



*St. Mary School*

# **PARENT & STUDENT INFORMATION**

 **PARENT & STUDENT HANDBOOK**

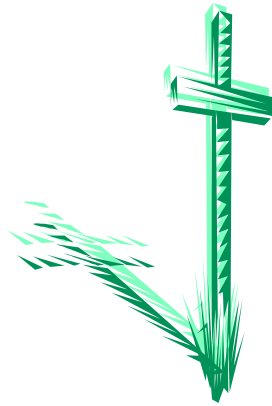
 **EXTENSION HANDBOOK**

 **PARENT & ATHLETE HANDBOOK**

*St. Mary School*

# Parent & Student Handbook

1351 58<sup>th</sup> Street  
Sacramento, CA 95819  
(916) 452-1100



**2011-2012**



# Parent & Student Handbook

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1. Classroom Teacher
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**IMPORTANT CONTACT INFORMATION**

St. Mary Church Office: 452-0296

School Office: 452-1100

Extension Program: 452-7200

Tax ID#: 94-1322196

**Code of Conduct Covering Students and Parents/Guardians  
Attending Catholic Schools**

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

### **Condition of Enrollment for Students:**

It is a condition of enrollment that students behave in a manner, both on and off campus, which is consistent with the philosophy and Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook and contract of the school.

### **Condition of Enrollment for Parents/Guardians:**

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

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

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.
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 establish personal web sites or participation in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic school.
4. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, license child care programs, athletics, field trips, etc).

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

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

## **Social Media and Networking**

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

1. Always use appropriate language and pictures and remember that how you say something is an important as what you say.
2. If a student or parent chooses to identify themselves as a student or parent at a particular Catholic School, they may not represent themselves or the school community in a manner that negatively reflects the school's Mission or philosophy Statement.
3. Students or parents who establish personal web sites, or particular in "web blogs" or social networking sites (Facebook, MySpace, etc.) shall conform themselves to standards of conduct that are consistent with the philosophy and Christian principles of the school as determined by the school in its discretion. Failure to do so will result in disciplinary action.
4. Parents and students may not publish or post school information, including, but not limited to, use of logos, team/club photos or images, or references to employees. Students may not post comments about or pictures of a fellow student without his/her permission.
5. Parents and students are legally responsible for the content they post. This means the student or parent may be held personally liable for defamation, libel, obscenity, etc.
6. Cyber-bullying, issuing threats, or passing on inappropriate content via any means that reflects negatively on the St. Mary community is prohibited.
7. Parents reserve the right to remove a photograph of their child from an internet site. Parents must give written permission for the use of their child's image on the internet.

The three major responsibilities of students and parents using any networking site are:

1. Be safe – don't publish personal information where anyone can see it.
2. Be respectful and courteous to our school and others and their opinions.
3. Be legal – observe copyright and other legal issues.

You are responsible for anything that is posted in your name.

## **E-mail**

Parent and staff e-mail lists shall be used only for school related business as approved by Staff and may not be used for personal gain in any way.

Contents of email to staff and other parents shall conform to the *Code of Conduct Covering Students and Parents/Guardians Attending Catholic School* as determined by the school in its discretion.

Dear Parents,

St. Mary Elementary School is the response to your desire, as Catholic parents, to provide a religious atmosphere, wherein your child is instructed, motivated, and guided by the principles and ideals of our Church and our Country.

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristic . . . an environment permeated with the Gospel spirit of love and freedom . . .”  
*(The Religious Dimension of Education in a Catholic School, 1988).*

This information these handbooks have been prepared as an aid to mutual understanding between the home and the school. When parents and school work together, they truly provide the best possible education for the child.

The handbooks provide information on school policies that directly affect the day-to-day operation of our school. Please keep this information in the binder that has been provided, and keep it readily available throughout the school year. We are sure it will answer many questions for you.

Sincerely in Christ,

The Administration, Faculty, and Staff

# Mission Statement

St. Mary Elementary School (TK-8), a primary ministry of St. Mary's Church, serves to educate the children of St. Mary's Parish and the surrounding communities.

Together, we believe 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 we work together to provide students with a quality Catholic education that promotes strong Gospel values, academic excellence and social responsibility, as well as an appreciation and respect for the dignity of life.

Love With Devotion

Learn With Passion

Lead With Faith



**St. Mary School Student Learning Expectations:**

# **S P I R I T**

**S** tewards of God's earth

**P** eople of prayer

**I** maginative, enthusiastic, and creative

**R** espectful, loving, and kind

**I** ntelligent, inquisitive learners

**T** raveling the path of Jesus

## **St. Mary Elementary School Philosophy**

St. Mary School is an elementary school whose members recognize Jesus as the founder of the whole educational enterprise in a Christian environment. As members of a Christian community, we view “Catholic education as an expression of the mission entrusted by Jesus to the Church.” We support the goals of the Bishops of the United States: Message, Service, and Community (TO TEACH AS JESUS DID).

