



**ST. MARY PARISH SCHOOL**

**2021-2022**

**Parent/Guardian  
&  
Student  
Handbook**

**INCLUDES**

**Extension Handbook**

**Athletic Handbook**

## Welcome Letter

Dear St. Mary School Families,

Welcome to the 2021-2022 school year! Being TOGETHER, on campus, to begin our school year fills me with hope and gratitude. Just one year ago, we began the year in distance learning, not knowing when we would return to campus. Yet we persevered with our faith, turning the challenges of COVID around into Community, Optimism, Virtue, Inspiration, and Discovery. As we begin this new year, I know we are stronger than ever. I sense the excitement in the students as they anticipate returning to their classmates one year older. I sense their readiness for the academic, spiritual, and personal growth to come. I sense the willingness of parents and guardians to help as we make a gradual return to volunteering on campus this year. And I sense in them an excitement to reunite with each other again. These are all the building blocks of what makes the St. Mary School community so enticing, and so very welcoming.

This year, our CSAC has new members, ready to guide us through the year with their steadfast and focused governance. Our Parent Club leaders are anticipating a return to in-person events, with a plan to bring back our Harvest Festival in October. St. Mary's parish has shown its strength of foundation as parishioners returned to Mass, and the Parish Festival resumed. Our parishioners faithfully show support for our students with their generous donations to the school. Our teachers and instructional assistants have proven faithful dedication to their incoming students in their preparation for the school year ahead.

As we progress throughout this school year, my hope is for parents and guardians to take into account the information in the pages ahead. It isn't the easiest read, but we all know it makes our busy lives easier when we are informed. You are our shareholders as well as our school families, and we want you to know how the school operates, how we guide your child(ren) on their educational and spiritual journey, and even how the athletic program operates.

Finally, I want to take this opportunity to say thank you. Thank you for your unwavering support and flexibility. Not knowing what challenges may be in front of us this school year, it gives me confidence to know we will travel through it all TOGETHER. Thank you for entrusting us with your child(ren)'s path of learning. They are the life of the school, and the life's work of my faculty and staff. I feel so blessed to have these precious children of God as a part of the St. Mary School family.

In the peace of St. Mary,

Mrs. Mary DaRosa  
Principal

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## **Important Information Regarding Enrollment and this Handbook**

### SCOPE of this HANDBOOK

Enrollment at St. Mary School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

### PARENT/GUARDIAN & STUDENT HANDBOOK AGREEMENT

By enrolling a student in St. Mary School, parents/guardians and students agree they have received and reviewed the current version of the school's Parent/Guardian & Student Handbook, and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment.

By enrolling a student at St. Mary School, parents/guardians and students also understand and agree St. Mary School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The parents/guardians and students agree to comply with the standards of conduct set forth in the handbook, to support the policies and procedures contained therein, and to cooperate fully with St. Mary School and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

### RIGHT to AMEND

St. Mary School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Mary School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Mary School if the parent/guardian expects the student to remain in good standing with the school.

### GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at St. Mary School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing”. A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and staff, and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

### CONDITION of ENROLLMENT/STANDARDS of CONDUCT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct consistent with the 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 any Parent/Student Handbook and contract of the school.

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

1. 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 of the school.
2. 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.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and St. Mary School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at St. Mary School and/or Parish in regard to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.

5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extension, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent's/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

## **About St. Mary School**

### 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.

### VISION STATEMENT

St. Mary School believes in Jesus as our founder, and that faith in Him guides our lives and moves us to action. We complement the role of the family as together we work toward the formation of students who know and live their faith. We guide them in developing gospel values, academic skills, an awareness of social response, and aesthetic appreciation of life, and in being confident about taking their place as responsible Christian citizens in society.

### ABOUT DISCIPLE of CHRIST

The *Disciple of Christ, Education in Virtue*<sup>®</sup> is a Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit. It aims to provide a consistent structure and systematic instruction for youth to learn about the virtues so they can form the habits and dispositions necessary to live as disciples of Jesus Christ. This curriculum emphasizes Christian discipleship as indispensable toward human flourishing and the quest for joy. It has been developed in response to the call for a New Evangelization, firmly conveying the reality that happiness is found in a life of holiness.

As a school in the Diocese of Sacramento, we utilize the Education in VIRTUE program. In the school setting, the call to discipleship is extended not only to the students but also to their parents, the faculty, the staff, and the administration. It is the fruit of a personal encounter with Christ which affects one's

intellectual, spiritual, physical, and social life. “The disciple of Christ must not only keep the faith and live on it, but also profess it, confidently bear witness to it, and spread it.” (CCC, 1816)

#### STUDENT LEARNING EXPECTATIONS (SLEs)

- Stewards of God’s Earth
- People of prayer
- Imaginative, enthusiastic, and creative
- Respectful, loving, and kind
- Intelligent, inquisitive learners
- Traveling the path of Jesus

#### HISTORY

It all began with 200 Italian and Portuguese families, a small building for worship and hopes for a future to include a permanent church building, a parish hall, a school, and a rectory. These were the hopes of Fr. Mela, the first Pastor of St. Mary Church when it was located in downtown Sacramento in 1906. It would take ten years before the Portuguese-American families wanted a parish of their own culture and moved to worship at St. Elizabeth’s Parish, leaving the Italian-American families the International Italian Church of St. Mary.

By 1940, World War II would change the world. In Sacramento, the faithful would grow with the return of service men and women from two theaters of war. The need to return to a normal life with family was foremost on the mind of this growing population of Italian-Americans. With this new energy, St. Mary parishioners would come together with their time, talent, and treasure to support the pastor in building a post-World War II church in a new suburb at the corner of 58th and M Streets in Sacramento.

Parishioners worked together on all aspects of relocating and building a permanent church for the Italian-American families of St. Mary. Their post-war skills were essential in building a remarkable Lighthouse Bell Tower, a sanctuary for worship, and a community that would be strong in faith and family. With the “New Church” and post-war environment, St. Mary’s Church became a geographically based parish with the privilege of nationality for Italians.

Although it would retain its Italian heritage and flavor, St. Mary’s would begin to serve a wider ethnic base. Now was the time to bring the hopes of Fr. Mela to fruition. By 1950, a house was moved and remodeled into the current parish rectory. Soon after, in 1951, attention was focused on fundraising and building a new school. The goal was to raise \$200,000. The fundraising was successful and the groundbreaking took place in 1953. Groundbreaking for the convent occurred March 3, 1954, replaced by the Sister Cabrini Reardon Education Center in 2004. The school was built, with classes beginning on September 18, 1955. The first year of classes included kindergarten through fourth grade. A new grade was added each year until 1960 when the first eighth-grade class graduated.

