mighty Mustang award is given to 1<sup>st</sup> and 2<sup>nd</sup> grade students receiving at least a '4' in all subject areas, conduct, and effort. Students with an "S" or a "U" or have been suspended during the trimester are not eligible.

## **ACCREDITATION**

The school is fully accredited by WCEA (*Western Catholic Education Association*) and WASC (*Western Association of Schools and Colleges*). Our next accreditation will take place during the 2022-2023 school year.

## **ADMISSIONS POLICY**

St. Mary School in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Mary School in the Diocese of Sacramento does not discriminate on the basis of race, color, national and/or ethnic origin, race, gender, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic, and other school-administered programs. (DSB 5110, Section 3).

**AGE OF ADMISSION:** A child who is 4 years of age by September 1 is eligible to apply to the Transitional Kindergarten Program. A child who is 5 years of age by September 1 is eligible to apply to Kindergarten. A child who is 6 years of age by September 1 may apply for 1st grade.

**REQUIRED IMMUNIZATION** (*Details listed under HEALTH*): Children entering Kindergarten are required to have the three-shot series of Hepatitis B. The seventh grade Hepatitis B requirement went into effect in July of 1999. Children who have not started their Hepatitis B shots before the first day of 7th grade will be excluded from school. Students entering Kindergarten must have verification that they have received the vaccination for chickenpox (or have verification by their doctor that they had the disease) prior to beginning school.

**ENTRANCE REGULATIONS:** It is required by the State that on and after July 1, 1975 each child upon enrollment in the first grade, present satisfactory evidence to the school office that he/she has received specified health screening and evaluation services within the previous two years.

**HIGH SCHOOL ADMISSIONS PROCESSING:** As part of the process of high school admissions, we share student and family information with the Catholic High schools in the Sacramento area. Families wanting us to share student and family information with other private, public and Catholic High Schools outside our area are required to authorize us in writing of desire for the information to be shared. All requested will be ignored until such authorization is provided in writing.

**PROCEDURE FOR RECOMMENDED TRANSFER:** Students clearly unable to profit from St. Mary School by reason of ability, serious emotional issues, or parental attitude which is at variance with the school's philosophy will be urged to transfer to another school when at least one of the following occurs:

- A. When it can be determined that other schools or agencies have facilities to assist such a student.
- B. There has been sufficient discussion with the parents concerning the child's condition.
- C. Parents are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, such as gossiping, parental interference in matters of school administration, or abusive language toward the principal, pastor, teachers, or school personnel. These parents will be asked to leave the school.

**ADMISSION PRIORITY:** Consideration for admission to St. Mary School will be based on the following priority:

- St. Mary Active Parishioner or sibling of a student enrolled at St. Mary School
- Catholic Active in another Parish
- Non-Active Catholic or Non-Catholic

It is the policy at St. Mary School that a “readiness” test be given to all prospective students in grades TK to 8. The acceptance or non-acceptance of students is the direct responsibility of the principal. New students are placed on immediate probation for one year.

## **AMENDMENTS**

The Principal reserves the right to amend this handbook for just cause anytime throughout the school year. Parents/guardians will be given prompt notification if changes are made.

## **CAMPUS VISITORS**

Visitors must sign in at the front office and wear a “Visitor Badge” when on campus. Parents are not allowed on campus unless they are volunteering or attending a special event.

## **CELL PHONES / IPADS / SMART WATCHES**

There is no need for cell phones during the day or at TLC. Cell phones must be given to the classroom teacher at the beginning of the day. Students found in possession of a cell phone during the school day will have the phone confiscated and it will be given to the principal to be picked up by a parent.

In a concerted effort to ensure that our students will be ready for the technological demands of this century, computers with Internet access are available to them in every classroom. Kindles may be used at the teacher’s discretion for reading purposes only. Tablets need to be turned in to the homeroom teacher and may be used at the teacher’s discretion. All students TK-8 and parents must sign the “Responsible Use Agreement” at the beginning of each school year. Students must agree that they will follow the directives given by the teacher while using the Internet. No Apple watches or other “Smart Watches” are allowed on campus, however if a student comes to school with one, it must be turned in to the homeroom teacher.

## **CODE OF CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS**

Attendance at a Catholic school in the Diocese of Sacramento is a privilege, not a right. Parents who desire a quality Catholic, academic, and morality based education for their children can best achieve this goal when the school’s students, parents, guardians and officials work cooperatively together. Normally, differences can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school.

**CONDITION OF ENROLLMENT FOR PARENTS/GUARDIANS:** It is a condition of enrollment that the parents/guardians of students shall also conform themselves to standards of conduct that are consistent with the philosophy and Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in student/parent handbooks and contracts of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. Anything considered slanderous by the regional director, pastor or principal may result in the immediate dismissal of the student.
- Parents/guardians and students may not establish personal web sites, Facebook, Instagram, and Snapchat (all social media) or participate in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic school.

- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc).

The school reserves the right to determine, in its discretion which actions fall short of meeting the philosophy and Christian principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions (e.g. suspension of a student or suspension of a parent's/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.) up to and including the requirement to withdraw from school.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning.

#### **OFFENSIVE CONDUCT BY PARENTS, GRANDPARENTS, GUARDIANS, ETC. (DSB 5700)**

Parents, grandparents, guardians, etc. who choose to send their children/grandchildren to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning environment of the school. They also agree that their children will be fully involved in the religious formation and worship activities of the school.

Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of "an environment permeated with the Gospel spirit of love and freedom" may be asked to withdraw their children from the Catholic school.

#### **RELIGIOUS DEVELOPMENT**

We affirm and support the role of parents as the primary religious educators of their children. We provide their children with a Christian environment where the Catholic faith is taught and lived. To achieve this, we provide a religious education that gives the students:

- A well-rounded knowledge of Christian Revelation and its signs in nature, human experiences, the Gospel, Christian witness, Liturgy, and teachings of the Church, in a manner adapted to their age and development
- Opportunities to internalize Gospel values, particularly those of peace, justice, and compassion, and to relate these values to their own behavior and life
- Sacramental preparation
- An awareness of social justice
- Opportunities to become actively involved in community services
- An appreciation of Mary, Mother of God, and her relevance in their lives
- The means to develop a deeper personal relationship with God through prayer and liturgy

#### **MORAL DEVELOPMENT**

Society today sends our youth many conflicting, confusing, and even destructive messages. Christ's teachings offer children guidance necessary to sort through these messages and ultimately live successful and fulfilling lives. Catholic education is committed to teaching children the morals and values of Christ and helping them adopt and apply these teachings in their own lives. It is our aim, as Christian educators, to develop in students an understanding of moral values and choices. We hope to instill in the students a sense of responsibility in their decision-making toward peace and justice, and an awareness of the human dignity of each person. We strive to achieve this by:

- Providing opportunities for students to develop self-discipline and to assume responsibility for their actions

- Guiding students to recognize and choose Christian values which lead them to discover a deep spiritual purpose in life
- Encouraging students to work toward peaceful solutions to conflict and social problems
- Teaching respect for life, in all its forms, as being a precious gift from God; and developing an appreciation for honesty and truth in all their dealings with other's experiences.

### **INTELLECTUAL DEVELOPMENT**

St. Mary Elementary School seeks to provide a supportive educational environment where each student can develop a love of learning, a sense of personal responsibility, and realize his/her fullest potential. It is through "The California Common Core State Standards" (CCCSS), that we strive to achieve this by:

- Providing a quiet and orderly classroom atmosphere conducive to listening, thinking, and sharing information
- Providing creative experiences in exploration, discovery, and group learning, which foster intellectual curiosity, open-mindedness, critical thinking, and problem solving
- Accommodating individual differences through the use of various resources and teaching methods
- Developing study skills such as note-taking, time management, organization of materials, and completion of assignments
- Developing basic computational and verbal skills which enable students to become productive members of society
- Providing a curriculum that teaches the skills necessary to operate in a highly technological and ever-changing world.
- Providing instruction on writing ORIGINAL academic works with no cheating, plagiarism or forgery.

### **SOCIAL AND PSYCHOLOGICAL DEVELOPMENT**

A caring, Christian environment fosters awareness of basic moral values and a sense of social responsibility so that children may develop the skills needed to respond to the challenges of daily living while retaining a deep love of God. We strive to show our students that happiness is developed from an appreciation of one's own personal worth and from the gifts and talents of others, versus material acquisitions. We recognize our role in helping the students to develop the social skills needed to respond to the challenges of daily living so that he/she may become a valuable member of society. To achieve this, we encourage students to:

- Actively participate in Church and school activities
- Seek happiness by exploring their unique place in the universe and by living the Christian message, rather than through the fruitless pursuit of material goods
- Develop an understanding, appreciation, and concern for our city, our nation, and our world, as well as other cultures and religions
- Show respect and understanding for all members of the community regardless of race, nationality, sex, age, or creed
- Value the uniqueness of each person
- Learn to work cooperatively with each other and understand the value of courtesy to others
- Constructively express his/her opinions, feelings, and reactions toward others, toward situations, and toward life
- Learn to grow in respect and courtesy in everyday life
- Make responsible moral choices
- Reach out to those who are disadvantaged.

### **PHYSICAL AND EMOTIONAL DEVELOPMENT**

It is one of the purposes of Christian education to foster positive attitudes toward physical and mental health. We believe that physical and emotional growth is essential in the transition from youth and adolescence to adulthood. To achieve this, students are encouraged to:

- Participate fully in the recreational activities of school

- Participate in a well-organized physical education and sports program where students learn to interact with a healthy spirit of competition and teamwork
- Develop sound habits of physical exercise toward recognition of their individual potential;
- Seek guidance and counseling when needed
- Deal constructively with the tensions and problems inherent in their growth and development
- Be educated to the dangers of drugs, alcohol, and the harmful effects of social diseases.

## **CULTURAL AND AESTHETIC DEVELOPMENT**

We believe that each person has individual and unique preferences and viewpoints. We are a community of different cultural backgrounds, but each one has many enriching gifts to offer. To achieve this, we:

- Recognize each student's creativity and provide opportunities for self-expression through the fine arts: music, art, drama, and literature
- Encourage an appreciation of the many cultures in our community as well as those represented throughout the world
- Create an awareness of our Christian responsibility to reach out to our less fortunate brothers and sisters in need
- Guide all students to appreciate their dignity as human beings and to acknowledge and appreciate the talents of others.

## **COMMUNICATION**

Communication is very important to our administration and staff. As parents, you need to know what is happening at school so you can take part in the upcoming activities and be aware of changes, accomplishments, and schedule.

### **We communicate in a variety of ways:**

1. Through the SPIRIT envelope once every month
2. Through e-mail called the e-Blue (emailed every Wednesday when a SPIRIT envelope does not go home.)
3. Emails from teachers
4. On our website at [www.saintmaryschool.com](http://www.saintmaryschool.com)
5. By telephone
6. On your child's teacher webpage
7. Through School Speak or Student Information System

It takes two parties to communicate – please read the materials sent home, answer your phone for all messages, check your email and get onto on our website. We can't communicate without you!