We believe that parents are the primary educators of their children (“APOSTOLATE OF THE LAITY”, 11). Therefore, the teachers, staff, and community of St. Mary Elementary School complement and enhance the role of the parents by teaching as Jesus did, in making faith living and active through the educational formation of its young people (TO TEACH AS JESUS DID, 11), and by providing a curriculum that integrates Christian values with a strong academic program.

It is our aim, therefore, to present Christian values, personal responsibility, and an awareness and respect for human dignity as an integral part of life. Students are led to discover a deep spiritual purpose in life so that they seek to establish in school and later in society, the Gospel values of love, justice, and peace. We are committed to the education of the whole individual; that is the religious, moral, intellectual, physical, social, psychological, and aesthetic growth of each student.

A deep concern for the welfare of our students guides us in our common goals. We, as educators, and administrators, and parents, recognize the fact that faith is assimilated and nurtured through contact with those who live in a community atmosphere. With the spirit of the Gospel to give us perspective and vision, we strive to foster a loving and supportive environment where each individual is accepted and encouraged to grow.

### **RELIGIOUS DEVELOPMENT**

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

To achieve this, we provide a religious education that gives the students

- a well-rounded knowledge of Christian Revelation and its signs in nature, human experiences, the Gospel, Christian witness, Liturgy, and teachings of the Church, in a manner adapted to their age and development;
- opportunities to internalize Gospel values, particularly those of peace, justice, and compassion, and to relate these values to their own behavior and life;
- special sacramental preparation;
- an awareness of social justice issues;
- opportunities to become actively involved in community services;
- an appreciation of Mary, Mother of God, and her relevance in their lives;
- the means to develop a deeper personal relationship with God through prayer and liturgical experiences; and
- commitment to the poor and disadvantaged.

## **MORAL DEVELOPMENT**

Society today sends our youth many conflicting, confusing, and even destructive messages. Christ's teachings offer children guidance necessary to sort through these messages and ultimately live successful and fulfilling lives. Catholic education is committed to teaching children the morals and values of Christ and helping them adopt and apply these teachings in their own lives.

It is our aim, as Christian educators, to develop in our students an understanding of moral values and choices. We hope to instill in the students a sense of responsibility in their decision-making toward peace and justice, and an awareness of the human dignity of each person.

To achieve this, we:

- provide opportunities for students to develop self-discipline and to assume responsibility for their actions;
- guide students to recognize and choose Christian values which lead them to discover a deep spiritual purpose in life;
- encourage students to work toward peaceful solutions to conflict and social problems;
- teach respect for life, in all its forms, as being a precious gift from God; and
- develop an appreciation for honesty and truth in all their dealings with others.

## **INTELLECTUAL DEVELOPMENT**

St. Mary Elementary School seeks to provide a supportive educational environment where each student can develop a love of learning, a sense of personal responsibility, and realize his/her fullest potential.

We strive to achieve this by:

- providing a quiet and orderly classroom atmosphere conducive to listening, thinking, and sharing information;
- providing creative experiences in exploration discovery, and group learning, which foster intellectual curiosity, open-mindedness, critical thinking, and problem solving;
- accommodating individual differences through the use of various resources and teaching methods;
- developing study skills such as note taking, time management, organization of materials, and completion of assignments;
- developing basic computational and verbal skills which enable students to become productive members of society; and
- providing a curriculum that teaches the skills necessary to operate in a highly technological and ever-changing world.

## **SOCIAL AND PSYCHOLOGICAL DEVELOPMENT**

A caring, Christian environment fosters awareness of basic moral values and a sense of social responsibility so that children may develop the skills needed to respond to the challenges of daily living while retaining a deep love of God.

Hence, we strive to show our students that happiness is developed from an appreciation of one's own personal worth and from the gifts and talents of others, versus material acquisitions. We recognize our role in helping the students to develop the social skills needed to respond to the challenges of daily living so that he/she may become a valuable member of society.

To achieve this, we encourage students to:

- actively participate in Church and school activities;
- seek happiness by exploring their unique place in the universe and by living the Christian message, rather than through the fruitless pursuit of material goods;
- develop an understanding, appreciation, and concern for our city, our nation, our world, as well as other cultures and religions;
- show respect and understanding for all members of the community regardless of race, nationality, sex, age, or creed;
- value the uniqueness of each person;
- learn to work cooperatively with each other and understand the value of courtesy to others;
- constructively express his/her opinions, feelings, and reactions toward others, toward situations, and toward life;
- learn to grow in respect and courtesy in everyday life;
- educate the child for the future by giving him/her the opportunities to make responsible moral choices; and
- reach out to those who are disadvantaged.

## **PHYSICAL AND EMOTIONAL DEVELOPMENT**

It is one of the purposes of Christian education to foster positive attitudes toward physical and mental health. We believe that physical and emotional growth is essential in the transition from youth and adolescence to adulthood.