The first sisters to serve the school were the Sisters of the Catholic Apostolate or the Pallottine Sisters from 1955 to 1969. A lay staff operated St. Mary School while a new community, the Presentation Sisters, obtained visas to enter the United States. The sisters arrived in December, 1969 and served until 1999. Laity now staffs the school with Mary DaRosa serving as principal.

With this great history comes a community strong with devoted families. Students not only attend class at St. Mary School, they build lifelong family friendships in the process. “Coming home” to St. Mary School is a feeling shared by many families and friends. After more than 65 years in full operation, our alumni have earned a place in the halls of the Cabrini Center, and our parents have reached a third generation return to St. Mary.

In the Peace of Mary, we welcome a future filled with blessings and support in the spirit of the founders of our beloved parish.

#### ACCREDITATION

St. Mary School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

#### NON-DISCRIMINATION 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 sex, 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 sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic and other school-administered programs.

## **School Structure and Organization**

#### BOARD of DIRECTORS

Catholic Schools Association of Sacramento (CSAS), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the Superintendent) in the delivery of the Bishop’s vision for Catholic education. The CSAS board has no direct supervisory or managerial role over individual schools.

## CATHOLIC SCHOOL DEPARTMENT

The Catholic School Department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development & Leadership Formation (Associate Superintendent), four Regional Directors (Associate Superintendents), a Chief Financial Officer and financial team, a WCEA Commissioner, a Project Manager, an IT and Marketing Coordinator, an advancement team, and an Administrative Assistant.

## EXECUTIVE DIRECTOR (SUPERINTENDENT)

The Executive Director oversees the entire program of the CSD.

## REGIONAL DIRECTOR (ASSOCIATE SUPERINTENDENT)

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the pastor, principal, and the CSD.

## PASTOR

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor delegate the administration of the school to the Principal and the Regional Director.

## PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

## PRINCIPAL

The school principal is delegated by the Pastor and the CSD to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of St. Mary School.

## ADMINISTRATIVE TEAM

At St. Mary School, we have two Professional Learning Community coordinators: one for Grades TK-5 (Mrs. Fontana) and one for Grades 6-8 (Mrs. Fleming).

## FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

### CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC)

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

### 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.

## **Admission, Registration, and Financial Policies**

### PARTNERSHIP of SCHOOL and FAMILY

St. Mary School works with the parents/guardians in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to St. Mary School is a privilege, not a right. Parents/Guardians have a right to apply to St. Mary School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents'/guardians' acceptance of the school's program of formation and instruction, and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents/guardians as the primary educators of their children, the school believes it has a responsibility to continue the child's faith formation. If the parents'/guardians' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents/guardians in the faith formation of their children. In cases where parents/guardians engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Mary School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school,

the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### ADMISSION PRIORITIES

The order of priority for acceptance to St. Mary School follows:

1. Continuing students in good standing at St. Mary School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing)
2. Siblings of Catholic families attending St. Mary School
3. Siblings of non-Catholic families attending St. Mary School
4. New Catholic families
5. New non-Catholic families

### PROBATIONARY ADMISSION

All students are admitted to St. Mary School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

### AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1<sup>st</sup> of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.

### DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parents/guardians to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parents/guardians to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

### PHYSICAL EXAMINATION

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.



## IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). This requirement applies regardless of on-site or off-site (e.g., distance learning) school operation.

- The school expects all new and continuing students to be immunized according to current California guidelines (a good reference can be found at "www.shotsforschool.org").
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date within 30 days of notification or they may not attend school.
- Medical exemptions for enrollment may be considered on a case-by-case basis. Medical exemptions can only be issued through the California Immunization Registry Medical Exemption website of the CDPH (CAIR-ME) by physicians licensed in California:  
<https://cair.cdph.ca.gov/exemptions/home>
- The school reserves the right, at the sole discretion of the principal (in consultation with the pastor), to deny admission to any student who is not fully immunized, even if there are qualifying medical or personal grounds for exemption from the immunization requirement.
- Questions regarding immunizations should be directed to the principal.
- In addition to vaccines required for school entry, the CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

### 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** (on hold until further notice): 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/Guardian Release for Student's Possession of Asthma Inhaler or EpiPen" school form. 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. The school will be able to administer medication to a child only after the parent has signed and turned in the "Parent/Guardian 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 100.4 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, provided pain is manageable.

**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/guardians 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 needs 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 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 on-campus medications are appropriately stored, accessible, and clearly marked.

**APPLICATION PROCESS**

New student applications are available to download on the school website. Registration opens annually in October. Applications require a \$25 non-refundable application fee and are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents/Guardians will be notified by mail regarding acceptance or non-acceptance.

**REGISTRATION FEE**

This fee helps offset various costs including standardized testing, student insurance, parent club membership, field trip fees, classroom party expenses, a yearbook, and textbook use.

- A non-refundable registration fee of \$325.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than March 1. Priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee will be applied to the balance owed.
- ALL financial obligations for the previous school year, including fees due for the extension and preschool programs, parent fundraising obligation balance, and extracurricular and cocurricular programs must be paid in full.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Mary School.

**TUITION**

**Tuition rates 2021-2022**

1 child in school	\$6,099 per year
Less 2% *	\$5,977 per year
2 children in school	\$11,283 per year
Less 2% *	\$11,057 per year
3 children in school	\$15,248 per year

Less 2% *	14,943 per year
4 children in school	\$18,297 per year
Less 2% *	\$17,931 per year

\* A 2% discount is offered for payment in full at the time of registration.

#### OTHER FEES

Class fees vary by grade and are non-refundable.

#### TUITION COLLECTION

Tuition is managed exclusively via the FACTS Management Company. It is a requirement that ALL families be registered in the FACTS Management Company, even if the family prefers to make cash payments. The school office can assist families in establishing an account with FACTS. Parents may select one of the following options:

- One payment at time of registration.
- Monthly payments over 10, 11, or 12 months, all beginning in July.

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

#### FINANCIAL AID

FACTS Management Company manages all applications for financial aid.

#### COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at St. Mary School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to St. Mary School.

#### OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 25 Parent/Guardian Service hours minimum per family, of which 20 hours is for school and 5 hours must be completed with St. Mary Parish (for Catholic and Non-Catholic families).
- Families must complete service hours by March 31, and record into SchoolSpeak. Submission of hours through SchoolSpeak is due April 1, 2020.
- Each family has a \$575 fundraising obligation:
  - \*Raise \$50 *minimum* in profitable rebates through SCRIP.
  - \*The entire \$575 in profit may be generated through SCRIP rebates alone.

- \*Other acceptable fundraising includes Jog-A-Thon, Harvest Festival, Santa's Workshop, Family Fun Night, Auction, Golf Tournament, and any other principal-approved fundraisers.