**EMAIL:** An excellent means of communication is email and schools have embraced it as an effective way to communicate between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting, or a personal phone call. Therefore when responding or initiating email to a teacher, please note the following:

- Your child's teacher and other staff will only check their email between the hours of 7:30 AM – 3:30 PM.
- Contents of email to staff and other parents shall conform to the "*Code of Conduct for Students and Parents/Guardians Attending Catholic School*" as determined by the school in its discretion.
- Parent and staff email lists shall be used only for school related business as approved by staff and may not be used for personal gain in any way.
- Only use email for quick, uncomplicated messages when time and/or confidentiality are not critical factors.
- Do not use email when the requested response would be highly sensitive and/or complex in nature.
- Use email to request a meeting or phone call.
- Email should not contain extensive chronologies, opinion statements, critiques, or judgments.
- Do not use email to avoid a difficult situation -- if you have a problem with someone, speak with him/her in person.

- Do not send an email when you are upset. “Save as a Draft” to be reviewed later, checking for inappropriate content.
- Realize that email messages lack the nuances of voice inflection or facial expressions that are part of personal conversations. Do not take chances with misinterpretation and error on the side of positive language.

## COMMUNITY SERVICE HOURS

What is Community Service? Community service is helping others as Jesus asks us to do. When we do small acts of kindness we ask for nothing in return. Jesus gave us many examples of how we can help others and he never asked for anything in return. Our return is far greater than any money or token. We are rewarded with kindness and love and fulfilling the request made by Jesus. When we help others, we improve the world with one small act of kindness at a time. We do this to say, “thank you” to God for all the blessing bestowed upon us.

When do we do Community Service? Providing service to our community is a way of life. We strive to serve others, therefore serving God, throughout our daily lives. As a student at St. Mary School, we strive to live by our School Wide Learning Expectations in everything we do. All students will complete Community service hours each trimester in order to have an opportunity to impact the lives of people in our community.

Important considerations for every St. Mary School student when performing any service:

- Always remember you are representing St. Mary School.
- Show up on time.
- Be positive and show others you are there to serve and make a difference like Jesus did.
- Follow our SLE’s while performing your service.
- Do not expect anything in return for your service.
- Before you leave, make sure to check out with the appropriate person and say “thank you”.

<u>Service Hours Required Per Trimester:</u>	1st Grade = 1 hour per year	5 <sup>th</sup> Grade=4
hours	2nd Grade = 1 hour	6th Grade = 5 hours
	3rd Grade = 2 hours	7th Grade = 6 hours
	4th Grade = 3 hours	8th Grade = 7 hours

## CONDUCT

Children explore, observe, feel, interact, and learn through involvement with people and things in their world. All behaviors, even misbehavior, are learned. As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and the environment provided. Teachers, in their role of caring for children, model and teach appropriate behavior. In keeping with basic regard for children’s emotional and physical well-being, hitting, striking, and spanking are not allowed by staff or parents on the school grounds. In order to maintain positive behavior, children need continued support, limits, reminders, encouragement, and rewards.

**BULLYING:** St. Mary School will treat incidents and/or allegations of bullying seriously and will review and investigate each incident or allegation. If substantiated, the incident/allegation will result in disciplinary actions, up to and including dismissal

**CONDUCT AND BEHAVIOR RULES:** Each student shall preserve a quiet, studious atmosphere at school. Each student has a right to this atmosphere and a responsibility to preserve it. Students are always to conduct themselves as St. Mary students and to exhibit the behaviors expected of such students. Since self-discipline is essential in

every walk of life and is necessary for moral development, we expect St. Mary students to be responsible for their own conduct. It is expected that the students of St. Mary will endeavor to be honest, courteous, cooperative and responsible in all areas of school life.

Immorality in talk or action detrimental to the reputation of St. Mary School, whether inside or outside school (including social media), could result in serious disciplinary action, up to and including expulsion.

Students will not engage in any physical or verbal contact with another student, which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.

Students are not to leave the school grounds without permission during school hours.

#### **OTHER ACTIONS DETRIMENTAL TO OUR SCHOOL PHILOSOPHY**

- Open, persistent defiance of the authority of the teacher, or any adult who may be in charge.
- An insolent attitude portrayed not only in speech, but also in deportment and bearing.
- A sneering or cynical expression that demonstrates a lack of respect.
- Eliciting the attention of another student in the class by constantly turning around or making signs across the classroom, or calling another student by name.
- Writing or reading notes during class time.
- Instigating a rebellious attitude in the classroom or playground among other students.
- Disrupting a class spirit by isolating themselves during recess as an “elite” group into which others feel unwelcome and around which an atmosphere of idle gossip pervades. This spirit is carried from the playground area to the classroom. Such an atmosphere is detrimental to our Christian philosophy.
- Recording or videotaping or taking pictures without the consent of all parties involved
- Any type of bullying as defined in the St. Mary School Anti-Bullying Pledges
- Other behavior that is unbecoming of a St. Mary student..

#### **CURRICULAR AND EXTRA-CURRICULAR PROGRAMS**

St. Mary Elementary School curriculum centers on the message of Jesus. This message is shared within the school’s faith community. This message is also reflected in the content of the school’s curriculum as well as the teaching and learning strategies used to help students integrate that message into their beings. Catholic values and the Gospel message are integrated into all subject areas. Our school curriculum is flexible enough to embrace life’s experiences; it follows developmental patterns throughout the school and within each grade level to include an understanding of Catholic, Christian culture, faith and values and the traditional academic disciplines.

**CURRICULUM:** Religion, Art, Foreign Language, Handwriting, Health, Language Arts, Mathematics, Music, Physical Education, Spanish, Science, Social Studies, Technology

**COMPETITIONS:** Academic Decathlon, Fine Arts Competition, Math Invitational, Mental Math Bowl, Religion Decathlon, Speech Contest, and Spelling Bee *\*Not all school activities and programs are available every year*

**ENRICHMENT PROGRAMS:** Chess Club, Community Service, Band, Book Fair, Children’s Choir, Guitar, Orchestra, Recitals, Science Fair, Social Justice Fair, Student Council

**EXTRACURRICULAR ACTIVITIES:** Academic Talent Search grades 4 to 8; Baton, Choral Festivals, EDGE Jr. High Experience, Altar servers, Logic Club grades 5 to 8, Scouts Girl/Boy, Missoula Children’s Theater

**SPORTS:** Boys – Grades 5 to 8: Flag Football, Basketball, Volleyball,

Girls – Grades 5 to 8: Volleyball, Basketball, Flag Football

Co-ed: Cross Country; Track and Field; Golf and Little Dribblers, grades 1 to 4

#### **DISCIPLINE**

In our Catholic School discipline is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a classroom situation conducive to learning, and to promote character training. With this in mind, we ask for the students' cooperation in observing the following rules. This list includes but is not limited to the following:

#### RESPECT

- Children will show respect for authority and their peers.
- Respect school property.
- Cover ALL textbooks and return them in good condition.
- No hitting, pushing, kicking, pinching, biting, or other disruptive behavior.
- Students are to use acceptable and appropriate language.
- Say "please" and "thank you" at appropriate times.
- Make eye contact with the person to whom you are speaking.

#### UNIFORM

- Always be in correct school uniform.
- Have a backpack in which to carry books to and from school.

#### ACTIONS

- Walk at all times in the classrooms, hallways and breezeways. (Please do not jump or touch the beams, or door frames)
- Play in their designated areas of the play yard.
- Walk their bicycles while on the school grounds.
- Climbing fences, trees, and poles or onto the roof is not allowed.
- Students are not to go into the *Phoebe Hearst* play yard or out on the street unsupervised.
- Use the trashcans for litter.
- Play approved games only. If in doubt check with the staff or yard supervisor.
- Children will line up quietly outside the classroom after the bell rings.
- Walk in the cafeteria at all times.
- Students are not to stand on the toilets or hang on the stalls in the bathrooms.
- Students are not to sit on the basins.

#### CAFETERIA AND FOOD

- Food or drinks are not allowed on school grounds before or after school.
- Food is not to be taken out from the cafeteria unless permission has been given.
- Do not bring chewing gum or candy to school. Being caught chewing gum will result in receiving a MUG
- Stand quietly in the lunch line without pushing or climbing.
- Shouting or rough behavior is not allowed.
- No throwing of food, wrappers, etc.
- Stay at table unless given permission to do otherwise by person on duty.
- Use of bathrooms during cafeteria time in case of emergency only.
- Each child is responsible for cleaning their own area at their table.
- Remain at table until the person on duty checks the table for cleanliness and dismisses the entire table. (*You may remain at table if you are still eating.*)
- Sit properly on chairs.
- Calmly follow directions during an emergency evacuation of the hall.

#### PERSONAL PROPERTY

- Leave any items not required for learning at home. Such items will be confiscated if brought to school. Electronic devices, and toys are to be left at home unless specific permission has been obtained.
- Fidget spinners are NOT allowed on our campus for any reason.
- Touching or confiscating property belonging to others without permission is not permissible.
- Use of liquid “White Out” in classroom is not allowed.
- Use of “Sharpie” (*permanent marker*) pens is not allowed.

#### SCHOOL FACILITIES

- Never play or throw balls in any school building other than the gym.
- Stay out of the office area during recess times unless it is an emergency.
- No student may enter the classroom without the permission of the classroom teacher/substitute/aide or the principal.
- Children should not crowd into the bathrooms during recesses or after school.
- Playing in the bathrooms is not acceptable.

**BATHROOM CONDUCT:** We encourage our students and their families to demonstrate good behavior in the use of all the facilities available to them here at St. Mary’s. The bathroom environments are vulnerable to bad behavior. We encourage families to review the proper use of school bathrooms with their young children. Their respect for school property in these environments will require them to refrain from playing in the bathrooms. TK – 3rd Grade must have bathroom buddies during class time. Playing in the bathrooms is not acceptable. Students are not to stand on the toilets or hang on the stalls or the stall doors, sit on the sink basins or inappropriately use the paper products made available to them.

**DISCIPLINE:** The principal and/or the pastor and regional director are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

**MUGs:** MUG is an abbreviation for Mustangs Under God. Students receive MUGs for less serious disciplinary violations and after receiving three tardies. Upon the fifth MUG in the trimester, students will receive an in-house suspension. An in-house suspension is served in the principal’s office and assignments and classwork are done out of the classroom environment.

**Uniform Violations:** Girls may receive a Skirt Alert and both boys and girls can receive a uniform violation. Continual uniform violations will result in a MUG.

**SUSPENSION:** Suspension is a disciplinary punishment to be invoked at the discretion of the pastor and/or the principal and regional director for violations of less serious infractions of rules as listed in the school handbook. A student shall be suspended for no more than five consecutive school days. Any student suspended during a trimester automatically forfeits his/her placement on the honor roll for that trimester and will be removed from student council or athletics for the remainder of the trimester.

- Parents are informed of suspension by the principal or her designee and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school.
- Students suspended from St. Mary School will be placed on probation for the school trimester.
- Suspensions result in a trimester conduct grade of no better than a “C”.
- Athletes and Student Council members may immediately be removed from the team or council for the remainder of the trimester. If further disciplinary action is necessary during this time, the student is subject to further disciplinary action in the form of expulsion.
- Credit may not be given for assignments or tests that were turned in during the suspension.
- A third suspension may lead to automatic expulsion.

**EXPULSION (DSB 5660)** Expulsion is an extreme and permanent disciplinary action enacted for the common good. Ordinarily, an expulsion is the result of continued disciplinary offenses that have not been remedied by lesser disciplinary actions such as detention or suspension. Immediate expulsion could result from a violation of a criminal law, actions so outrageous as to shock the conscience or behavior of the community, or a threat to health, welfare or safety.