To achieve this, students are encouraged to:

- participate fully in the recreational activities of school;
- participate in a well organized physical education and sports program, where students learn to interact through a healthy spirit of competition and teamwork;
- develop sound habits of physical exercise toward recognition of their individual potential;
- seek guidance and counseling when needed;
- deal constructively with the tensions and problems inherent in their growth and development;
- be educated to the dangers of drugs, alcohol, and the harmful effects of social diseases.

## **CULTURAL AND AESTHETIC DEVELOPMENT**

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

To achieve this, we:

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

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

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

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

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

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

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

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

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

## Absentee Guidelines

Regular school attendance is an important part of our program. Vacations, pleasure trips, and special events (e.g. 'take your child to work day') **MUST** be scheduled during vacation days and not during school days. Class attendance, participation, and in-class assignments are of the utmost value in the child's total education. It is extremely difficult for teachers to comply with homework requests. Time spent writing out homework assignments means time spent away from teaching their class. The class homework is always written on the whiteboard, website and available for any student. When students are absent for any reason, they should check the website daily

- If a family does decide to take their children out of school for a vacation, homework will **not** be given out before the vacation. No make up assignments, quizzes, and/or tests will be given that were assigned during the time of the absence. Any projects/assignments that are due during the missed time must be turned in BEFORE the child leaves. These assignments will not be accepted upon the child's return to school. Spelling units (including any routine weekly assignments may be turned in after the vacation. Upon their return, students may make-up assignments. If assignments are not made up, students will receive a "0" for each assignment not completed.
- Children who are not feeling well before leaving home in the morning should not be sent to school that day.
- According to State law, thirty days of absences during a school year constitutes reasonable cause for retention. This may be interpreted also as 10 days per trimester according to state law.
- In order to meet requirements for promotion, class work missed (or its equivalent substituted by the teacher because of absenteeism) must be completed satisfactorily.
- When students know they will be absent, it is their responsibility to check the School website for assignments. Students have as many days to make up missed work as the number of days they were absent. Individual allowances can be made at the discretion of the teacher.

## Academic Grades

- Late assignments may be accepted at the teacher's discretion. However there will be a reduction in assignment credit, except in cases of absence or with acceptable explanation via a note from parent..
- All missing assignments will be entered as zeros in grade book.
- Extra credit assignments will not be given to raise grade averages or to re-qualify students for sports or student Council.
- Sports/Student Council qualification: Students participating in sports must maintain at least a "C" average in all subject areas and at least a "B" in conduct in all classes.

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

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

Gold Honor Roll students are those who receive an A in all subjects, Blue Honor Roll students are those who receive all A's and B's on their report card. Effort & Achievement Awards (formerly On-A-Roll) are given at the Teacher's discretion and are based on exemplary effort and improvement.

### **Modification of Grades**

When test scores and student performance indicate the need, teachers may place students on a modified grading program. Modified grades will be indicated as an "M" on the student's report card.

### **Admission Policy**

St. Mary Elementary School admits students of any color, race, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. This school does not discriminate on the basis of color, race, national or ethnic origin in administration of its educational policies, admission policies, scholarship program, and athletic or other school administered programs.

### **Age of Admission**

A child who is five years of age by October 1<sup>st</sup> may be eligible to apply to Kindergarten. A child who is five years of age by December 1<sup>st</sup> may be eligible to apply to the Transitional Kindergarten Program.  
**A child who is six years of age by October 1<sup>st</sup> may apply for 1<sup>st</sup> grade.**

### **School Admission Priority**

SystemWorking in alliance with our tuition tier structure is the following family priority system. A priority will be given to each family/student applying for admission to St. Mary Elementary School. Admittance will be granted to those families and students who have the highest priority.

- Catholic, active St. Mary Parishioner **or** if Sibling is enrolled at St. Mary School
  - Catholic, active at another parish
  - Catholic, not active in any parish
  - Non-Catholic
- a. It is the policy at St. Mary Elementary School that a "readiness" test may be given to all prospective enrolling students in grades TK to 8.
  - b. The acceptance or non-acceptance of students is the direct responsibility of the principal and/or the pastor.
  - c. New students are placed on **immediate probation for one year.**

## **Allergic Reactions**

(DSB 5555)

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

### **Food Allergies**

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

### **Serious Allergic Reaction Plan**

1. Review of health records of an at-risk student submitted by parents/guardians, and/or health care professionals.
2. Implementation of a plan that reasonably accommodates an at-risk student's need throughout the school campus and facilities, including the classroom, areas where lunch is served, and extension facilities.
3. Identify school personnel who are authorized and educated to make decisions when health emergencies occur.
4. The school shall ensure that there is an on-site staff member who is properly trained to administer medications during the school day regardless of time or location.
5. The school shall ensure that on-campus medications are appropriately stored, accessible and clearly marked.

### **At-Risk Student's Responsibility**

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

## **Amendments**

The principal and/or pastor reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents will be given prompt notification of changes.

## Athletics

St. Mary's Athletic Program (grades 5 – 8) is dedicated to the physical and Christian development of the students. We stress that students must put forth their best efforts to acquire the skills required.