#### WITHDRAWAL

Two-week notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated based on withdrawal dates. All other fees/obligations will not be prorated. The registration and class fees are non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

#### DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

##### 30 Days Past Due

- The family will receive written notification from school administration that their account is past due along with a copy of this policy.
- The family must contact school administration within five business days of receipt of the past due notice to remedy the situation.

##### 60 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- At a minimum, students will not be permitted to participate in athletic activities or other extracurricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.
- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

##### 90 Days Past Due

- The family will receive written notification from the principal and the school's regional director that their account is past due along with a copy of this policy.

- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts: 1) will be turned over to a collection agency; 2) will appear on a family's credit report; and 3) may be pursued in civil court.

#### Families of Eighth Grade Students with Delinquent Accounts

- All outstanding student balances for 8th grade students must be paid by May 1 of that academic year, or families must submit an alternative payment plan that is approved by the principal.
- Eighth grade students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

### **Extension Program**

The Extension Program at St. Mary School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary day care in a Christian environment as an Extension Program of the school day. All policies of school, including the contents of this handbook, apply during the Extension Program which is only available to students enrolled at St. Mary School for an additional fee.

#### HOURS and DAYS

The Extension Program is available before school from 7:45am to 7:55am and after school from 3:05pm to 6:00pm. Children will need to have breakfast prior to arriving at school. Children must bring lunch from home on all minimum days. The Extension Program operates only on regular school days and teacher in-service days, and is not available on holidays, vacations, or in the summer months (except during summer school).

#### MINIMUM DAYS

The Extension Program is available on minimum days from 12:15pm to 6:00pm for children enrolled in the program. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

## Extension Rates per Child 2021-2022

Level of Extension Per Child/Per Week	Extension Rates
Full-time (greater than 8 hrs. per week)	\$2,850
Less 2%*	\$2,793
Half-time (5-8 hrs. per week)	\$1,900
Less 2%*	\$1,862
Less than 5 hours per week	\$950
Less 2%*	\$931

**The Extension registration fee is \$75 per child.**

\* A 2% discount is offered for payment in full at the time of registration.

\*\* There is no discount for payment in full of Extension Plus as the price for the entire year is already discounted.

### EXTENSION PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extension Program.

- Any students on campus before 7:45am or after 3:15pm must use the Extension Program.
- Students are NOT allowed to wait unsupervised off campus before 7:45am or leave school unsupervised at any time to avoid signing in to the Extension Program.
- If a student remains at school after 3:15pm, he or she must be enrolled in the Extension Program. The teacher supervising dismissal will escort students not picked up by 3:15pm to the Extension Program. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15pm unless they are enrolled in the Extension Program.
- When students will be attending the Extension Program after these supervised activities, parents MUST inform the Extension Program Director via the office before attending the activities. The program is limited to those students who attend St. Mary School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extension Program (except those who are contracted after school or who are not picked up after school). Children will be released to authorized adults only (those listed on the emergency form).



- Every student attending the Extension Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency information in SchoolSpeak MUST be kept current.
- The Extension Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Those authorized to pick up must not take children from the playground or other areas without notifying the Extension Program staff and signing out the children.
- Students who attend the Extension Program after school must check in immediately after school (or 12:30pm on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- The Extension Program must be notified by 3:00pm on the day that a student will be attending the Extension Program. In accordance with Diocesan Policy, students must either be signed into the Extension Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extension Program staff require written or verbal permission from the parents/guardians. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extension Program's clock. After 6:00pm, families will be charged a late fee of \$2.00 per minute. Parents/Guardians are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00pm, parents/guardians must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

#### EXTENSION PROGRAM CONTACT

- During office hours 7:30am – 3:30pm (916) 213-4287 (Cell)
- After 3:30pm (916) 213-4287 (Cell)

## **Communication**

#### SCHOOL CONTACT

School Office: (916) 452-1100

Office Fax Number: (916) 453-2750

Extension Program: (916) 213-4287 (Cell)

Website Address: [www.saintmaryschool.com](http://www.saintmaryschool.com)

SchoolSpeak Address: [www.schoolspeak.com](http://www.schoolspeak.com)

### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times in SchoolSpeak.

### CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know”. In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school receptionist.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

### COMMUNICATION from the SCHOOL

- The SchoolSpeak portal is the school’s primary mode of communication. This login-protected site is for parents/guardians to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVPs, lunch menus, grades, and homework and progress reports. Please check SchoolSpeak on a daily basis to receive the most up-to-date information and announcements. Parents/Guardians can view Google Classroom assignments in SchoolSpeak. Grades and progress reports for grades 3-8 are updated every Friday. Exceptions apply to Art and Music for grades 3-8, which are posted on Friday, bi-monthly. Progress Report dates are posted on the SchoolSpeak School Calendar.
- List of other school communication devices and publications: Friday Folder, SCRIP News & Information, and Message from the Principal.

### SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents/Guardians are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student’s responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.

- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents. Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.
- School employees will not provide written testimonials in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

### CONTACTING TEACHERS

Parents/Guardians must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, they may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents/Guardians and students should never call a teacher at home or on his or her cell phone.

### EMAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents/guardians 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 in a personal phone call. The following guidelines govern appropriate email use:

- Email is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- Email is NOT an appropriate communication tool when a parent/guardian requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- Email is an appropriate place to ask questions that require simple, direct answers.
- Email is NOT an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- Email should NOT be used to avoid a difficult situation; the people involved should be spoken to directly.
- Email messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- Email should NOT be used when the sender is upset.

### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with the student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be delivered to the classroom or school office for any student; such items will not be delivered to the classroom.

### BACK-to-SCHOOL NIGHT

Held in the first two weeks of school. This event offers parents/guardians the opportunity to meet their child's teachers, get an overview of the classroom culture and the school year ahead.

### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents/guardians, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure all parties are able to present their cases.
- Such conferences to resolve conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict. The conference may not take place if other visitors or legal counsel are present.
- After consultation with the pastor, and the Regional Director it is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department through the Regional Director only when all steps above have been followed. The Catholic School Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent/guardian is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent/guardian transfer his and/or her child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## **Visiting the School and Volunteering**

***We are slowly and cautiously transitioning back into volunteering on campus for the 2021-2022 school year. Masks will be required for all visitors and volunteers.***

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Mary School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

### VOLUNTEERING REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Haven Program, **AND** have a signed Volunteer Agreement Form on file in the office. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is the responsibility of the prospective volunteer to notify the receptionist once fingerprinting has been completed, as the

receptionist is not automatically notified. It is REQUIRED that this clearance be on file BEFORE anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Haven training: A link is available through SchoolSpeak and the website to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
  1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
  2. The privately-owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
  3. No vehicle larger than a 10-passenger vehicle may be used, and no more than 8 riders (including the driver) may occupy the vehicle.
  4. The number of persons in a car should not exceed the number for which the car was constructed.
  5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
  6. The school must have a copy of the driver's license and current proof of automobile insurance (with the previously mentioned coverage amounts) for any volunteer who will be driving students in connection with the school activity.
  7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed (for ice cream, fast food, coffee, etc.).
  8. Drivers may not bring siblings or younger children.