#### **REGULATIONS FOR EXPULSION (DSB 5660)**

1. When expulsion is necessary, the following procedures should ordinarily have taken place:

- a. The parent or guardian is warned in writing about the offending behavior and school sanctions for the offense.
- b. An initial conference is held with the parents, student, teacher(s), and principal to inform the parents that final action is being considered unless there is immediate change of behavior. In parish schools, the pastor should be notified of the facts and the impending conference and given the opportunity to attend to receive a report.
- c. If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor, and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal and teacher(s) will make whatever decision is necessary.
- d. A written record of the steps leading to the expulsion must be kept on file in the principal's office.
- e. Full credit will be given for all work accomplished by the student up to the moment of expulsion.
- f. Notice of an expulsion must be given to the Catholic School Department as soon as possible.
- g. In no case may a teacher expel a student. This authority resides with the principal.

2. In an extreme case, such as a student bringing a weapon to school and threatening another student, the principal will immediately suspend the student, remove the student from campus and expel the student following a conference with parents. Depending on the circumstances, the principal may also notify law enforcement officials of the action of the student.

3. At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension leading to expulsion after conference with parents. This list shall not be considered exhaustive:

- a. Serious disobedience, insubordination or disrespect for authority;
- b. Language or behavior, which is seriously immoral, profane, vulgar or obscene;
- c. Use, sale distribution or possession of drugs, alcohol, or any other legally controlled substance;
- d. Injury or harm to persons or property or serious threat of same;
- e. Serious misuse or damage to the school's computers or network;
- f. Sale of any material on school grounds without proper authorization;
- g. Unauthorized absence or continued tardiness;
- h. Assault with, or possession of, a lethal instrument or weapon, or weapon-like object;
- i. Serious theft or dishonesty;
- j. Cheating, plagiarism, forgery
- k. Outrageous, scandalous or serious disruptive behavior;
- l. Conduct at school, on social media, or elsewhere, which would reflect adversely on the Catholic school or Church.

#### **DISMISSAL**

The school office is open from 7:15 a.m. to 3:45 p.m. Monday through Friday on regular school days. Students arriving before 7:40 a.m. will be sent to TLC (Extension service will be \$10.00 minimum).

Students enrolled in zero-period must not arrive before 7:00 a.m.

Grades 1 to 8 Morning Bell rings at 8:00 a.m.; The Dismissal Bell is at 3:05 p.m.

TRANSITIONAL KINDERGARTEN: Morning Bell 8:00 a.m.; Dismissal (no bell) at 12:00 a.m.

KINDERGARTEN: Morning Bell is at 8:00 a.m.; Dismissal at 2:00 p.m. After 3:05 PM, regular TLC (Extension) rates will apply. Children are to remain in uniform when leaving school.

RELEASE OF MINORS: It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements.

Students may not walk off campus at the end of the day unsupervised without written permission from parent.

If you would like someone other than your spouse or self to pick up your child they must be listed as one of your emergency contacts.

EARLY DISMISSAL: As a safety measure, any child leaving school must wait in the classroom until notified to come to the office upon arrival of parent or guardian, who will then sign the early dismissal book. If the student returns to school again that day, he/she must report to the office first. In cases of emergency, the school receptionist will contact the teacher.

## **FIELD TRIPS**

Attendance on a school-sponsored field trip is a privilege, not a right. Appropriate conduct during school hours must occur consistently in order for students to be eligible to attend field trips. Properly supervised and planned, educational field trips are an important part of the instructional program.

No student may go on a trip without written permission or a copy of the original permission slip. This form is a one time permission slip. Teachers will advise families of upcoming trips and parents have the choice to opt out, however our field trips are educational in nature and non-attendance may affect a child's grade in a particular subject depending upon the field trip. Notes or phone calls are not acceptable.

Except in an emergency, as determined by the school, only parents or legal guardians will be permitted to drive on field trips.

No one will be permitted to drive on field trips unless they have the required insurance amount, a copy of a valid driver's license, a Shield the Vulnerable certificate, and fingerprint clearance on file in the school office before the field trip - even if they are only transporting their own child.

Insurance and driver's license verification must be completed yearly or when information changes – Shield the Vulnerable Certificates must be renewed every 3 years.

Drivers shall be at least 21 years of age.

All other volunteers should have fingerprint and *Shield the Vulnerable* clearances on file in the school office prior to attending the field trip.

Drivers are not allowed to stop at places not specifically on the itinerary (i.e. fast food restaurants, etc.). Drivers may not play inappropriate or excessively loud music during field trips.

The Sacramento Diocesan insurance requirement states that drivers must have liability limits of \$100,000 per person, \$300,000 per occurrence, \$50,000 property damage, \$100,000 uninsured motorists, and minimum medical coverage of \$5,000.

The number of persons in the car must not exceed the number for which the car was constructed. Each child must wear a seat belt. Car seats must be provided as required by law.

## **FORGOTTEN ITEMS**

Please bring forgotten items marked with your child's name to the front office before 10:30 am. Do not deliver items to the classroom unless instructed to do so by school personnel. For students in our junior high, we ask that parents not drop off forgotten items as we are working very hard to build responsibility and follow through in order to get the students ready for the high school environment.

## **FURNITURE AND EQUIPMENT**

If furniture, equipment, books or school property is destroyed through carelessness, the student will be held responsible for the repair or replacement of the damaged school property. This includes any graffiti on furniture, walls, bathroom partitions, playground equipment, etc.

## **GYM POLICY**

No students, players or siblings are allowed inside or outside the gym without adult supervision. The rule applies at all times, during games, practices and tournament play.

## **HEALTH**

**EMERGENCY POLICY:** All emergency contact information will be stored electronically in the school's Student Information System. Parents must keep the school abreast of the most current family address, phone numbers, and email addresses, as well as all emergency contact names and phone numbers by entering the information in the Parent Portal any time there is a change. This is important to your child in the event of an accident or illness.

- People listed as emergency contacts will be contacted when a parent cannot be reached in the following situations:
  - Illness, accident, or behavior problems
  - Late pickup
  - Emergency evacuation of school property

Please be sure that each person you list as an emergency contact is aware that he/she is an emergency contact and knows the location of the front office. Children will not be released to persons whose names are not included on your list of emergency contacts. Appropriate identification is required prior to releasing children from campus. It is understood the people listed as emergency contacts will be allowed to pick your child(ren) up from School and/or the TLC Program.

If the emergency information is not provided to the school by the start of the 3rd day of school, the student will not be admitted until the information is provided.

**STUDENT INSURANCE:** All students are covered for accidents during school hours or other school-sponsored activities. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of a staff member the day the incident occurs.

#### REQUIRED IMMUNIZATIONS:

- Tdap – Pertussis (Whooping Cough) Booster: Needs to be given on or after the seventh birthday but prior to the entrance of 7th Grade.
- Children entering Kindergarten are required to have the three-shot series of Hepatitis B.
- Kindergartners must have verification that they have received the vaccination for chickenpox (or have had the disease and verified by their doctor) prior to beginning school.
- First Grade: It is required by the State that “on and after July 1, 1975 each child upon enrollment in the first grade, present satisfactory evidence to the school office that he/she has received specified health screening and evaluation services within the previous 18 months.”
- The Seventh Grade Hepatitis B requirement went into effect in July of 1999. Children who have not started their Hepatitis B shots before the first day of 7th Grade will be excluded from school. Students will be required to provide evidence that they have been immunized for chickenpox, or have already had the disease.
- All students are required to have the following immunizations up-to-date; polio, diphtheria, pertussis, tetanus, Hepatitis-B, varicella, and both types of measles.

**HEALTH NOTIFICATIONS:** The school should be notified of special emotional or physical health problems, including allergies.

**SCREENING TESTS:** In the interest of our students’ health, the school provides certain health services. Each year all new students and those in grades Kindergarten, 2, 4, and 6 will have their hearing screened.

**MEDICATION:** Inhalers and EpiPens are permitted with the appropriate “Parent Release for Student’s Possession of Asthma Inhaler or EpiPen” school form. The student may keep possession of his/her inhaler or EpiPen while on campus.

All medication, including over the counter drugs and nonprescription remedies such as cough drops, must be brought to the school office. At no time, can any medication be in the child’s possession, except in the case of an inhaler or EpiPen. The school will be able to administer medication to a child only after the parent has signed and turned in the “Parent Release for the Administration of Medicine” school form. Children taking medications at school will come to the office at the designated time.

To administer any medication we need: A written statement from parent/guardian and/or a written statement from the physician detailing the method, amount, and schedule by which such medication is to be taken. Medicine must be in original container with the child’s name on it, including cough drops.

**ILLNESS:** Children who are not feeling well before leaving home in the morning should not be sent to school that day. Any body temperature above 99 degrees is considered a fever and the student is to remain at home. To return to school the student needs to be fever and symptom free for 24 continuous hours. Green mucous is a sign of illness; mucous must be clear.

**COMMUNICABLE DISEASES:** The school office should be notified immediately in the case of any of the following communicable diseases:

**CHICKENPOX:** This virus is contagious one day before the rash appears and until all lesions have crusted over (usually 5-7 days after the onset of rash). A student may not return if vesicles are present. Lesions must be crusted.

**CONJUNCTIVITIS:** Pink eye may be caused by viruses, bacteria, and allergies. Allergic conjunctivitis is not contagious but treatment is advisable for the student's comfort. Students may return 24 hours after appropriate treatment is started for infectious conjunctivitis and the drainage has stopped.

**FIFTHS DISEASE:** This is a common childhood illness also known as Slapped Cheek Disease, Erythema, Infectiosum, or Parvovirus B19. By the time the rash of this illness appears, the disease is no longer contagious and the child may be in school despite the rash.

**HEAD LICE:** This condition is easily spread from child to child by direct contact or sharing hats, combs, helmets, etc. The student may not return to school until he or she is lice and nit-free. If your child has been sent home twice with nits or lice, we must have a health care provider's note stating that your child is lice and nit free before he/she may return to school.

**IMPETIGO:** This is a common contagious skin infection caused by Staphylococcus or Streptococcus bacteria. It is treatable with prescription oral or topical antibiotics. A student may return 24 hours after starting antibiotics. Oozing areas should be covered.

**MONONUCLEOSIS:** This is a common infection in school age children, especially junior high age and older. Since it is not highly contagious, students may return to school when feeling better but should not share food or drinks. Children with mononucleosis are generally advised to stay out of contact sports for 4 weeks.

**PINWORMS:** Students should not return until a physician has prescribed appropriate treatment. The usual treatment consists of one tablet of Vermox.

**RINGWORM:** This is a fungal infection that can affect the scalp or body. It is contagious by direct contact. Students should be taught not to share hats, helmets, hairbrushes, combs, or hair accessories. Ringworm of the scalp requires oral therapy, while ringworm of the body can be treated with topical creams. Students may return after appropriate treatment has been initiated.

**SCABIES:** This is a highly contagious skin condition caused by a mite. A student may not return until overnight treatment with a prescribed lotion (usually Elimite) has been used.

**STREP THROAT:** Students may return 24 hours after starting oral antibiotics.

**ALLERGIC REACTIONS (DSB 5555):** St. Mary School has an obligation to reasonably accommodate the needs of students. It is the policy of the Diocese of Sacramento Catholic School Department to require that each school take steps to identify and implement reasonable accommodations for students who experience serious allergic reactions during regular school hours. Allergies can be life threatening. Accidental exposure can be reduced in the school setting if schools work with students and parents to provide a safe environment for students who are at risk of serious allergic reactions.