- The athletic program offers a variety of sports activities, which are organized through the Parochial Athletic League (PAL). The students compete in football, basketball, volleyball, softball, track and intramural basketball.
- Cheerleading Squad: Boys and girls in Grades 5-8 will be allowed to participate in this extracurricular activity. Participants must adhere to the attendance requirements for this activity as well as the academic/conduct requirements.
- At all times players and cheerleaders must present themselves as good respectful Christians and citizens. **No makeup is to be worn at games or practices at all.** No tattoos (temporary or otherwise) may be worn.

### Students

- Membership on a sports team requires acceptable behavior at all times--good sportsmanship, respect for coaches, players, and officials during games and practices.
- Participation in sports is to supplement the academic program.
- Participation in the program requires attendance at all practices and games as required by athletic coaches.
- Players must have at least a “**C**” average in every class and at least a “**B**” average in conduct. The athletic director is in charge of eligibilities and will submit a grade check to every teacher who has a student on a team. Ineligible players will be announced to the individual, the coach, the principal, and the parents. The player is ineligible to play at least a week or until the grade(s) improve. Teachers will be asked to include a “warning” if a student is close to being ineligible. The athletic director will bring this to the coach’s and the parents’ attention. Hopefully, both the parent and the coach will provide some assistance in this area.
- Put forth 100% effort at practices.
- Attend practices unless excused by a written note from parents.
- Players may not bring sports equipment from home to practices or games.

### Parents

While we welcome and encourage parent support and enthusiasm, we ask you to remain as spectators and enthusiasts during games. Any opinions and suggestions from you will be welcomed and considered by the coach and/or Athletic Director later. Concerns are not to be expressed to the coach on the playing field or in the gym while s/he is supervising the students.

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

## **Bicycle Transportation**

- Helmets must be worn.
- Never ride a bicycle on the school grounds.
- Walk bicycles to and from the bike rack.
- Students riding bicycles are to use the 58<sup>th</sup> Street entrance.
- Bicycles are never to be left overnight.
- Students who bicycle to school must have written parental permission on file in the School Office.

## **Blue and Gold Newsletter / P.R.I.D.E. Envelopes**

A newsletter containing school news is sent home monthly. Forms and other sign up sheets will only be sent home once. These may be retrieved from our website, if necessary. Please keep these in a convenient place for reference. They will help to cut down unnecessary phone calls to the office. All information will be placed in a brown P.R.I.D.E. (*Pride- Respect-Involvement-Dedication-Enthusiasm*) envelope. It is expected that this envelope is signed and returned to the office the following day.

## **Cell Phones**

Cell phones are allowed on campus. It must be checked into the front office at the beginning of the day. Students found in possession of a cell phone during the school day will be given a detention and the phone will be confiscated. Students may use school phones in the case of an emergency.

## **Child Abuse** (DSB 5560)

All instructional staff and administrative staff shall immediately report any cases of suspected child abuse to Child Protective Services or the police/sheriff department.

Written notification of suspected child abuse shall be sent to Child Protective Services within 36 hours of initial report.

## **Regulations**

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

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

## Curriculum

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

### Curriculum

Religion \* Science \* Social Studies \* Art \* Music \* Reading  
Physical Education \* Mathematics \* Language Arts \* Spelling  
\* Technology \* Library \* Health \* Foreign Language

### Enrichment Programs

Children's Liturgies \* Cheerleading \* Children's Choir  
School Band \* Orchestra \* Learning Center \* Baton  
Field Trips \* Spanish \* Drama \* Guitar

### Sports Programs

Flag Football \* Basketball \* Volleyball \* Track \* Golf

### Activities

Student Government \* Spirit Rallies \* Speech Contest  
\* Community Service \* Yearbook \* EDGE Program \* Chess Club  
Speech \* Rainbows for All God's Children \* Science Projects  
Enrichment Programs \* Academic Decathlon \* Religion Decathlon

Religious assemblies, special school programs, guest speakers, resource persons and multimedia materials enhance the basic curriculum.

## Curriculum Standards

Our Diocesan Standards, for each subject area, are listed on our website at [www.saintmaryschool.com](http://www.saintmaryschool.com). A faith component is integrated throughout all the academic areas for each grade level. Teachers and staff have worked diligently to ensure our standards exceed that of the California State Standards and in many cases the National Standards in all subject areas and include a religion component throughout the standards.

## Custody of Minors

(DSB 5520)

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

## **Non-Custodial Parents**

(DSB 5520)

“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.”

### **Regulations**

1. The principal should ask one other adult (e.g. teacher, secretary, receptionist) to witness the presentation of the authorization.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with the 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 assume that both parents have custody of a student, and the student may be released to either parent.
5. The school shall rely on only the most recent certified legal document on file.
6. Letters of reference, progress reports, grades or any other privileged or confidential information shall only be given to the parent(s) identified in the court order or official certification of custody, unless the custodial parent or guardian has signed an authorization to release such information.
7. Release of a student to anyone other than parent(s) with legal custody should occur only when accompanied with the proper authorization by that parent(s).
8. The school must have on file an original or certified copy of any restraining order(s).
9. Name changes, either by court order or parent’s request, should be on file with the school.
10. If there is a certified custody order in place, school personnel will accept directions from the custodial parent. Unless there is a custody order in place stating otherwise, both parents will have legal custody of the children. In such a case, taking instructions from the parent with whom the children are living is the best approach.
11. Non-custodial parents should not be allowed to take part in school trips without authorization from the custodial parent.