#### VOLUNTEER CODE of ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly adhere to the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth;
- Use profanity in the presence of children and/or youth;
- Share personal contact information with youth, or email, text, or message youth unless principal and parents are included; or
- Take photographs or videos of students, or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

**FIELD TRIPS**

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip.

Drivers must travel site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.

- As students are representing St. Mary School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

#### VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

More information about this year's events and volunteer opportunities amidst COVID provisions will be communicated to families separately.

## **Curriculum**

### INTRODUCTION

St. Mary School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Mary School are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated throughout all grades. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to ensure Diocesan standards are met. In math and language arts, the school has adopted the California State Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

### ESSENTIAL CORE CURRICULUM

St. Mary School provides complete academic instruction in essential core curricular subjects: english/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, art, music, and Spanish.

### ENRICHMENT CURRICULUM

Students participate in programs of study with integration of technology as an enrichment of the academic curriculum.

### MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These



accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an “M”; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

### STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the learning center teacher, classroom teacher, principal, parents/guardians, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents/guardians, and the student.

### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- St. Mary School provides daily religious instruction (Catechesis) which educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God’s activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2<sup>nd</sup> Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 8<sup>th</sup> Grade prepare for, and receive, the sacrament of Confirmation during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g. Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students during Advent and Lent.

### FIELD TRIPS

Field trips will be safely reintroduced and approved by the principal. Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students.

### LIBRARY

St. Mary School students are privileged to have an excellent library and we are fortunate to have a librarian who schedules library periods for grades TK to 5 each week. The library is occupied by the 6<sup>th</sup> grade class for the 2021-2022 school year to accommodate space restrictions; however, full library services are still in place using a mobile library. All students are encouraged to seek the help of the librarian/teacher when needed. Reimbursement for damaged books or loss of loaned textbooks or library books will be made good by the student.

### 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 may use a paper bag to cover their books.

### COMMUNITY SERVICE PROGRAM

What is Community Service? Christian 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 blessings 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 (SLEs) in everything we do. All students will complete Community Service each trimester in order to have an opportunity to impact the lives of people in our community. This school year, students will complete their Community Service in their cohort.

- Service Requirements – Per Grade, Per Term: 1<sup>st</sup> and 2<sup>nd</sup> Grade = 1 project per term; 3<sup>rd</sup> through 5<sup>th</sup> Grade = 2 projects per term; 6<sup>th</sup> through 8<sup>th</sup> Grade = 3 projects per term.

## Student Evaluation

### PARENTS/GUARDIANS as PRIMARY EDUCATORS

As the primary educators of their children, parents/guardians are expected to make frequent use of SchoolSpeak to monitor student progress and to take the initiative to contact teachers should they develop a concern.

### STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards. In addition, students in grades 3 - 8 take the ACT Aspire test in the spring which provides predictive information on their high school/college readiness.

### HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as extending the curriculum beyond school hours.

### HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	20-30 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-45 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	45-60 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-120 minutes

### MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent/guardian may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.

- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s)/guardian(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

### GRADING

Homeroom teachers will post grades for 3<sup>rd</sup>-8<sup>th</sup> on Fridays, beginning September 10, 2021. Subject teachers will post grades for 3<sup>rd</sup>-8<sup>th</sup> every other Friday, beginning September 10, 2021. TK-2<sup>nd</sup> teachers will communicate student progress directly to parents. The following academic grading scale has been adopted by St. Mary School for essential curricular subjects in accordance with the report card standards determined by the Catholic School Department of the Diocese of Sacramento (some schools have adopted an approved Standards Referenced Grading report card in grades K-2; the Diocese is in the process of developing a standards-referenced report card for all grades TK-8):

#### GRADES TK, K, 1, and 2

Exceeds grade level expectations	5
Consistently meets grade level expectations	4
Usually meets grade level expectations	3
Below grade level expectations	2
Far below grade level expectations	1

#### GRADES 3-8

Outstanding	96-100% (A)
	90-95% (A-)
Above Average Achievement	87-89% (B+)
	83-86% (B)
	80-82% (B-)
Average Achievement	77-79% (C+)
	73-76% (C)
	70-72% (C-)
Minimum Achievement	67-69% (D+)

	63-66% (D)
	60-62% (D-)
Below Minimum Achievement	0-59% (F)

GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows:

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

CONDUCT/EFFORT CODES

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, student conduct (Christian Citizenship) and effort (Work Habits) in Grades TK through 8 will also be evaluated.

PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each Trimester for students in Grades 1 through 8.

It is the responsibility of the student and parent/guardian to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded the progress report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

REPORT CARDS

Report cards are given in Grades TK-8 at the close of each trimester of instruction. Report cards are to be signed by the parents on SchoolSpeak. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for TK–8<sup>th</sup> Grade after approximately six weeks of school. There may be other times throughout the year that the parents/guardians or teacher deem a conference necessary. The student may be requested to be present at this conference. Families are encouraged to take the initiative to keep themselves informed of their child’s progress. Parents/Guardians will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

### ACADEMIC and BEHAVIORAL PROBATION

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extracurricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

### PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.

### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents/guardians, and the principal will be made as soon as possible.

### ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s)/guardian(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

### AWARDS

#### GRADES 1<sup>st</sup> – 3<sup>rd</sup> 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> – 3<sup>rd</sup> Grade students receiving at least a '4' in all subject areas, conduct, and effort. Students with a "U" or who have been suspended during the trimester are not eligible.

#### On-A-Roll

- On-A-Roll award is given to 1<sup>st</sup> – 3<sup>rd</sup> Grade students receiving '3' in one subject area, but receiving a '4' in all other subject areas, as well as demonstrating growth in subject areas, conduct, and effort. Students with a "U" or who have been suspended during the trimester are not eligible.

#### Attendance

- Students in 1<sup>st</sup>-3<sup>rd</sup> Grade 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 4<sup>th</sup> – 8<sup>th</sup> 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.

##### Gold Honor Roll

- Gold Honor Roll (All As) including Christian Conduct and Effort AND GIVE-free for the trimester

##### Blue Honor Roll

- Blue Honor Roll (All As and Bs) including Christian Conduct and Effort AND GIVE-free for the trimester

#### On-A-Roll

- On-A-Roll award is given to 4<sup>th</sup> – 8<sup>th</sup> Grade students receiving '3' in one subject area, but receiving a '4' in all other subject areas, as well as demonstrating growth in subject areas, conduct, and effort. Students with a "U" or who have been suspended during the trimester are not eligible.