**FOOD ALLERGIES:** It is the responsibility of St. Mary School to implement a system to minimize or prevent inadvertent contact with life-threatening allergens while at the school during regular school hours. A separate peanut allergy table is provided for all students during lunch.

**SERIOUS ALLERGIC REACTION PLAN:**

- Review the health records of an at-risk student submitted by parents/guardians, and/or health care professionals.
- Implement a plan that reasonably accommodates an at-risk student's need throughout the school campus and facilities, including the classroom, areas where lunch is served, and extension facilities.

- Identify school personnel who are authorized and educated to make decisions when health emergencies occur.
- The school shall ensure that there is an on-site staff member who is properly trained to administer medications during the school day regardless of time or location.
- The school shall ensure that on-campus medications are appropriately stored, accessible and clearly marked.

**AT-RISK STUDENT'S RESPONSIBILITY:**

- Student shall not exchange, share, or trade food with other students.
- Student shall not consume any food, drink, or other substance containing ingredients unknown to the student, or known by the student, to contain any allergen that is a threat to the student.
- Student shall be proactive in the care and management of his/her food allergies and reactions based on his/her maturity, experience and training.
- Student shall notify an adult school representative immediately if he/she consumes any item that he/she believes may contain a substance to which he/she may have a serious allergic reaction.

**CHILD ABUSE (DSB 5560):** All instructional staff and administrative staff shall immediately report any cases of suspected child abuse to Child Protective Services or the police/sheriff department. Written notification of suspected child abuse shall be sent to Child Protective Services within 36 hours of initial report.

**REGULATIONS:** Penal Code Section 11166 requires that private school personnel report an observed or suspected instance of child abuse both by phone and in writing to a local child protective agency (police or sheriff's department, a county probation department, or a county welfare department). The report by telephone must be made immediately and the written report must be filed within 36 hours.

- The obligation to report is incumbent on individuals, and no supervisor or administrator may impede or inhibit such reporting.
- No person making a report of child abuse shall be subject to any sanction for making the report.
- The school is to present an annual in-service to all staff about recognizing and reporting child abuse.

**HARASSMENT:** Harassment is unacceptable conduct that is deliberate, severe, and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, the following:

- **VERBAL:** Derogatory, demeaning, or inflammatory words, whether oral or written;
- **Physical:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;
- **VISUAL:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- **SEXUAL:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

It is the responsibility of St. Mary School to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent.

The following procedures are to be followed for filing and investigating a harassment claim as outlined in DSB 5690:

1. Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
2. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
3. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
4. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
5. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
6. Any party involved who is not in agreement with the decision has the right to the Appeal Process for Reconciliation found in the Administrative Handbook.

If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

**BULLYING:** St. Mary School is committed to providing a learning environment that is free from bullying. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, gossiping and spreading rumors about, laughing at, and excluding someone on a repeated basis. It can also take place on-line. It causes pain and stress to victims and is never justified or excusable as “kids being kids”, ”just teasing” or any other rationalization. The victim is never responsible for being a target. St. Mary School will treat incidents and/or allegations of bullying of seriously and will review and investigate each incident or allegation. If substantiated, the incident/allegation will result in disciplinary actions, up to and including dismissal.

**STUDENT THREATS (DSB 5910):** St. Mary School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate. If the threat is judged credible and serious, appropriate law enforcement officials will be notified. All threats will be reviewed and investigated in a prompt, confidential, and thorough manner. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated.

## **HOMEWORK**

Homework is given to supplement and consolidate class work. Much good can be accomplished if parents foster systematic study habits in an environment free from distractions, radio and television. Homework assignments are not always written and we ask that research, reading and memorization be done with as much attention as written assignments. Parents are asked to look through the finished work and when asked to sign, do so only when you have thoroughly checked the work. Home assignments should be neatly done and handed in on time. Sending a student to school with all required assignments completed as per the teacher expectation is the responsibility of the parent(s).

If there is a valid reason for not doing homework, such as illness or a family emergency, it must be explained in a note to the teacher and, when possible, the work may be made up at a later date. Forgetting books or assignments is inexcusable. Students will not be admitted into classrooms for forgotten items after school hours.

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the office. Forgotten homework will not be sent to the classroom before the end of the day. The children will not be allowed to call home from the school office when they have forgotten an assignment or lunch. No parent may visit a classroom during school hours or expect teachers to take telephone calls unless provision has been made in advance for this through the principal. In the end, late work is considered “late” at the discretion of the teacher.

Children who work uninterrupted for a reasonable\* amount of time and still do not complete homework assignments may need additional help. The parent should send a note to the teacher, so that the teacher and parent may discuss the problem. Homework is not intended as a burden for students or for parents. Neither is it all fun, but it can be challenging and creative.

\*Reasonable:   Grades 6-8     90 minutes  
                  Grades 3-5     45 - 75 minutes  
                  Grades 1-2     30 minutes  
                  Kindergarten   20 minutes

## **INSPECTIONS**

In the interest of the health, safety, and well-being of our students, school personnel reserve the right to inspect lunches, desks, cubbies, and backpacks if it is deemed necessary.

## **LIBRARY**

St. Mary School students are privileged to have an excellent library and we are fortunate to have a volunteer who schedules library periods for grades 1 to 5 each week. All students are encouraged to seek the help of the librarian/teacher when needed. Damaged books or loss of loaned textbooks or library books will be made good by the student.

## **LOST AND FOUND**

Lost articles are placed in the lost and found box located near the Computer Lab in the quad. All clothing should be marked with your students’ name. Unclaimed articles will be given to the Uniform Exchange or away at regular intervals. Also, our lost and found will be located near the bathrooms by the loop and should be checked regularly for missing items.

## **LUNCH PROGRAM**

Please plan to send a bagged lunch to school each morning if your child is not eating the optional hot lunch. Please do not deliver “fast food” lunches for your child during the school day. The Hot Lunch Program is available to students needing a lunch. Students who need an emergency lunch will be charged \$5 each time a student is given a meal. All children will receive a lunch if they do not have one.

**HOT LUNCH PROGRAM:** An optional PRE-PAID hot lunch is provided each school day, Monday through Friday, EXCEPT ON MINIMUM DAYS. Lunch is prepared and distributed daily by Darling Catering. A monthly menu is distributed to students two weeks prior to the end of the month. Once filled out, your student’s lunch order can be turned in with payment made out to Darling Catering. Orders must be returned on or before the due date. Check your student’s class schedule for field trips before you complete the final lunch order.

**SNACKS:** Students are encouraged to bring fruit to school for the short recess period rather than other snacks. These snacks must be eaten in the designated snack area before the student participates in any activity in the play area.

**BEVERAGES:** Milk may be purchased at the start of the school year for the school year. Juice may be purchased at the start of the school year for the school year. Water fountains are available to students in the classrooms and on the playground. Students are not allowed to drink soda or caffeinated energy drinks while at school. The use of water bottles by students in the classrooms is at the discretion of each teacher.

## **NON-CUSTODIAL PARENTS**

Non-custodial parents should not be allowed to take part in school trips without authorization from the custodial parent.

## **OFFICE HOURS**

**SCHOOL OFFICE HOURS:** The school office is open Monday thru Friday at 7:15 AM - 3:45 PM on regular days. Office hours for the summer months are announced in June.

**SCHOOL ADDRESS:** 1351 58th Street, Sacramento, CA 95819

**PHONE:** (916) 452-1100

Regional Director, Noel Hesser  
Principal, Laura L. Allen  
Assistant Principal, Katie Ellis  
Business Manager, Kelly Robinett  
Development Director, Suzie Franzoia Rozewski  
Reception/Registrar, Jane Rojas  
Counselor, Michelle Timm  
Facilities Manager, John Velo

*NOTE: Please allow a 24 hour response time to emails and voicemails.*

**TLC (THE LEARNING CONTINUES) PROGRAM**

**PHONE:** (916) 452-7200

Director, Pam Munoz

**PARISH ADDRESS:** 1333 58th Street, Sacramento, CA95819

**CHURCH RECTORY:** (916) 452-0296

Parish Pastor, Fr. James Narithookil, CMI

## **PARENT/GUARDIAN PARTICIPATION PROGRAM**

Families must complete a minimum 25 service hours (parent hours) each year between April 1 and March 31. Failure to complete ALL 25 hours will result in an additional unmet hours fee of \$400 that is due at registration for the next school year. Each family is required to complete a MINIMUM of five (5) hours of their 25 service hours at one or more of our Major Events. The fund-raising goal is a minimum of \$500 per family. Any discrepancies should be taken care of immediately upon receiving the report. If the fundraising goal is not met, the unmet balance will be due at registration for the next school year.

It is our pleasure to present the opportunities of stewardship and giving available to our families and friends. As a non-profit educational ministry of St. Mary Parish, we work hard to keep a balanced budget while delivering an

excellent well-rounded learning environment for our students. We have a number of programs and expectations that might be of interest to you.

**CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC):** CSAC members are selected and serve as an advisory board to the principal. This Commission, as the direction-setting body of our school, is always looking to provide a climate where faith can grow. The Commission is always supportive of the policies of the Bishop. No decision of this Commission shall become binding without the approval of the Pastor, Regional Director, and Principal.

Neither the Commission as a whole, nor any individual member, shall formally entertain or consider communications or complaints until they have been first referred to the teacher, principal, regional director, and the pastor.

Individual members have status as Commission Members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Commission to carry out definite assignments.

The Commission is comprised of ten voting members. The principal is the executive officer and votes in case of a tie. The pastor is an ex-officio member with full voting rights. The School Advisory Commission and a faculty representative will be represented at each commission meeting. The principal and/or pastor appoint new members.

**PARENT CLUB:** All parents of St. Mary students are members of the Parent Club (PC). Parents work together to raise an annual goal of funding as dictated by the annual budget and approved by CSAC, principal and pastor. Together Parent Club members volunteer their time, talent, and treasure in producing profitable Fundraisers and building friendships with Friend-Raisers.

In this process of fundraising, families are required to raise \$500. We refer to this \$500 requirement as "Fundraising Credits" and it is best earned through participation in Parent Club Events. Failing to meet this requirement will result in payment of the difference between fundraising credit earned to the \$500 expected. A clear description of this formula is provided to you in the Parent Participation Program section of this handbook.

**ANNUAL FUND** giving is a financial priority for our school. It is an opportunity for donors to help make a difference in the future of St. Mary School. Gifts are unrestricted and added to the school's budget to meet current operating expenses, to enhance the programs and services offered to students, and to maintain the school buildings. The Annual Fund offsets the difference between tuition and the cost to educate each student.

St. Mary School does not receive a subsidy from either the parish or the Diocese of Sacramento. Each family is asked to contribute at a level appropriate for their financial situation. Our goal is 100% parent, faculty, and staff participation.

**SCRIP PROGRAM:** We ask that EVERY family participate in our SCRIP program and provide at least \$50 in SCRIP credit to the school Plan ahead for your Scrip Gift Card needs and stock up online. Ordering online is fast, easy and can be done in the comfort of your own home – at any time. To order online, visit [www.shopwithscrip.com](http://www.shopwithscrip.com). Our enrollment code needed for registration is 762L7E5D1L336. This is case sensitive. Our Scrip Coordinators will be happy to help you with any online ordering questions and walk you through the process. Any SCRIP being picked up in the School Office must be signed for prior to release.

The school is not liable for lost SCRIP envelopes that are sent (to or from the school) with your child whether it contains SCRIP or your checks/cash. If your request states that your SCRIP order is to be sent home with your child, please know that you are accepting responsibility for your child bringing that envelope safely home to

you. The school cannot be responsible for lost SCRIP once it has been delivered to your child. If you do not feel comfortable with your child getting this home to you, you might want to consider picking up your order in the office.