# Discipline

## Educational Atmosphere

Each student shall preserve a quiet, studious atmosphere at school. Each student has a right to this atmosphere and a responsibility to preserve it.

## Code of Conduct

Students are always to conduct themselves as St. Mary students and to exhibit the behaviors expected of such students. Since self-discipline is essential in every walk of life and is necessary for moral development, we expect St. Mary students to be responsible for their own conduct. It is expected that the students of St. Mary will endeavor to be honest, courteous, cooperative and responsible in all areas of school life.

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

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

Discipline in our Catholic School is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To provide a classroom situation conducive to learning.
- To promote character training.

With this in mind, we ask for the students' cooperation in observing the following rules:

- Children will show respect for authority and their peers.
- Respect school property.
- Always be in correct school uniform.
- Walk at all times in the classrooms, hallways and breezeways.
- Play in their designated areas of the play yard. **Never** in the bathrooms.
- **Walk** their bicycles while on the school grounds.
- Stay out of the office area during recess times unless it is an emergency.
- Climbing fences, trees, and poles or onto the roof is not allowed.
- Students are not to go into the Phoebe Hearst play yard or out on the street unsupervised.
- **Food or drinks are not allowed on school grounds before or after school**
- Food is not to be taken out from the cafeteria unless permission has been given.
- Do not bring chewing gum or candy to school at any time. Candy is only allowed with permission at the Harvest Festival and St. Valentine's Day.
- Use the trash cans for litter.
- Cover **ALL** textbooks and return them in good condition.
- Play approved games only. If in doubt check with the staff or yard supervisors.
- Have a school bag in which to carry books to and from school.
- Leave any items not required for learning at home. Such items will be confiscated if brought to school. Radios, tape recorders, CD players and electronic games, and toys are to be left at home unless specific permission has been obtained.

- Students are not to leave the school grounds without permission during school hours.
- No student may enter the classroom without the permission of the classroom teacher/substitute/aide or the principal.
- Never play or throw balls in any school building other than the gym.
- Children should not crowd into the bathrooms during recesses or after school.
- No hitting, pushing, kicking, pinching, or other disruptive behavior.
- Children will line up quietly outside the classroom after the bell rings.
- Touching or confiscating property belonging to others without permission is not permissible.
- Students are to use acceptable and appropriate language.
- Use of liquid “White Out” in classroom is not allowed.
- Use of “Sharpie” (permanent marker) pens is not allowed.

### **Other Actions Detrimental to our School Philosophy**

- Open, persistent defiance of the authority of the teacher, or any adult who may be in charge.
- An insolent attitude portrayed not only in speech, but also in deportment and bearing.
- A sneering or cynical expression that demonstrates a lack of respect.
- Eliciting the attention of another student in the class by constantly turning around or making signs across the classroom, or calling another student by name.
- Writing or reading notes during class time.
- Instigating a rebellious attitude in the classroom or playground among other students.
- Disrupting a class spirit by isolating themselves during recess as an “elite” group into which others feel unwelcome and around which an atmosphere of idle gossip pervades. This spirit is carried from the playground area to the classroom. Such an atmosphere is detrimental to our Christian philosophy.
- Other behavior that is unbecoming of a Christian student.

### **Cafeteria Conduct**

- Stand quietly in the lunch line without pushing or climbing.
- Say “please” and “thank you” at appropriate times.
- Walk in the cafeteria at all times.
- Shouting or rough behavior is not allowed.
- No throwing of food, wrappers, etc.
- Stay at table unless given permission to do otherwise by person on duty.
- Use of bathrooms during cafeteria time in case of emergency only.
- Each child is responsible for cleaning their own area at their table.
- Remain at table until the person on duty checks the table for cleanliness and dismisses the entire table. (You may remain at table if still eating.)
- Sit properly on chairs and place playground equipment beneath chairs.
- Calmly follow directions during an emergency evacuation of the hall.

## **Bathroom Conduct**

- TK – 4<sup>th</sup> Grade must have bathroom buddies during class time.
- Playing in the bathrooms is never appropriate.
- Students are not to stand on the toilets or hang on the stalls.
- Students are not to sit on the basins.
- Toilet paper is to be used appropriately.

## **Types of Discipline**

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

### **Demerit**

A demerit is a notice given to the student for disciplinary infractions. After every four demerits during a trimester, students are given a detention.