#### Attendance Award

- Students in grades 6<sup>th</sup>-8<sup>th</sup> 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 Schoolwide 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 the 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.

### GRADUATION AWARDS

The following awards are available to eighth grade graduates:

- Valedictorian Award
- Salutatorian Award
- Dr. Barbara Gisle Algebra Scholarship
- Parent Club Scholarship
- ICF Scholarship
- St. Joseph Marello Award for Excellence
- Nano Nagle Award for Excellence
- Blessed Kuriakose Elias Chavara Award
- Marian Spirit Award
- Citizenship/Conduct Award  
Awarded to students who earned an A- or higher in conduct in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.
- Robert & Emilia Trafton Award for Excellence in Music
- Student Athlete Award
- SPIRIT Award
- Principal's Honor Roll
- English Language Arts Award
- Mathematics Award
- Social Studies Award
- Science Award Award
- Theology Award
- Art Award
- Physical Education Award

### EIGHTH GRADE PROMOTION

Promotion from the 8<sup>th</sup> grade to high school requires the following:

- Passing the U.S. Citizenship test with an 80% or better
- Achievement of a passing grade in all subject areas
- Completion and submission of all assignments
- Completion of the SLE Portfolio
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15<sup>th</sup>. Catholic high schools will be notified of any outstanding balance.



Eighth Grade promotion marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass at the Cathedral of the Blessed Sacrament for all of the eighth grade potential candidates for promotion. Each year, families of eighth graders will receive specific information regarding this very special event.

School promotion celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises. A graduation fee of \$150 due by February 1<sup>st</sup> helps to cover the costs associated with the many events surrounding graduation.

## **The School Day and Attendance**

### SCHOOL and OFFICE HOURS

The school office is open Monday thru Friday at 7:30 AM - 3:30 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, Laurie Power

Principal, Mary DaRosa

Business Manager, Kelly Robinett

Administrative Secretary, Melissa Russell

Marketing Director, Suzie Franzoia Rozewski

Advancement Director, Aprille Girardot

Receptionist, Kimberly Moser

Counselor, Michelle Timm

Facilities, Dane Villalon

NOTE: Please allow a 24-hour response time to email and voicemails.

### EXTENSION PROGRAM

PHONE: (916) 213-4287 (Cell)

Director, Pam Munoz

PARISH ADDRESS: 1333 58th Street, Sacramento, CA 95819

CHURCH RECTORY: (916) 452-0296

Parish Pastor, Fr. Kavungal Davy, CMI

### CLOSED CAMPUS

St. Mary School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

### ARRIVAL

Students may be on campus beginning at 7:45 a.m. Students requiring additional supervision should be enrolled in the Extension Program. Any child on the school grounds before 7:45 a.m. will be sent to Extension and the parents/guardians will be billed for this service if they have not already enrolled their student(s). Extension opens at 7:00 a.m. for students enrolled in the program.

### DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extension for supervision, and parents/guardians will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, a game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Mary School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extension Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with notice at least 24 hours in advance (either on the absence line or [attendance@saintmaryschool.com](mailto:attendance@saintmaryschool.com) – homeroom teacher should be included on the email) indicating the reason, and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come pick up the child; law enforcement may be called.

### DROP-OFF and PICK-UP PROCEDURES

Students in grades TK and Kindergarten should be dropped off and picked up at the school's front gate on 58<sup>th</sup> Street. Students in grades 1-8 should be dropped off and picked up in the "Loop". The "Loop" is a safe place to drop off and pick up students before and after school. Morning "Loop" supervision begins at 7:45 a.m. The gate to the afternoon "Loop" is opened at 3:00 p.m. and no sooner. Supervision at the

afternoon Loop ends at 3:30 p.m. Students will be sent to Extension for continued supervised care until parents arrive, and parents who have not already enrolled their student(s) in Extension will be billed for the time spent in Extension.

### WALKERS and BIKE RIDERS

Walking or biking on and off campus is only available to local students walking or biking to school and home after school. In order to ensure the safety of our students, it is required that any student walking or riding a bike to school and home after school must have a signed permission slip approved by the principal and on file in the office. Students who have permission to walk or ride a bike off campus must leave at dismissal time and go directly home. Students exercising off-campus privileges are subject to rules of student conduct applicable during the regular school day. Please review this with your child. Families must be notified of approval before their student can walk or bike on/off campus.

Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:15 p.m. These days are noted on the school calendar. ***If a student is going to Extension, they will need to bring a lunch, as there is no lunch service on minimum days.***

### ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:00 a.m. on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so precautions can be taken, and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office staff by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-out/sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00 a.m. A child is considered tardy if he/she is not in line or in the classroom by the 8:00 a.m. bell.
- The parent/guardian must sign in the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

### ABSENCES AND MAKEUP WORK

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's schoolwork.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## Appearance and Student Uniform Requirements

### INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of St. Mary School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Mary School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher to monitor and report non-compliance. Other staff members report non-compliance concerns to the homeroom teacher. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

### BASIC UNIFORM GUIDELINES

*NOTE: Iron-on clothing labels personalized with your student's name can be ordered through Amazon.*

#### **DAILY UNIFORM –See store links below to purchase**

- JUMPER, SKORT, or SKIRT (for girls) – Box pleat skirt, skort, or jumper in school plaid.  
NOTE: Navy or black bike short is required under skirt or jumper.
- KHAKI SHORT or PANT (for boys and girls) – Must be same as *Dennis Uniform* color and style.
- SWEATSHIRT (optional) – Navy blue crew neck with St. Mary logo embroidered on fabric.
- JACKET (optional) – Fleece with the St. Mary logo embroidered or printed on fabric.
- HAIR ACCESSORIES (for girls) – Hair-bands, bows, and clips in the school's plaid fabric or solid blue, white, black, or gold.
- NAVY POLO SHIRT WITH LOGO – Worn by grades TK to 8th.
- GRAY POLO SHIRT WITH LOGO – Worn by 8<sup>th</sup> grade for the 2021-2022 school year only.

#### **Other Uniform Details**

- BELTS – Must be worn with pants or shorts grades 5th to 8th.
- ATHLETIC SHOES – In any color, must tie or Velcro. No wheels, sparkles, or lights.
- SOCKS – White with no logos and showing above the ankle.

- TIGHTS – Black or white. Black leggings are allowed; however, they must be covered up at the bottom by socks (meaning they are long enough to look like tights and not have skin showing between socks and leggings).