## **PARENT/GUARDIAN/TEACHER CONFERENCES**

Teachers will meet with parents at Back-to-School event to discuss the year's procedures and programs. Since this meeting provides the foundation upon which open communication is built, it is essential that all parents attend.

Parents are urged to communicate regularly with their child's teacher. Open communication is important to ensure good educational results. Conferences are scheduled for parents in the fall trimester. Parents may arrange a conference at additional times by contacting the teacher directly. Parents are not to confer with their child's teacher prior to or between 8:00 a.m. and 3:00 p.m. unless an appointment has been made.

## **PARTIES/CELEBRATIONS**

**PARTIES (DSB 5585)** The responsibility for mixed parties--dances--outside of school hours belongs to the parents. An awareness of the positive and negative aspects that may arise from such parties at the 6th, 7th and 8th grade levels should help parents to discourage such parties. Experience has confirmed the wisdom of the following:

- It has been found difficult to control the number and nature of these parties.
- Such parties promote frustration among the immature, and do not allow for the different rates of maturity of boys and girls.
- Mixed parties often interfere with schoolwork and may increase disciplinary difficulties. At this age, parties can generate rivalries and conflicts.

**GRADUATION PARTIES:** Parties for graduates after graduation are the sole responsibility of the parents.

**BIRTHDAY PARTIES:** Invitations to birthday parties and thank you notes may not be delivered at school. This often leads to a disruption in learning. Please send invitations to birthday parties and thank you notes through the mail.

**CLASSROOM PARTIES:** Celebrations are organized by teachers and room parents with a supervised classroom treat. Room parents may call parents during the school year to assist with treats. Christmas may be celebrated with a party; however, there will be no exchanging of gifts among students.

**GIFT DELIVERY:** If balloon bouquets and/or flowers are sent to a student during class time, the gifts are held in the office until school is out. Such gifts provide an added distraction in the classroom. Please no gifts at Valentine's Day and no parties during Lent.

## **PETS/ANIMALS ON CAMPUS**

Pets/animals are only allowed on the campus for school authorized purposes such as classroom sharing or a teacher planned learning experience. While on school property the pet/animal must be on a leash, in a cage, and/or under the owner's control at all times. Exceptions to this include police dogs and guide, signal, and service pets used by disabled persons (as defined by California Civil Code § 54.1), and in accordance with the California Health and Safety Code.

## **PHOTO AND NAME USE POLICY**

St. Mary School produces and distributes a number of publications and electronic communications, which may include photos or names of students or other members of the St. Mary Parish School community. St. Mary School reserves the right to include in its print or digital publications and materials photographs with or without

identification of students, alumni, and other members of the school community unless specifically requested in writing not to do so by any individual or parent/guardian, in case of a minor.

## **PHYSICAL EDUCATION**

Students who need to be exempt from participating in P. E. classes are to present a written statement to the teacher from a physician or parent stating that such activity would be injurious to the individual's health. In this case, the student will be required to attend as a spectator.

## **REPORT CARDS**

Report cards are given approximately every twelve weeks. Within the first trimester there is a Parent/Teacher Conference for each student. It is mandatory that all parents attend this conference. Parents may request additional conferences from any of their child's teachers. This conference is to inform the parents early in the year of the students' strengths and areas of concern. Progress reports are sent home at least once per trimester. Report cards may be withheld until payment of all fines, fees, and charges are received.

## **RETENTION**

Student retention is when a student is kept in the same grade for two consecutive years. Retention beyond grade 2 will need to be done at another school.

## **SAFETY**

"Fire Evacuation" drills are held once a month for all students and adults on the school premises. Other drills are held periodically. Emergency procedures must be swift and orderly. All who are present on campus (including parents) at the time of a drill are required to participate in the drill.

**HARASSMENT:** The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

St. Mary School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

However, it is important to note that elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge will be to determine if the incident was a mistake, or something more serious.

## **SOCIAL MEDIA**

**STATEMENT OF PURPOSE:** St. Mary School believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology at St. Mary School.

When a student is using technology (of any variety), he/she must always keep in mind that their actions reflect upon the school, our Diocese and the Roman Catholic Church as a whole. It is imperative that all students conduct themselves in an ethical and responsible manner when using technology. The policies herein are designed to express a framework and to form general principles for use of technology at St. Mary School. Any use of technology that is contrary to the Mission of the school on or off campus will be considered a punishable offense including but not limited to, those directly addressed in the policy. The policies, procedures, and information in the document are school-wide. Teachers/Staff may establish additional policies and requirements for use in their classrooms or situation.

#### EXPECTATIONS:

1. Students will use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. Students will never use any form of electronic communication to harass, frighten, or bully anyone.
3. Students will use the computer and the Internet for schoolwork only.
4. Students will use the programs and websites that are teacher approved.
5. Students will not share passwords.
6. Students will not view, send, or display inappropriate messages or pictures.
7. Students will tell an adult immediately if they read or see something on the computer that is inappropriate.
8. Students will obey copyright laws.
9. Students will not use a personal email account or any personal electronic device at school except with the permission of a staff member.
10. Students will print only when practical for schoolwork.
11. Students will only use their own file or own folder on the student server.
12. Students that break the Technology Policy will not be able to use the computers.

**ELECTRONIC COMMUNICATION** is defined as a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, iPod, iPad, or other mp3 or audio-video player, smart watch, and camera.

Students may use the technology (both personally- and school-owned devices) for:

1. Access to the SMS provided Learning Management System and any staff approved applications, such as but not limited to Google Apps for communication with faculty and staff, and to track assignments, grades, conduct, attendance and course communications.
2. Managing information including course notes, assignments, and school email accounts; checking at least daily and emptying the “inbox” and “deleted” folders frequently.

**ETHICS:** In order to preserve a person’s right to privacy and security, neither still photography nor video capturing is allowed on campus unless directed by a faculty member. Both disciplinary and legal action may be taken against persons not respecting these rights. Issues such as digital harassment, third party pictures, racial harassment, cyberbullying, music sharing, pirating, pornography, gambling, violations of federal or state law, including those pertaining to threatening or obscene material are just some of the criteria of the use policy.

**DIGITAL IDENTITY:** A person’s online identity is their reputation. What a student writes, the pictures he/she posts, and the stories he/she shares all communicate many characteristics which may or may not negatively affect a student’s personal, professional and educational career. As a representative of St. Mary School, students must be diligent in maintaining a positive online identity.

**APPROPRIATE USES AND DIGITAL CITIZENSHIP:** School-issued iPads should be used for educational purposes and students are to adhere to the St Mary Technology Acceptable Use policy and all its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect yourself.** Students will show respect for themselves through their actions. Students will select online names that are appropriate. Students will use caution with the information, images, and other media that they post online. Students will carefully consider what personal information about their life, experiences, or relationships they post. Students will not be obscene. Students will act with integrity.
2. **Protect Yourself.** Students will ensure that the information, images, and materials they post online will not put them at risk. Students will not publish their personal details, contact details, or a schedule of their activities. Students will report any attacks or inappropriate behavior directed at them while online. Students will protect passwords, accounts, and resources.
3. **Respect Others.** Students will show respect to others. Students will not use electronic mediums to antagonize, bully, harass, or stalk people. Students will show respect for other people in their choice of websites: students will not visit sites that are degrading to others, pornographic, racist, or inappropriate. Students will respect others private spaces or areas by not logging in if they have somehow learned their login or password. Students will respect the personal and academic rights of their fellow students.
4. **Protect Others.** Students will protect others by reporting abuse and not forwarding inappropriate materials or communications. Students will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** Plagiarism is copying or using another person's work without giving credit (or payment) to the author and is against the law. Students will request permission to use copyrighted or otherwise protected materials. Students will suitably cite all use of websites, books, media etc.. Students will acknowledge all primary sources. Students will validate information. Students will use and abide by the fair use rules.
6. **Protect Intellectual Property.** Students will request to use the software and media others produce. Students will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. Students will purchase their music and media and refrain from distributing these in a manner that violates their licenses.

**SOCIAL MEDIA AND NETWORKING:** Many of our students and parents utilize social networking sites to a greater degree than traditional email accounts. Because of the public nature of this media the following guidelines have been adopted.

- If a student or parent chooses to identify himself or herself as a student or parent at a particular catholic school, they may not represent themselves or the school community in a manner that negatively reflects the school's Mission or Philosophy Statement.
- Students or parent who establish personal web sites, or particular "web blogs" or social networking sites shall conform themselves to standards of conduct that are consistent with the philosophy and Christian principles of the school as determined by the school in its discretion. Failure to do so will result in disciplinary action.
- Parents and students may not publish or post school information, including, but not limited to, comments about or pictures of a fellow students without his/her permission.
- Parents and students are legally responsible for the content they post. This means the student or parent may be held personally liable for defamation, libel, obscenity, etc.
- Cyberbullying, issuing threats, or passing on inappropriate content via any means that reflects negatively on the St. Mary community is prohibited.
- Parents reserve the right to remove photographs of their child from an internet site. Parents must give written permission for the use of their child's image on the internet.
- The school reserves the right to review the contents of all electronic devices.

## **SPIRITUAL FORMATION**

We affirm and support the role of parents as the primary religious educators of their children. We provide their children with a Christian environment where the Catholic faith is taught and lived.

The best way to teach religion is to live it. Children can learn their faith in school, but “there is no place like home” for them to live their faith. If children are to have their faith vitally implanted in their hearts, it must have its external signs. The normal and necessary sign for children is the witness of their own families. Regular attendance at Mass is expected.

**BAPTISM:** If a parent wishes to have their child baptized they must call the rectory office for an appointment to see the pastor or the deacon.

**FIRST COMMUNION:** The preparation for the reception of this sacrament is part of the second grade curriculum. A parent is required to attend designated meetings in order to help prepare their child for the Sacrament. Regular church attendance is vital. The ceremony is in conjunction with the Religious Education program.

**FIRST RECONCILIATION (PENANCE):** This Sacrament is also a part of the second grade program. Parents are required to share in this preparation and attend several meetings as announced.

**CONFIRMATION:** The Sacrament of Confirmation is part of the 8th grade curriculum. A parent or representative is required to share in this preparation and attend meeting(s) as announced.

**ALTAR SERVERS:** Boys and girls in grades 5-8 are encouraged to serve the parish by training to be altar servers. Parents will be notified when the training sessions begin.

**FAMILY MASS:** It is expected that all families attend the 9:30 Sunday Family Mass once each month. These Masses are marked on the school calendar, but normally are the second Sunday of each month.

**MASS ATTENDANCE:** It is expected that parents bring their child(ren) to Sunday Mass each week.

**PRAYER OPPORTUNITIES:** Classroom prayers are said throughout each day. School wide prayer services are held often throughout the school year. Please check the calendar for specific dates.

**MONTHLY LITURGY:** Each month and Holy Days of Obligation, the students prepare the Liturgy for the day, each grade being responsible for a particular month. Parents are always welcome to attend these Liturgies, which are at 8:00 a.m. Students are to be on campus by 7:45 a.m. Individual classes attend Mass on a weekly basis.

**WEEKLY MASS:** Students must be at school by 7:45 a.m. when their class attends 8:00 am Mass.

**FIRST FRIDAY MASS:** All school Mass for First Fridays will be celebrated at 9:00 am in the church. All are welcome to attend.