### **Detention**

Detention is the disciplinary action administered by the principal, assistant principals, teachers or staff members for violation of school rules. Students will not be detained for more than one half hour before school. Parents will be sent a detention form the day previous to the detention. The notification will be signed and returned to the teacher. Detention takes place before school only. If a student accumulates five detentions during a school year, an alternate discipline plan will be developed, which may include suspension. Students are only required to come to detention if they are given a form to be signed by the parent. In severe cases, a student may receive an automatic detention. This will impact a student's conduct grade.

### **Suspension**

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

### **Expulsion**

We consider the following actions to be gravely detrimental to our Christian Philosophy. Students who engage in these acts may be asked to leave St. Mary Elementary School.

- Assault or battery or any threat (physical and/or verbal) or force of violence directed toward any school personnel, families or students in school or elsewhere.
- Continued disruption of the class thereby depriving the interested students of an atmosphere wherein learning can take place.

- Behavior which may cause injury to self or other students e.g. shooting objects (rubber bands, pins), constant tripping or pushing of other students, jumping off playground equipment.
- Use, sale, distribution, or possession of tobacco, alcohol, drugs or any legally controlled substance.
- Stealing, serious theft or dishonesty.
- Willful cutting, defacing or injuring in any way the property belonging to the school, parish, or others.
- Habitual profanity or vulgarity in language or behavior that is seriously immoral, profane, vulgar or obscene. This may be shown by gestures, suggestive language, unbecoming jokes, double meaning words, writing suggestive notes, possessing or distributing obscene or pornographic magazines, books or cards. We expect students in their looks, appearance, and attitude, to conduct themselves in a becoming fashion.
- Sale of any material on school grounds without proper authorization.
- Unauthorized absences or continued tardiness.
- Assault with, or possession of, a lethal instrument or weapon including guns, knives, pocketknives or any other object that the pastor and/or principal deems to be lethal in nature. Students will immediately be expelled. St. Mary School has a zero-tolerance for weapons of any type. Possession of a weapon of any kind will not be tolerated.
- Conduct at school or elsewhere that would reflect adversely on the Catholic School or Church.

When expulsion is necessary, the following procedures must be taken:

- Ordinarily, the parent or guardian is warned in writing about the offending behavior and school sanctions, not less than twice, except in serious situations.
- A conference is held with the parents, students, teacher(s) and principal to inform the parents that the final action is being considered unless there is immediate change of behavior. At St. Mary Elementary School, the pastor will be notified of the facts and the impending conference and given the opportunity to attend and receive a report.
- If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal and teacher(s) will make whatever decision is necessary. A disagreement will be referred to the Catholic School Department complete with record. In no case will a teacher on his or her own authority, expel or suspend a student.

**In consultation with the pastor, the principal may immediately expel a student for just cause.**

## Consequences and Determination of Conduct Grade

For 1<sup>st</sup> - 8<sup>th</sup> Grade, the conduct grade will be based on the number of infractions and/or demerits and detentions received each trimester. The number of infractions, demerit and detentions in any one trimester, using the following scale, determines the grade:

0 - 1	=	A	8 - 9	=	C
2	=	A-	10	=	C-
3	=	B+	11	=	D+
4 - 5	=	B	12 - 13	=	D
6	=	B-	14	=	D-
7	=	C+	15+	=	F

Students begin each trimester with an "A" in conduct.

## Dismissal

- Children must be picked up promptly after school unless they are to remain for athletics or other supervised activities. Regular dismissal time is 3:05 p.m. for grades 1-8. Transitional Kindergarten and Kindergarten hours are 8:00 a.m. – 11:00 a.m. and 12:05 p.m. – 3:05 p.m. Children in grades K-8 will be supervised until 3:20 p.m. Parents whose children are picked up after 3:20 p.m. will be charged a fee for their continued supervision (\$10.00 minimum) and may be picked up in Extension. Failure to comply with this important safety policy will result in a conference with the principal.  
If children are in an athletic program and must remain for practice or a game, they must have adult supervision (enrollment in extension program). However, siblings of those students cannot and will not be supervised unless they are enrolled in extension.
- Students not enrolled in extension must **not** arrive until 7:40 a.m. Students arriving before that time will be sent to Extension (\$10.00 minimum.)
- Students enrolled in zero period must not arrive before 7:10 a.m.
- The same time extensions apply on a minimum day schedule--supervision for 20 minutes after dismissal time. As always, in cases of emergency, please contact the school office.
- Shortened Days – 11:15 for Kindergarten and 12:15 p.m. for Grades 1 – 8<sup>th</sup>. Faculty meetings are normally held on the first & third Friday of each month. Students will be supervised until 12:35 p.m. Students who are on campus after that will be taken to Extension. For other minimum days, please check the school calendar and newsletters.
- The school office is open from 7:30 a.m. to 3:45 p.m. Monday through Friday on regular school days. Summer hours will be announced in June.
- Children are to remain in uniform when leaving school.
- Students may not walk off campus at the end of the day unsupervised without written permission from parent.

- If you would like someone other than your spouse or self to pick up your child they must be listed on the Emergency Form.