## **DRESS UNIFORM**

### **Dennis Uniform Products**

- WHITE POLO SHIRT – NO LOGO, purchase from any store.
- NAVY BLUE SWEATER or VEST – WITH LOGO and worn over WHITE POLO.
- LONG PANT (boys or girls) – Long khaki pant must be same as *Dennis Uniform* color and style. Belts must be worn with pants for grades 5th to 8th.
- JUMPER, SKORT, or SKIRT (girls) – Box pleat skirt, skort, or jumper in school plaid. *NOTE: Navy or black bike short is required under skirt or jumper.*

## **P.E. UNIFORM – Kombat Ink will now provide our P.E. Uniform.**

### **Kombat Ink Products**

- Gray P.E. T-shirt with St. Mary logo.
  - Navy blue gym shorts with St. Mary logo.
  - Fleece sweatpants and sweatshirts (optional) with St. Mary logo.
- NOTE: The P.E. uniform must be worn on P.E. days only, and for the entire day.*

## **GENERAL DRESS CODE and UNIFORM REGULATIONS**

- All clothing should be marked clearly inside with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.). Girls' skirt length must be no shorter than one inch above the knee.
- No distracting shoes such as those with lights, buzzers, or skating, etc.
- Sandals, open-toed shoes, and boots/Uggs are never allowed, including on casual dress days.
- Only school uniform sweatshirts may be worn.
- Outer coats may be worn over the uniform while outside, but not in the classroom.
- No other clothing is allowed including Scout uniforms, Little Flower uniforms, or high school/college sweatshirts.
- Students must call home for a change of clothes if out of uniform.
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- NO HATS unless they are SPIRIT Wear and then only on SPIRIT Wear days.
- NO TATTOOS, permanent or washable.
- A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Make-up, lipstick, or colored lip gloss are not permitted for the school day. No fake nails, nail polish, or French manicures.

- Clear lip balm only is permitted.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles. Girls with long hair must have it pulled back.
- Boys' hair must be out of the eyes, above the ears, and off the collar.
- Boys must be clean-shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include a basic wristwatch (for boys or girls), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).

#### SPIRIT DAY DRESS CODE

- St. Mary athletic uniforms or items purchased at the SPIRIT store are acceptable.

#### DRESS UNIFORM

- St. Mary Dress Uniform is worn on all Mass Days, and for special events and celebrations.

#### CASUAL DRESS

On certain days, the principal may call a casual dress day. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the principal for the occasion. Students in grades TK – 8 may have a casual dress day on their birthdays (must be approved by the teacher).

Casual dress code must follow the guidelines below:

- Modesty and simplicity are guiding principles for casual dress.
- No extreme fads.
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual "free dress" (not on "dress up" days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat-soled shoes only; NO BOOTS.
- Sandals are not allowed.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.

## Health and Safety

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section.

### EMERGENCY INFORMATION

Each child must have a completed emergency form on file in SchoolSpeak. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on SchoolSpeak.

### SCHOOL INSURANCE COVERAGE

All St. Mary School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, to and from school and school-supervised activities, and during official distance learning periods. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. 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 the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is provided to parents early in the school year.

### ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

### MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires EpiPens for severe allergic reaction, insulin shots, or inhalers, etc., the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems



where it is deemed absolutely necessary to take the medication during school hours. The principal has final authority, in consultation with the Catholic School Department and Catholic Mutual Group, in determining what procedures or administration of medications can or cannot be undertaken by school staff.

- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child.
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

#### MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician (prescription medication only) and parent (prescription and over the counter medication) each school year if the need continues.

#### ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

### STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

### HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

### MANDATED REPORTING

St. Mary School staff are legally required to comply with the *Child Abuse and Neglect Reporting Act*. All employees of the school are designated "mandated reporters" by law and are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

### STUDENT THREATS of HARM to SELF or OTHERS

St. Mary School will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic School Department, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school. Authorities may be contacted.

### PREGNANCY

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved; any costs for counseling will be the responsibility of the family.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

### PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed in the parking lot (“Loop”) during school hours except during the designated drop-off and pick-up times.

### SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled, and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.
- Distance learning may be implemented (see also the EMERGENCY section).

## **Concussion Policy**

### CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull’s bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

## FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional.\*\*
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management."

## RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

## SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes.

Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

### OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California State Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgement of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest Factsheet before the athlete may participate in practices or competition. The Factsheets will be distributed by the school.

## **Emergency Procedures**

### SAFETY PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies. All staff are trained in emergency procedures and will follow the St. Mary School Safety Plan.

- In the event of an actual school-wide emergency, the automated SchoolSpeak system will provide parents/guardians rapid notification by text message (if the parent has included in their profile their mobile phone number and carrier, and enabled text message notifications) and/or email.

- Parents/Guardians should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents/Guardians should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Mary School has arranged safe haven at St. Francis High School, Kit Carson, Phoebe Hearst, and Sacramento State University. However, these locations may change depending on the circumstances at the given time.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- School staff must account and care for all students and take all necessary emergency steps. All teachers must remain in supervision of their students until the emergency is over or until released by the principal. In extreme cases, this could be several hours or even overnight.
- Parents/Guardians must be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be released until all St. Mary School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

## EMERGENCY DRILLS and EVENTS

### FIRE

- Fire drills take place monthly. The school will follow instructions of the Fire Department.

### EARTHQUAKE

- An earthquake drill will take place quarterly before fire drills. In the event of an actual earthquake, school staff will remain on site until parents/guardians can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents/Guardians should be aware that routes to school may be blocked or impassable.

### LOCKDOWN/ACTIVE SHOOTER

- Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents/guardians via SchoolSpeak as soon as possible. However, the safety of students is the primary importance; this may mean the school needs to be made secure before parents/guardians can be contacted.

### BOMB THREAT

- Law enforcement will be called, and the school will follow their instructions. Parents/Guardians will be notified when the school is instructed to do so.

### FLOOD

- The school will follow emergency agency instructions. Students may be evacuated if called for. Parents/Guardians should await notification via SchoolSpeak.



- For any other emergencies, the steps of the Emergency Care Plan above will be followed.

### SCHOOL CLOSURE and COMMUNICATION

Unplanned school closure may occur for a variety of reasons. Student and staff safety is the primary reason for closure, and communication to all parents/guardians will be as timely as possible.

#### **Reasons for Closure**

- Evacuation/closure order from local authority for any reason
- Power shutoff when school cannot function
- Water shutoff
- Extreme weather conditions including potentially unsafe conditions for the transportation of students to and from school (snow, high winds, flooding, or fire season, intermittently, etc.)
- Extreme heat or cold depending on school's ability to control inside temperature
- Air quality index (AQI) at or above 200
- Presence of visible smoke which cannot be mitigated by ventilation system
- Absences of staff due to their personal evacuation orders which are substantial enough to prevent reasonable school operation
- Illness outbreak/epidemic that is deemed substantial
- Any other extreme condition making it unsafe to open school (chemical spill, etc.)