**CHAPEL:** The Sr. Cabrini Center Chapel is open to staff, parents, and students 30 minutes before school and 30 minutes after school as well as throughout the day.

## **STUDENT COUNCIL**

**PURPOSE:**

- to share responsibility
- to give the students an opportunity to voice their ideas through their representatives
- to develop skills in self-government
- to encourage a high standard of academic achievement
- to foster school spirit through loyalty, friendliness, helpfulness and good sportsmanship

Student Council officers are elected from grades 6 to 8. Class representatives are selected from each grade 5 to 8. Meetings are held semi-monthly with the Student Council Moderator(s). Officers must maintain an academic grade average of at least “C” in every subject area and a conduct/effort grade of at least “B,” and must perform their assigned duties in a satisfactory manner in order to remain in office.

## **SUPERVISION**

Children in Grades TK-8 will be supervised from 7:45 AM until 3:15 PM (12:30 PM on early dismissal days). Students who are on campus after that will be taken to TLC. Parents whose children are picked up after these times may be charged a fee for their continued supervision. Coaches may not supervise siblings of children in an athletic program. If siblings must remain for practice or a game, they must be supervised in Extension. Please see the Extension section in this handbook for further details.

## **TEXTBOOKS**

Most textbooks are loaned to the children. The children are held responsible for all of these books, which must be covered at all times. The children are responsible for the covering of books at the beginning OR at the end of the school year – the time is at the discretion of the teacher. If covers become damaged, it is the student’s responsibility to recover the book. All books must be returned at the end of the year in good condition, and if lost or badly damaged must be replaced. Children will use a bag to carry their books.

## **TELEPHONE**

The telephone may be used for EMERGENCY calls only unless otherwise instructed by a known staff member.

## **TESTING**

All incoming students may be required to take a placement test prior to being accepted to the school. Other standardized tests may be administered during the year.

## **TRANSFER STUDENTS**

**TRANSFER AND EXITING STUDENTS:** Transfer students are admitted for a probationary period of one school year. During this period the students should demonstrate successful experience both in schoolwork and behavior. The principal will contact parents of students who are experiencing difficulty.

Before St. Mary School will consider them for enrollment, transfer students must be cleared of debts owed to the school from which they are transferring.

After registering with St. Mary School, withdrawal before the end of the school year will result in a withdrawal fee equal to the applicable annual tuition rate (without tuition assistance) divided by ten months. The unmet portion of the \$500 parent fundraising obligation will be due as well. If all St. Mary textbooks and learning tools are not returned or financial obligations are not met, St. Mary School may withhold the transfer of transcripts and/or cumulative files to the child’s (children’s) subsequent school or district.

## **TRANSPORTATION**

**CAR TRANSPORTATION:** It might seem that drop-off and pick-up at St. Mary School is a challenge, however, consider your options to the challenge:

- The morning Loop is most efficient from 7:40 AM until 8:00 AM. The gates close at 8:00 AM.
- Pick-up in the loop at 3:10 PM. Your student will be ready for you by then.
- There's always a teacher at the Loop to assist the students.
- Only allow children to exit your vehicle on the school side of the car.

For the safety of all students and adults, drivers are asked to note the following:

- Students **MUST** be picked up in the schoolyard.
- Students are **NOT** allowed to leave the schoolyard to wait for parents, as there is no adult supervision. This is only for the protection of your child.
- Students may be dropped off in the schoolyard "Loop". Enter from "M" Street. All Students are encouraged to participate in this drop-off process. Teachers are available to assist your young student safely onto campus from the Loop.
- No parking in the schoolyard between the hours of 7:20 a.m. and 3:15 p.m.
- Do not block the driveways or street access of our neighbors.
- "N" Street must never be used as a pickup or drop-off point for students.
- Parents must not motion or call to their children to cross the yard or a street unassisted during pickup times.
- Students who are going to the gym for after school sports or practice must follow the school safety regulations.
- Students must wait in their assigned areas.
- Detention notices may be issued to those students who fail to carry out these rules.

**WALKING AND BICYCLE TRANSPORTATION:** Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles are to use the 58th Street entrance near the front office. Helmets must be worn. Walk bicycles to and from the bike rack. Never ride a bicycle on the school grounds. Bicycles are never to be left overnight.

## **TUITION AND FEES**

Tuition is based on a 10, 11, or 12 month schedule beginning in July. St. Mary School receives tuition through FACTS Management System. Tuition is automatically deducted from a bank account of your choice either on the 5th or the 20th of each month. Parents may choose to pay tuition in full at the time of registration and receive a 4% discount. Additionally, there is a registration fee per child and a classroom fee that varies by grade level.

In the case of legally separated and/or divorced couples, we require one of the parents to be responsible for the payment of all tuition and fees as well as the completion of service hours and fundraising requirements. While we understand that, in fact, the responsibility may be shared, we are unable to legislate such situations. In the less than amiable situations, we recommend that the understandings be clearly laid out in the custodial agreement provided by the courts. In situations where the court requires that both parties are responsible equally, we request that the legal paperwork ask that the payment be made to the responsible party and that parent makes payment to the school. Hours and fundraising credit will be credited to the parent of record. In situations where one of the parents fails to complete his or her hours and/or fundraising requirements, the identified parent of record will be responsible. It would be the parent of record's option to seek remedy through the legal system.

Families who receive tuition assistance must remain in good standing. Parents/Guardians who choose to withdraw their student(s) during the school year, will lose the tuition assistance benefit and the withdrawal calculation will be based on the full tuition amount from the appropriate category, Parishioner/Non-Parishioner, et al. There will

be no assumption that a Tuition Assistance Grant will follow the student/family to a subsequent school no matter the reason for transfer.

## **TUITION CRITERIA:**

### **St. Mary Active Parishioner Tuition Rate**

To receive this rate the following is required:

1. Documentation of registration at St. Mary Parish.
2. Weekly contribution via offertory envelopes or EFT.
3. Consistent attendance at Mass and participation in parish activities and ministries.
4. Provide 15 hours of service to the parish – where 5 of these hours must include volunteering at the Annual Parish Festival in August. Failure to complete these hours in full may result in the loss of the Active Parishioner tuition rate for the next school year.

### **Catholic Active in another Parish Rate**

- Families attending another Catholic parish must provide annual written proof of active membership and support in their parish, within 30 days of registration, to qualify for this rate.

### **Non-Active Catholic or Non-Catholic Rate**

- Families who are not active Catholics in any parish or who are not Catholic receive this rate.

## **UNIFORM AND GROOMING**

Uniforms are available at *Parker Uniforms and at Davis Sports..* Students must arrive and leave campus in an approved uniform.

In general, uniforms are intended to minimize the distractions that can come from concerns about clothing, fads, and peer pressure – and to keep the focus on learning.

- Good grooming and neatness is expected.
- All uniforms are to be kept clean, pressed and mended.
- Uniforms should be clearly labeled with your student's name.
- Sweatshirts must be worn with shirt collars on the outside of the sweatshirt.
- Uniform jackets may be worn at all times. Non-school jackets may be worn at recess only.
- Nail polish, long artificial fingernails, or makeup is not allowed at any time.
- Hats are not to be worn on campus.
- Girls: Hair should be kept in a neat and acceptable manner **and kept out of their eyes.**
- Boys: Hair must be cut and kept above the collar. and out of their eyes.and not over their ears
- Girls and Boys: Fad haircuts or hairstyles are not allowed. Hair must be its natural color. Hair extensions, coloring or tinting is not permitted. The principal decides what is acceptable in this regard. Students who do not follow this rule will have 48 hours to rectify the problem.
- Skirts may not be shorter than two inches from the top of the knee.
- Both boys and girls must wear their P.E. uniform on days that they have their P.E. classes.
- No Apple watches or other "Smart Watches" are allowed on campus.
- One pair of small post earrings are allowed (no hoops or dangles). Excessive jewelry may not be worn, including various bracelet styles, necklaces, and rings. Such jewelry will be confiscated and can only be picked up from the Principal by a parent/guardian.
- Pierced ears for girls is allowed. No other piercings are allowed, including pierced ears for boys.
- Socks need to be above ankle bone.

**CASUAL DRESS:** Students are expected to dress appropriately and conservatively on these occasions, demonstrating respect for themselves and for others. Casual dress is permitted on announced occasions. Athletic shoes worn with uniform leg wear are required on casual dress days. Not permitted are: tank tops, spaghetti straps, head wear, midriffs, cutoffs, scarves, low-rise jeans, miniskirts, “short shorts” or sloppy fad outfits. If students are wearing leggings, the skirt **MUST** cover the buttocks and be no shorter than two inches from the top of the knees. T-shirts with logos may be worn; however, the wording must be appropriate for school. Students may wear casual dress on or near their birthday.

**NOTE:** A written excuse from a parent must be presented to the teacher if a child is out of uniform for the day. When students disregard the dress code parents will be called to bring a uniform to the school, or students will receive a detention.

## **VOLUNTEERS**

There are many opportunities for parents to volunteer at St. Mary School. There are forms and processes that need to be done prior to acceptance. Please check our website for the “FORMS” tab. There you will find links for the DOJ fingerprinting, Proof of Auto Insurance, School Volunteer Agreement form and “*Shield The Vulnerable*” certification links. *Shield the Vulnerable* educates us on the habits of suspicious behavior, how to see it and what to do about it. Volunteers are expected to take this test online and earn certification prior to working with our students. Volunteers will need to submit fingerprints with the Department of Justice prior to spending volunteer time with our students.



# ATHLETICS HANDBOOK

*The most important goal of any Catholic School is religious education. The school begins and ends in the teachings of Jesus Christ.”*

Fr. Richard McGrath, OSA, Ph.D.

## FOREWORD

The Athletic Handbook contains the rules and regulations that govern the athletics program at St. Mary School.

This handbook has two major purposes:

- To describe the philosophy and policies of the St. Mary Athletic Department
- To provide a means for promoting communication among parents, athletes, coaches, and the Athletic Department

“The mission becomes the ‘decision maker.’ It tells the community what is important and the order of importance.” Fr. Richard McGrath, OSA, Ph.D.

## ST. MARY SCHOOL PHILOSOPHY OF ATHLETICS

St. Mary School encourages all students to participate on a school sponsored athletic team. It is our belief that this participation will provide these students with the opportunity to learn new athletic skills, and develop an appreciation to the importance of teamwork, sportsmanship, and self-discipline in an environment promoting religious, educational and athletic values. It is our intent that these skills will benefit the student beyond athletics into their everyday life both now and in the future.

## ATHLETIC TEAMS SPONSORED BY ST. MARY SCHOOL

St. Mary School encourages the participation of all students who are interested in competing on a school sponsored athletic team. It is our belief that this participation will provide these students with the opportunity to learn new athletic skills and develop an appreciation and understanding of the importance of teamwork, sportsmanship, and self-discipline in an environment promoting religious, educational, and athletic values in everyday life both now and in the child’s future. Accordingly, all upper grade level students are eligible to participate on the following athletic teams sponsored by St. Mary School:

Flag Football Varsity Girls and Boys: 5<sup>th</sup>-8<sup>th</sup>\*

Cross Country J.V. Co-Ed: 5<sup>th</sup>-6<sup>th</sup>  
Varsity Co-Ed: 7<sup>th</sup>-8<sup>th</sup>

Volleyball	J.V. Girls: 5 <sup>th</sup> -6 <sup>th</sup> Varsity Girls: 7 <sup>th</sup> -8 <sup>th</sup> Varsity Boys: 5 <sup>th</sup> -8 <sup>th</sup> *
Basketball	J.V. Girls: 5 <sup>th</sup> -6 <sup>th</sup> Varsity Girls: 7 <sup>th</sup> -8 <sup>th</sup> J.V. Boys: 5 <sup>th</sup> -6 <sup>th</sup> Varsity Boys: 7 <sup>th</sup> -8 <sup>th</sup>
Track	J.V. Co-Ed: 5 <sup>th</sup> -6 <sup>th</sup> Varsity Co-Ed: 7 <sup>th</sup> -8 <sup>th</sup>
Golf	Varsity Co-Ed: 5 <sup>th</sup> -8 <sup>th</sup>

\* - Participation of 5th grade students will be limited to practices and support for the team from the sidelines during the game with the intent for them to learn the game and the program prior to their participation in 6th grade.