**Release of Minors:** It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements.

## **Extension Program**

Before and after school care is available on school days only from **6:45 a.m. to 6:00 p.m.** for a fee. (Extension will close at 12:15 p.m. the day before Thanksgiving, the last day before Christmas vacation, the last day before Easter break, and the last day of school.) Parents who wish to enroll their children in the extension program must notify the Extension Director. As an extension of the school day, attendance in the classroom is required in order to attend Extension on any given day. If parents are no longer in need of extension services, a letter to the director is required before FACTS Tuition Management Company will be notified.

## **Forgotten Items**

Please bring forgotten lunches **marked with your child's name** to the office at his/her LUNCH TIME. Please bring books, clothing, homework, etc, to the office. **Do not** deliver items to the classroom.

## **Furniture and Equipment**

If furniture or equipment (this includes school desks) is destroyed through carelessness, the student is fined according to the damage done. Damaged books or loss of loaned textbooks or library books will be made good by the student. This includes any graffiti on furniture, walls, bathroom partitions, playground equipment, etc.

## **Graduation**

The date for the graduation ceremony/awards assemblies is on the calendar. Graduation fees will be announced at Registration and Back to School Night.

## **Harassment**

(DSB 5690)

The Diocese of Sacramento 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 that is free from harassment. Harassment of or by any student is prohibited.

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

## Regulations

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 their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be determined if the incident was a mistake, or something more serious.

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

- A. Verbal Harassment: Derogatory, demeaning, or inflammatory words whether oral or written;
  - B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;
  - C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
  - D. Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.
2. It is the responsibility of St. Mary School to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent.
  3. The following procedures are to be followed for filing and investigating a harassment claim:
    - A. Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
    - B. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
    - C. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
    - D. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
    - E. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to

the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.

F. Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.

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

### **Offensive Conduct by Parents, Grandparents, Guardians, etc. (DSB 5700)**

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

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

### **Student Threats (DSB 5910)**

Every school will treat student threats to inflict harm to self, to others, or to destroy property, very seriously.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate.
- If the threat is judged credible and serious, appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.

Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

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

## **Health**

All students are required to have the following immunizations up-to-date, polio, D.P.T., Hepatitis-B, and both types of measles. All incoming kindergarten and 7<sup>th</sup> grade students will be required to provide evidence that they have been immunized for chicken pox, or have already had the disease. The school should be notified of special emotional or physical health problems, including allergies.

### **Entrance Regulations**

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

## Required Immunizations

Children entering Kindergarten are required to have the three-shot series of Hepatitis B. The seventh grade Hepatitis B requirement went into effect in July of 1999. Children who have not started their Hepatitis B shots before the first day of 7<sup>th</sup> grade will be excluded from school. Students entering Kindergarten must have verification that they have received the vaccination for chicken pox (or have had the disease and verified by their doctor) prior to beginning school.

## Screening Tests

In the interest of our students' health, the school provides certain health services. In the course of the year, each student will participate in the following health examinations.

- Hearing in Grades K,2,4,6,8 (and all new students)
- Vision in Grades 1,3,5,7, (and all new students)

## Drugs and Medicine

All medication, including over the counter drugs (except for inhalers and epipens), must be brought to the school office. Children will come to the office at the designated time. At no time, can any medication be in the child's possession, except in the case of an inhaler. Once the parent has signed and turned in the appropriate permission form(s), the student may keep possession of his/her inhaler. 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, and
- medicine must be in original container with the child's name on it, this includes cough drops.

## 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.

**Fifth 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 treated with an appropriate therapy (usually Nix) and is nit-free.

**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 appropriate treatment has been prescribed by a physician. 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 Elimate) has been used.

**Strep Throat:** Students may return 24 hours after starting oral antibiotics.

## **Health Forms**

All health forms must be returned to the school office at the designated time as stated on the form. This assists the office staff in keeping the students' health files up-to-date.

## **Student Insurance**

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

## **Emergency Forms**

These forms must be kept up-to-date. Any change in address, phone number or email must be made known to the office. This is important to your child in the event of an accident or illness. It is understood the names listed as emergency contacts will be allowed to pick your child(ren) up from School and the Extension Program.

## **Illness**

In case of illness or accidents at school, parents or emergency designee will be contacted.

**IMPORTANT:** Please notify the school if there is any change to your emergency form information. At times we have had children that have been sick or injured and have been unable to reach their parents or another emergency contact because telephone numbers had not been updated.

## Homework

Home study is given to supplement and consolidate class work. Much good can be accomplished if parents foster systematic study habits in an environment free from distractions, radio and television. Homework assignments are not always written and we ask that research, reading and memorization be done with as much attention as written assignments. Parents are asked to look through the finished work and when asked to sign, do so only when you have thoroughly checked the work. Home assignments should be neatly done and handed in **on time**.

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

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

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

*reasonable:	Grades 7-8 -	90 minutes
	Grades 5-6 -	75 minutes
	Grades 3-4 -	45 minutes
	Grades 1-2 -	30 minutes
	Kindergarten -	20 minutes

## Library

St. Mary School students are privileged to have an excellent library and we are fortunate to have a librarian who schedules a library period for grades K-8 each week. All students are encouraged to seek the help of the librarian when needed.