#### **Essentials for School Operation**

- The safety of students and staff is not compromised
- Functional plumbing (running water, functional toilets, etc.)
- Functional fire alarm system
- Functional door locks
- Reasonable internal room temperatures
- Adequate ambient light in classrooms
- Operable means of communication on site and with the outside
- Ability of staff and families to travel to and from school safely

#### **Process and Procedures for Determining School Closure**

- Students and families are best served when the school is open. Therefore, decisions regarding closure are often made in the early morning when the current AQI and other factors may be assessed for that day.
- The Principal and the Regional Director (or Executive Director) are the only persons authorized to close school.
- There may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When a school is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the principal.

- In the event of epidemic or pandemic, school may be closed for an extended period at which time distance learning may be implemented.
- Tuition payments continue during all closures.

### **Communication**

- The principal will notify all stakeholders (staff, parents, etc.) through the SchoolSpeak system as early as possible the evening before a closure and no later than 6:00 a.m. on the day of a closure.
- In the rare case SchoolSpeak is not functional, an alternate procedure for communication will be implemented and parents/guardians notified.

### **Make-Up Days**

- If more than 2 days are missed due to unscheduled school closures, these days must be made up at the end of the school year; alternately, the principal may decide to implement changes to the daily schedule to make up the lost time.
- Families should be aware the week after the scheduled ending of school is reserved for makeup days. Therefore, vacations should not be scheduled for this week.
- During extended closures when distance learning is implemented, makeup days are not necessary as teaching/learning continues through the closure of the physical campus.
- Tuition payments continue during all closures.

## **Student Discipline**

### GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at St. Mary School. A student is considered at all times and places a member of the St. Mary School student body. This is an honor and privilege, and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. St. Mary School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

### EXPECTATIONS

Students at St. Mary School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

### ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

### VANDALISM

Students and their parent(s)/guardian(s) are liable for all damage to equipment or school property caused by the student, and appropriate disciplinary actions will be taken.

### RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, locker, desk, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers, and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

#### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult – either a parent/guardian or a school staff member – will be present for any interview unless the student being interviewed elects otherwise.

#### DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents/Guardians may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent/Guardian and student conference
- Denial of specified privileges
- GIVE—Growing in Virtue Education
- Probation: The principal may place a student on behavioral probation; the student and parent/guardian will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents/Guardians may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

#### SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending

behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents/Guardians will be notified immediately and are expected to pick up the student as soon as possible; parents/guardians will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents/guardians and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

#### REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;
  - refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents/guardians, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;

13. Not adhering to the internet/technology use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Technology Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as GIVE, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents/guardians will be notified immediately. Conferencing will take place with the principal, parents/guardians, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents/guardians may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

### DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file, and will not follow the student beyond enrollment at St. Mary School; they are not available to students or parents/guardians.

## **Information and Communication Technology Policies**

### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS/GUARDIANS and STUDENTS

St. Mary School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents/guardians, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature

of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents/guardians), necessitating the following standards of conduct for all individuals connected with Catholic schools.

#### ETHICS AND RESPONSIBILITY

When a Catholic school student or parent/guardian is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative all students and parents/guardians conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as CSAC, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents/guardians, diocesan (school) employees, or parishioners.
- If a student or parent/guardian regularly identifies him or herself as a student or parent/guardian of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable, prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Mary School, or Parish, or the Diocese of Sacramento."
- Students and parents/guardians should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents/guardians may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

#### PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

St. Mary School has no desire to intrude into or restrict the rights of parents/guardians and students, or members of the school or parish community, or related Catholic communities, to freely post personal

photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents/guardians must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected, and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent/guardian asks that it be removed, the student or parent's/guardian's wishes should be observed.
- Even if parents/guardians have granted permission for the use of photographs or video images of their children, care should be taken to ensure any such postings do not identify the child by name, unless there is specific permission granted by the parent/guardian for the additional connection.

#### DISCIPLINE for the POLICY ABOVE

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent/guardian misconduct).

#### ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. These policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Kindles or similar devices, the wireless network, the network, the Internet, and all peripherals.

#### SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents/Guardians and Students, and the Harassment and Bullying Policy.
- Students are reminded they are always St. Mary School students, both on and off campus, and ALL electronic content is both public and permanent.



- St. Mary School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL (also applies to personal devices brought to school with or without permission)

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus, or at school functions or events, is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

DISTANCE LEARNING and ONLINE SESSIONS

During periods of distance learning, all school rules and policies apply to the student who is working remotely.

- Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who are not enrolled to attend the session with them.
- Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.
- Students and parents/guardians (or any third party) are not permitted to record an online lesson without the express permission of the classroom teacher and principal.
  1. Live or recorded lessons are not permitted to be shared on social media, through emails, or any communication between families.
  2. Students are not permitted to take pictures during a live or recorded lesson except with the express permission of the principal and classroom teacher who is facilitating the

lesson. Pictures taken without permission and then posted may result in suspension or expulsion.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration, as determined by the network administrator and St. Mary School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Mary School.
- Contacting law enforcement if there is reasonable suspicion that the law has been violated.

### **Harassment and Bullying**

St. Mary School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying 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.

1. 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 his or her social interaction with another student. Any mistake should be corrected so the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct which falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school-related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;

- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
  - C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
  - D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually-demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or email; deliberate, unlawful physical touching; leering, gesture, or display of sexually-suggestive objects or pictures;
  - E. Cyber Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually-explicit messages, photographs or images between digital devices, or the sharing of such communication with others);
  - F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or Superintendent in cases of diocesan schools.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
- A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
  - B. If the student 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 to a member of the school staff, who will then report it directly to the principal. Parents/Guardians of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
  - C. The student(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, and confidentiality will be maintained to the extent practicable.

- D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
  - E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (or Superintendent for Diocesan high schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
  - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
4. If the complaint is against a non-employee or non-student, such as a parent/guardian, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent/guardian, is strictly prohibited. Any student or parent/guardian who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

St. Mary School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents/guardians and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time where controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/Guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, St. Mary School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **Extracurricular Activities**

### DIOCESAN EVENTS

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Choral Festival: choral performances for all choirs
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Spelling Bee (grades 4-8)
- Respect Life Workshop for junior high classes (grades 7-8)
- Speech Contest: an individual speech competition (grades 7-8)
- Student Council Workshop (grades 7-8)

### STUDENT COUNCIL

A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

### SOCIAL EVENTS and DANCES

St. Mary School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged for activities such as Cotillion in 8<sup>th</sup> grade. Rules and guidelines will be published prior to any event.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents/Guardians who may sponsor dances and/or parties outside of school time are asked that if the party is to be advertised at school (e.g. invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