## **PARTICIPATION IN ATHLETICS**

All students are eligible to participate on athletic teams sponsored by St. Mary School. The Varsity teams are composed of 7<sup>th</sup> and 8<sup>th</sup> grade students, the Junior Varsity teams are composed of 5<sup>th</sup> and 6<sup>th</sup> grade students and the Little Dribblers teams are composed of 1<sup>st</sup> thru 4<sup>th</sup> grade students. Specific guidelines are as follows and may be adjusted as league rules change:

1. Fourth graders are not eligible to participate on a junior varsity team.
2. St. Mary School has a no cut policy for all teams in the athletic program. Our goal will be to provide a team for all athletes that are interested in participating in athletics.
3. If there are enough athletes to make two teams, the coaches and the Athletic Director will divide the athletes according to skill and ability to provide them the best opportunity to succeed. When two teams are created at either the JV or Varsity level, the athletic director will request that they be entered into the league schedule in different brackets.

## **PAROCHIAL ATHLETIC LEAGUE (PAL)**

All teams sponsored by St. Mary School play under the guidelines of the Parochial Athletic League (PAL). The PAL is sponsored by the Catholic School Department of the Catholic Diocese of Sacramento. In order to participate in the league, St. Mary School must abide by the rules and guidelines expressed by the PAL and all coaches and the athletic director must attend all P.A.L. meetings.

The PAL is dedicated to fostering Christian and Human development, encouraging a positive vision in our boys and girls through exercise, example and athletic competition and fully recognizing the dignity of each student in Christ's image.

With this Mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;

- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation
- To show the necessity of practice, hard work and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

## **PRE-SEASON MEETING FOR PARENTS AND ATHLETES**

There will be a **mandatory** meeting held for parents and athletes who are participating on a team at the beginning of each season. Parents and athletes will receive information from their coach and Athletic Director, regarding the season and his/her expectations, practices, and games.

## **CONDUCT OF ATHLETES DURING GAMES AND PRACTICES**

Athletes are expected to conduct themselves appropriately at all games and practices. It is the responsibility of the coach to ensure that all athletes are aware of what type of behavior is expected and what “appropriate behavior.” is Athletes are expected to represent St. Mary School in a manner that exemplifies pride and respect. If an athlete is displaying inappropriate behavior either at practice or at a game, it is the responsibility of the coaching staff to intervene. If there is no intervention, taken by the coaching staff, the athletic director or principal, or any staff member of the school, will make the intervention.

## **CONDUCT OF PARENTS AND FANS**

Coaches, athletic director, or principal are responsible for ensuring that parents and fans who are not on the coaching staff are letting coaches do their job. It is the decision of the coaching staff as to whether practices are to remain “open” or whether practices are “closed.”

**Any parent/guardian acting in an unacceptable manner either in word or action will immediately be asked to leave the premises. Inappropriate parent/guardian actions may result in the dismissal of the family from the school.**

*“Good people do not need laws to tell them to act responsibly, while bad people will find a way around the laws.” - Plato, Greek Philosopher*

The coach is the leader of the team; therefore athletes are expected to follow his/her directions during both games and practices. Parents who are demanding that their child listen to them during practices or games will put the athlete in an undesirable position. Your child will want to please both you and his/her coach. **Parents need to refrain from coaching unless they have been asked to do so by the head coach.**

**“24 Hour Cooling- Off Period”** A 24 hour “cooling- off period” is asked of parents and coaches after a game. There are times when emotions run high and words are said that we cannot take back. Please keep in mind the coach is also emotional after a game. If a parent is upset with a coach and their decisions in a game, parents need to wait until the next day to talk calmly to the coach. If you feel you’ve expressed yourself to the coach and are still unsatisfied you may see the athletic director. **If a parent confronts a coach to give their “opinion” or verbally abuses a coach after a game, it will jeopardize whether your athlete will be allowed to continue to play on that particular team.**

If coaches are aware of inappropriate behavior from any St. Mary School supporter, it is their responsibility to ask them to discontinue the behavior. The site director, athletic director and/or principal, or any staff member, if present, will talk with St. Mary School supporters who are causing the difficulty, so as to allow the coach to continue doing his/her job without interruption. Anyone from St. Mary School displaying inappropriate and unsportsmanlike conduct during a game may be asked to leave the site by the athletic director, site director, or the principal. Continual disruptions by parents/guardians during athletic events may affect the student's enrollment at St. Mary School.

## **DONATIONS**

All donations to the athletic program must be presented to the Athletic Director. Any monetary donations are tax deductible and may be made payable to St. Mary School. Parents may receive school fundraising credit at the discretion of the Principal.

## **ATHLETE ELIGIBILITY**

**“They are in school to be students first and athletes second. Student- athletes realize that they are committed Christians who function every day in the school community. They realize that religion needs to be alive in them inside and outside of athletic competition.”**

Fr. Richard McGrath, OSA, Ph.D.

All students are eligible to participate on athletic teams sponsored by St. Mary School and we will provide a team for everyone as we are a no cut program. Participation in the program requires regular attendance at practices and games as required by athletic coaches. However, it is important that we remember that students are at St. Mary's to get a good education. They are Student Athletes at St. Mary's and their first priority is their education. Coaches and parents often forget this fact. In addition, membership on a sports team requires acceptable behavior at all times--good sportsmanship, and respect for coaches, players, and officials during games and practices. Participation in sports is a privilege afforded to all students and is intended to supplement the academic program.

Athletes must have a “C” average in each subject and at least a “Satisfactory” or a “B” in conduct and effort from every teacher to be eligible to play. The principal and athletic director will review grades every two weeks during the season. The first time a grade falls below the acceptable level, a warning will be issued to the student, parent, and coach explaining that improvement must be made in that particular subject or subjects within the next week in order to continue playing. The following directives will apply:

1. If a student has a C- in a subject that student will be on academic warning until the C- goes up to a grade of C or better.
2. If a student maintains a “C-“ at grade check then the student will continue to be on warning.
3. If a student has a “D” in a subject that student will be on academic warning. If improvement has not been made by the next grade check, an academic ineligibility notice will then be issued and the student will not be able to participate for at least two weeks and will have to bring the grade or grades up to acceptable levels to regain their eligibility.
4. If a student has an “F” in a subject that student is automatically academically ineligible. If improvement is made in that subject or subjects to acceptable standards at the next grade check then the student will be eligible to play.

At the end of a quarter, if a student's report card has a grade of “D” or “F,” the student will automatically be on academic warning at the beginning of the new quarter. If improvement is made in that subject(s) to acceptable

standards at the grade check period, then the student will be taken off academic warning. If no improvement is made then the student will be academically ineligible.

Prior to starting the winter and spring sports' seasons, grade checks will be submitted by the teachers to the athletic director for all students signing up to participate. Grades will have to be satisfactory before any student is allowed to begin practice for that particular sport. A student with a grade of a "D" or "F" will be put on academic warning automatically to begin that particular sports season. If the student brings up the grade(s) to an acceptable level then the student will be eligible to play by the first game. If the student fails to bring up the grade(s) then the student will be ineligible to play until the regular grade check is submitted and the student's grade(s) is at an acceptable level.

It is imperative that coaches and parents/guardians support this policy and continually emphasize the importance of turning in homework assignments, studying for tests, and displaying appropriate behavior in the classroom. Athletes need to know from the beginning that their coaches and parents/guardians are supporting the policy, but are willing to help them in the process. It is important that athletes feel comfortable enough to tell their parents/guardians and coaches how they are doing or if they are worried about a particular class.

## **ATHLETE STUDY HALL**

In-season athletes must attend the athlete study hall or be officially registered in TLC (extension) if they are remaining on campus. Siblings are not allowed to join them during study hall/practice.

## **PARTICIPATION FOLLOWING AN ABSENCE**

Athletes may not participate in a game or a practice on a day that they have been absent for all or part of the day from school. If the absence occurs on a Friday or prior to a holiday, the athlete may not participate in games or practices until after their first full day of attendance. Parents should communicate with the coach following an absence to assure him/her that the student is well enough to participate. Students missing practices will also determine playing time in a game.

## **COACHES**

***“Coaches should ask themselves whether or not anyone would identify them with Jesus Christ because of the way he coaches.”***

- *Fr. Richard McGrath, OSA, Ph.D.*

The athletic director will recommend the coaching staff to the Principal based on interviews, recommendations, and previous experience, as needed. Coaching positions are determined prior to each season. Coaching changes/additions during the season will be made in the case of a coach's inability to assume the coaching responsibility, either due to health, inappropriate behavior, or personal reasons.

***“The athletic director is the key person in developing an athletic program which meets the school's mission and provides opportunities for participation and excellence in the area of competition. . . .” The A.D. must keep in mind that the top priorities of the school – the school's religious mission and its academic program – always takes precedence over athletics.”***

- Fr. Richard McGrath, OSA, Ph.D.

If a student and/or parent are having difficulty with a coach, it is recommended that they communicate the problem directly to the coach as soon as possible. If, after discussing the problem with the coach, a resolution cannot be agreed upon, the student and/or parent may contact the athletic director regarding the difficulty. A meeting will be set up with all individuals involved in order to reach an agreement.

## **PRACTICES/GAMES**

**“Every day in practice, the coach gathers the team and has something to say about that day’s goals. In these moments, the coach has the full attention of the athletes and has the opportunity to inject language about values and attitudes.”**

- Fr. Richard McGrath, OSA, Ph.D.

Practice times should not be more than 1 hour for Little Dribblers teams, more than 1.5 hours for JV teams and more than two hours for Varsity teams. Students should not be participating in a sport more than twelve hours per week including games and practices. It is understood that on weekends when tournaments are involved this time may need to be adjusted. Athletes are expected to put forth 100% effort at practices. Students not regularly attending practice sessions will not be allowed to participate in games.

Please be prompt in picking up your child at the end of all scheduled practices and games.

If possible, a 24-hour notice will be given if a practice or game is to be cancelled.

## **PLAYING TIME**

Coaches are responsible for following P.A.L. guidelines on this issue and are encouraged to play every athlete as much as possible. Athletes cannot expect to play extensively in games if they have not been attending practices and giving 100% effort.

## **UNIFORMS**

To prevent the loss of expensive uniforms, coaches are responsible for having athletes sign out the team uniform at the beginning of the season, and sign in the uniform at the conclusion of the season. Athletes are to return their uniforms in good condition. All uniforms should be washed before returning them. If an athlete loses or damages (normal wear and tear is acceptable) a uniform he/she will be expected to pay for it.