## Athletics

### ATHLETIC TEAMS

Students in grades 1 - 8 are given the opportunity to participate in the athletic program, and grades 5-8 participate in an after-school sports program. A varied athletic fee is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

#### Fall Leagues Divisions:

- Flag Football Varsity Boys Grades 6-8
- Volleyball JV Girls Grades 5-6
- Volleyball Varsity Girls Grades 7-8
- Cross Country Co-Ed Grades 5-8

#### Winter Leagues Divisions:

- Basketball Little Dribblers Grades 1-4
- Basketball JV Girls Grades 5-6 REC/Comp
- Basketball JV Boys Grades 5-6 REC/Comp
- Basketball Varsity Girls Grades 7-8 REC/Comp
- Basketball Varsity Boys Grades 7-8 REC/Comp

#### Spring Leagues Divisions:

- Volleyball Varsity Boys Grades 6-8
- Golf Co-Ed Grades 5-6
- Flag Football Varsity Girls Grades 6-8
- Track & Field Co-Ed

### PARTICIPATION on ATHLETIC TEAMS

Students enrolled in 1<sup>st</sup> – 8<sup>th</sup> grade who are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport, game, or practice. In addition, each family is required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee (varies per sport)
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.
- \$40 refundable deposit for uniforms
- A student must attend at least half of the regular school day to participate in that day's practices or games.

### PAROCHIAL ATHLETIC LEAGUE (PAL)

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Sacramento – Parochial Athletic League. In order to participate in the league, St. Mary School must abide by the rules and guidelines of the league. The PAL is dedicated to fostering Christian and human development, encouraging a positive vision in 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 lifestyles 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; and
- 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.

### 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.

- Players must have a "C" average or higher in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Mary School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.



### CONDUCT of PARENTS/GUARDIANS and FANS

- Parents/Guardians and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents/guardians and fans.
- Parents/Guardians should not offer coaching instructions to their children during a practice or game.
- Parents/Guardians should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents/guardians are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents/Guardians and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

### 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/guardian is having difficulty with a coach, it is recommended 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/guardian 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 and 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 2 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

Playing time is the prerogative of the coach who will follow PAL guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

## REPORTING INJURIES and SPECIAL LIMITATIONS

Parents/Guardians and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents/guardians should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student’s Medical Release Form on file with the school.

## CONCUSSION and SUDDEN CARDIAC ARREST

Please see the sections titled "Concussion Policies" and "Sudden Cardiac Arrest Policies" following the "Health and Safety" section.

## COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents/guardians.
- If student concerns are not resolved after speaking with the coach, parents/guardians should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

## UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete’s name. Uniforms may only be

worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

#### TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. Students should not drive themselves or other students to any school activity.

#### PARENT/GUARDIAN PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at St. Mary School.

#### OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California state law requires each athlete (and his or her parent/guardian for those 17 and younger) participating in an athletic program that takes place outside of the regular school day to sign an acknowledgement of receipt that the athlete and his or her parent/guardian have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest Factsheet before the athlete may participate in practices or competition. The Factsheets will be distributed by the school.

## **Transfer, Custody, and Student Records**

#### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability, or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

#### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s)/guardian(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a

manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Sacramento as well as parental/guardian interference in matters of school administration and abusive language toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s)/guardian(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel.

#### TRANSFER of STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent/guardian financial obligations, family involvement, etc. Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

#### CUSTODY of MINORS

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).

1. Normally, principals 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.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. 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.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

#### RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information

to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#### STUDENTS NOT LIVING with PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's/guardian's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

#### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s)/Guardian(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s)/Guardian(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s)/Guardian(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents/guardians must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents/guardians at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

### **Miscellaneous Information and Policies**

#### CLASSROOM PARTIES and BIRTHDAYS

Parents/Guardians are to contact the homeroom teacher for additional classroom policy and allergy information for birthday treats, holidays, and other special celebrations. As a general rule, keep it simple. Please do not bring balloons or treats needing refrigeration. Bring individual treats that don't require utensils and serveware.

#### FUNDRAISING GUIDELINES and RESTRICTIONS

Restrictions exist regarding who can fundraise and the process for approval, etc. Could also include students selling items out of lockers, etc.

### LOST and FOUND

Lost articles are hung on a rack (or placed below the rack) in the breezeway between the plaza and the “Loop”. All clothing should be marked with the student’s name for easier retrieval. Unclaimed articles will be given to the Uniform Exchange or thrown away at regular intervals. The lost and found should be checked regularly for missing items.

### LUNCH and SNACK PROGRAMS

Darling Catering: 916-296-9265

*Refer to the St. Mary School website for more detailed information and policies regarding the hot lunch program.*

Please plan to send a sack 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 – along with milk (see next section) – 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, or paid via Venmo. 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:** Darling Catering will provide individual snacks for students to purchase during morning recess. Those students who do not wish to purchase a snack 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.

### MILK PROGRAM

Darling Catering: 916-296-9265

Milk is provided as an option along with hot lunch by Darling Catering. Water refilling stations are available to students in the classrooms and by 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.

### SCHOOL PICTURES

Professional pictures are taken early in the school year. Students are to be in dress uniform. All students will be photographed, and pictures may be purchased. Spring pictures are taken and students wishing to purchase these may be in appropriate casual dress.

**Please sign the Handbook Agreement Form and the COVID-19 School Protocol Acknowledgment. All families need to return these signed forms to their oldest child's homeroom teacher by September 1, 2021.**



## ST. MARY PARISH SCHOOL

### 2021-2022 Parent/Guardian & Student Handbook Agreement

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in St. Mary School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please **PRINT** Family Last Name(s): \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Student Signature(s) (when age-appropriate):

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# ST. MARY PARISH SCHOOL

## COVID-19 School Protocol Acknowledgment

By signing below, I acknowledge that I have read and understand the current COVID-19 School Protocol which sets forth the procedures undertaken by the school to mitigate the spread of infection during the COVID-19 pandemic.

I acknowledge that, despite the best efforts of students, parents, and faculty, a risk of infection at school is a possibility.

I agree to follow all procedures which are family responsibilities. These include the following:

- Conduct a daily health check of all family members (temperature below 100.4°F, presence of COVID-19 symptoms, etc.) before coming to campus
- Keep student home if there is a fever or illness of any kind and report this to the school
- Report any contact a student has had with a person who has tested positive for COVID-19 or who is demonstrating COVID-19 symptoms
- Wear a mask and maintain social distancing on campus or at school/parish events
- Provide students with appropriate supplies including masks
- Pick up in a timely manner a student who becomes ill

I understand that the school administration may need to amend the Protocol as needed or required by authorities and that notification of such amendments will be made to parents and guardians in a timely manner.

I have read and understand the information contained in the COVID-19 Protocol:

Please **PRINT** Family Last Name(s): \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date