An athlete may not begin practice for another sport until their uniform is accounted for from the previous sport. Please do not wear uniforms at practice. Lycra or compression shorts may be worn under an athletic short for basketball. Volleyball shorts may only be worn in the gym during practices and games and must be covered by a pair of shorts outside of the gym.

## **FACILITIES & EQUIPMENT**

No athletes, students, or siblings are allowed inside or outside the gym without adult supervision. The rule applies **at all times**, during games, practices and tournament play.

Athletes must take responsibility for all athletic equipment. Any athlete found abusing the school equipment will be required to pay for it. Athletes should help coaches collect equipment and ensure that everything is accounted for following a practice or a game.

## **FORMS**

All participants must have an Athletics – Medical and Emergency Form and permission form, filled out and in the possession of the athletic director or coach prior to their first practice. In addition, all students **MUST** have (on file in the office) a **“Doctor’s Medical Release Form”** filled out and signed by their doctor before attending practices. If students have had a physical within 1-2 years, many doctors will sign the form without seeing the student. Forms are available on the school website.

## **NO ATHLETE WILL BE ALLOWED TO PARTICIPATE UNTIL THESE FORMS ARE COMPLETELY FILLED OUT.**

## **ATHLETIC FEE**

There is a \$75 athletic fee for each sport that enables us to offset some of the expenses incurred for the sport. The athletic fee must be turned in to the Athletic Director or head coach prior to the first practice. If you are unable to pay the fee, please discuss this with the athletic director as no athlete will be refused participation due to financial reasons.

## **AWARDS**

An awards banquet will be sponsored by the Athletic Department at the conclusion of each season. All athletes, their parents, and families are invited to attend. Athletes participating in their first Varsity sport will be awarded a SMS Chenille letter at the conclusion of the season. Chenille participation pins will be given by the Athletic Department to all JV and Varsity athletes. Coaches and parents may not present awards to athletes.

## **REPORTING OF INJURIES AND SPECIAL LIMITATIONS**

Athletes are to report all injuries to the coach as soon as possible. If an injury occurs at practice, the coach will notify the athletic director immediately and an accident report form must be completed by the coach and filed with the athletic director. Parents should discuss with the coach any special limitations that the child may have. It is important that there be communication in this area so that coaches are not expecting the athlete to perform a skill that may cause harm to him/her.

## **PARENT PARTICIPATION**

All parents/guardians of athletes must sign up for work hours in the snack bar, admissions and score keeping for league games/tournaments held at St. Mary School. Parent participation is vital for the success of our programs therefore it is mandatory.

# *The Learning Continues*

## **TLC HANDBOOK**

### **2018-2019**

**INTRODUCTION:** this program provides professional care, supervision, and recreation and enrichment activities for working families who desire both parochial school education and supplementary day care as an extension of the school day. The program does not discriminate on the basis of race, color, nationality, ethnic origin, age, sex, or disability in the administration of policies and procedures. This professionally operated program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, science, recreational games, language, music, and rest and snack periods are just a few of the regularly scheduled activities in Extension. Also, there is a time set aside for homework completion. There is not an expectation that a student will complete all of his or her homework during extension. Children enrolled in St. Mary School are eligible for enrollment in the Extension Program.

**TLC ENROLLMENT:** Enrollment in TLC is initiated by contacting the program director. There is an initial, nonrefundable registration fee per student payable at the time of enrollment. It is necessary to be current in the payment of the school tuition before using the services of *The Learning Continues Program*.

The fees for TLC fall into three categories based on hours per week needed per child: full time (greater than 8 hrs.), half time (between 5 and 8 hrs.), and less than 5 hours per week.

The rate structure for regular school tuition also applies to TLC: St. Mary Active Parishioner; Catholic Active in another Parish; Non-Active Catholic or Non-Catholic. For staffing and budgeting purposes, it is expected that you will remain on your chosen enrollment plan throughout the school year. Please contact the director if changes in your family's personal or work schedule occur.

TLC fees can be paid in full at registration to receive a 4% discount, or fees can be deducted monthly with regular school tuition through the FACTS Management System. If the monthly option is selected, extension fees will be deducted over the same number of months as chosen for regular school tuition.

If a change is required in the number of hours needed or if use of TLC is no longer needed, a written request must be submitted to the TLC director. The director will send a copy to the Business Manager to make the necessary financial adjustments.

**TLC PARTICIPATION:** Children in attendance are encouraged to take part in all of the activities, both indoors and outdoors. It is expected that children well enough to be in school and attend the program are well enough to be full participants.

**CHILD ARRIVAL:** TLC opens at 7:00 AM. TLC staff cannot take responsibility for children before that time. Children using this program before school must be brought to TLC and signed in by a responsible adult each morning. (TLC students arriving after 7:45 AM may be released directly to the classroom areas for supervision.) Children coming to TLC before school will be accounted for during their Leader's daily roll call. It is necessary for safety and supervision that all students check in immediately after class dismissal.

**TLC MEALS AND SNACKS:** This TLC program provides afternoon snacks. Children may bring breakfast from home and eat in the TLC room before going to school. On school days children may bring or buy lunch in the school cafeteria. Children must bring lunch from home on all minimum days.

**TLC CHILD PICKUP/LATE POLICY:** For the 2017-2018 school year ONLY, TLC will be in Giovanni Hall. Students are to be dropped off and picked up in the hall. It is your responsibility to sign your child out each day. Children may leave the center only with a parent, guardian, or other person authorized by the parent. Authorization must be in writing. If you are contacted to pick up your child for illness or behavior problems, you must make arrangements for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in TLC care. Please keep emergency work and home numbers current. There is a staff “greeter” assigned to assist you in locating your child at pickup time, and we thank you for your patience during the few minutes it may take to call your child from another area.

**TLC LATE POLICY FOR PARENTS PICKING UP CHILDREN AFTER 6:00 PM:** Time is based on the TLC Program’s clock. You are considered late after 6:00 PM. If pick up is after 6:00 PM, parents will be charged \$1.00 per minute starting at 6:00 PM. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 PM, parents must meet with the director and develop a plan for pickup.

**STUDENT BEHAVIOR:** Students must follow all rules that apply to them during the school day.

**GENERAL TLC STUDENT BEHAVIOR RULES:** The following rules have been set to preserve the safety and welfare of all children in the TLC program. Please discuss them with your child.

- Children must meet with TLC staff immediately after school.
- Children must stay in assigned supervised areas. Children are not to be in the TLC room at any time unsupervised. The school parking lot, unsupervised areas, and neighboring private property are off limits.
- Children must have permission from the TLC staff to leave the room or the supervised play area.
- Defiance toward all school staff is unacceptable.
- Children are to treat each other with courtesy and respect. Teasing, name-calling, racial slurs, harassment, and intimidation will not be tolerated.
- Children may not fight or encourage others to fight. Injury or the threat of injury to children or staff is not permitted.
- Children must respect and care for other’s property.
- Children must also obey the same rules of St. Mary School.

*\*TLC rules are posted in the TLC room.*

**DISCIPLINE METHODS:** The following are the most common disciplinary methods used in TLC:

- Having the child take a time-out from an activity
- Providing a related consequence appropriate to the situation and the child’s developmental level
- Children are taught to resolve conflict by problem-solving and discussion

**OCCASIONAL METHODS USED IN THE TLC PROGRAM:**

- Denying privileges such as participation in an activity, field trip, or special event
- Contacting the parent by means of a written note, phone call, or personal contact to make the parent aware of the situation
- Referral to the school principal
- Parent conference
- Behavioral Contract
- Rare methods used in the Extension Program:

- Parent may be called to pick up child or the child may be delivered to the parent
- Parent may be asked to repair or replace broken equipment or materials
- Suspension from the Extension Program

**TLC AND HOMEWORK CLUB:** Each day a homework period is scheduled for each class with one or more adult leader available for tutorial help. It is the child's responsibility to acknowledge his/her assignment, and then to use the resources available. TLC staff has no way of knowing what work, if any, has been assigned to each student. For the benefit of all, behavior disturbances will not be tolerated in Homework Club. If your child is removed from Homework Club, a note will be sent home that evening as to why your student did not work on his/her homework. Likewise, a written note from parent is necessary to excuse a student from attending Homework Club. Your support and cooperation with our Homework Club procedures are very much appreciated. As usual, it is important to check your children's homework each night in order to remain current with their classroom activities and to show support and interest in their academic efforts. It is not to be expected that all homework be completed during Homework Club.

**AFTER SCHOOL ACTIVITIES:** TLC students may be involved in tutoring, assisting a teacher, clubs, or athletic activities after school. Correspondence between the classroom teacher and the extension staff is necessary if a student is remaining with the teacher after school, attending an athletic practice or game, or joining in other after school activities. It is imperative for their safety and supervision that all TLC students check in with their program leaders daily before taking part in other functions.

Only students registered for after school activities may be present at those activities. Siblings of students participating in any of our after school activities may not join their sibling during that activity. Siblings need to be in TLC, or supervised by a parent appointed individual somewhere off campus, so that teachers and coaches can focus their attention on the participating students.

**TLC PARENT LIBRARY:** A variety of books, magazines and articles on childcare and family life are available for lending to the parents and families of TLC students. They are displayed at the sign-in bookshelf, and there is a checkout list to sign whenever the reading materials are borrowed. TLC parents and families are encouraged to use this resource library, or even contribute to it, as often as they would like.

**PHONE CALLS:** Occasionally you may need to call your child in the TLC room. Please limit these calls to times when it is absolutely necessary.

**CLOTHING:** TLC students need to remain in their school uniform. If they need to change for a practice or game, they may do so immediately prior to their departure. Also, there is a lost and found bench at the entrance of the TLC room that should be checked regularly for missing items.

**MONEY AND TOYS FROM HOME:** It is best not to have extra spending money brought to school. If it is necessary to send money with your child for book orders or lunch money, place the money or check in an envelope and write the child's or teacher's name and what the money is for on the envelope. In addition, there is a slot near the TLC sign-in shelf for you to put any correspondence to the school office. The information will be delivered to the office that day. It is requested that children NOT bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family environment. If a child is bringing a "show-and-tell" item for a class, it will need to remain in the child's cubby during their time in TLC.

**SUSPENSION FROM TLC:** As indicated in the section on discipline, continued serious behavior problems may result in suspension from the TLC program. If your child is suspended from school then he/she is also suspended from the TLC program.

**PARENT INVOLVEMENT:** Recognizing that parents are the most important people in children's lives, the TLC program seeks to work in partnership with parents to promote the growth and development of the child. Parents are welcome to observe TLC in operation. Please make a prior arrangement with the TLC director if you would like to visit or schedule time to speak with a staff member.

**TLC COMMUNICATION:** In order to work most effectively with your children, TLC promotes ongoing communication between the staff and the families of the students enrolled in the program. Please check your child's "cubby" and the parents' bulletin board each day for correspondence being sent your way.

**SUGGESTIONS, COMPLIMENTS, OR COMPLAINTS:** The director and the program leaders try to plan together with parents for the children's complete extension experience. It is very helpful for the staff to know of parents' preferences and concerns. We encourage you to either talk informally or request conference time to discuss any part of the program. Please do not let any upsetting circumstances go without discussion.

**WHO TO CONTACT WITH A PROBLEM OR QUESTION REGARDING TLC:**

Finances: Extension Director then Business Manager

Concerns about Program: TLC Director or the Associate Principal

Complaints about staff or substitutes: TLC Director or the Associate Principal

Concerns about children: Program assistant or leader then TLC Director, Classroom Teacher and then School Principal