## Lost and Found

Lost articles are placed in the lost and found. **All clothing must be identified with nametags.** Unclaimed articles will be given to the Uniform Exchange or to Goodwill bi-monthly.

## Lunch Program

An optional hot lunch is provided each school day, Monday through Friday. A monthly menu is available. Lunches are purchased monthly and orders must be **returned on or before the due date.**

Milk/juice may be purchased for the school year for a fee per student.

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

Please plan to send a bagged lunch to school each morning if your child is not eating the optional hot lunch. Please do not drop off "fast food" lunches to your child during the school day.

Students are not allowed to drink soda or caffeinated energy drinks while at school

## Office Hours

The school office is open 7:30 a.m. to 3:45 p.m. Monday through Friday, on regular school days. Office hours for the summer months will be announced in June.

## Parent Club

The purpose of the Parent Club is to bring about a closer relationship between the school, the home and the parish, and to give each of us the spiritual and material support without which we could not function efficiently and effectively. All Parent Club Board meetings are open to all parents. In addition, Parent-to-Parent Meetings are held during the year. Your attendance at these meetings keeps you informed of all school projects and it shows your child that you are vitally interested in his/her school. Check your monthly calendar for meeting dates.

All parents or guardians of students, and the staff of St. Mary School are automatically members. Parents or guardians are eligible to hold office.

The Parent Club sponsors fundraisers throughout the year, and each family commits to raising at least \$500 through these fundraising opportunities. Parent Club event chairs track parent fundraising credit and hours throughout the year, and all parents receive trimester updates on their status. For the purposes of tracking, the Parent Club Fundraising year is May 1 through April 30. **After April 30, any balance of the \$500 not raised, is paid at registration as Tuition Due.**

Fundraising opportunities and percentages include:

- SCRIP (percentage varies by the type of gift card purchased)
- Gift Wrap Sale (50% credit)
- Candy Sales (Between 40% and 50% Credit)
- Free-Throw-A-Thon (100% credit)
- Entertainment Books (Up to 50% Credit)
- Auction Donations and Purchases (50% Credit)
- Wine Tasting and Golf Tournament Tickets/Entry (50% Credit)
- Art Show Tickets (100% Credit)
- Event Sponsorships (Varies by event)

In kind donations do not count towards your \$500. Fundraising commitment.

## Parent Participation Program

Families must complete 25 school service hours each year. Hours may be accumulated between May 1, 2011 and April 30, 2012. Failure to fulfill the 25-hour service hours will result in a \$400 supplemental registration fee for 2011-2012 school year. Each family is required to complete a MINIMUM of five (5) hours of their 25 family service hours at one or more of our largest fundraisers (auction, golf tournament/food and wine tasting, the Fine Art Show). **Parents are responsible for collecting their slips and turning them in once they have reached 25 hours.**

Please be sure that the 25 hours are completed before turning in your slips. The tracking of hours is the responsibility of the parent(s).

## Parent Support Cards

Parent Support Cards will go home on the same day as the first and second trimester report cards. These reports will give parents an update on how much money has been credited toward fundraising. **Any discrepancies should be taken care of immediately upon receiving the report.**

## Parent/Teacher Conferences

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

Parents are urged to communicate regularly with their child's teacher. Open communication is important to ensure good educational results. Conferences are scheduled for parents in fall and spring trimesters. Parents may arrange a conference at additional times by contacting the Teacher directly. Parents are not to confer with their child's teacher prior to or between 8:00 a.m. and 3:05 p.m. unless an appointment has been made.

## Parties

### Outside of School Time (DSP 5134)

The responsibility for mixed parties outside of school hours belongs to the parents. An awareness of the positive and negative aspects that may rise from such parties at the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade levels should help parents to discourage such parties. Experience has confirmed the wisdom of the suggestion.

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

### Birthday Parties

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

If balloon bouquets and/or flowers are sent to a student during class time, the gifts are held in the office until school is out. Such gifts provide an added distraction in the classroom.

## School Parties

Halloween, Advent and Valentine's Day are celebrated with a supervised classroom treat. Room parents may call parents during the school year to assist with treats. Christmas may be celebrated with a party. **However, there will be no exchanging of gifts among students.** There are no sponsored dance parties organized for students on the school premises during the school year.

## Active Parishioner Commitment

### Mass Attendance

It is the responsibility of the parents to ensure their own as well as their children's participation at Mass on weekends and Holy Days of Obligation. This is an expectation for families on the St. Mary Active Parishioner tuition tier.

### Parish Registration and Contribution

All families requesting the St. Mary Active Parishioner Tuition Rate must:

- Present documentation showing that they are registered in St. Mary Parish by having a parishioner registration form on file in the office.
- Use the weekly contribution envelopes, and are active, worshipping members of the parish.
- Provide at least 15 hours of Community Development/Service Hours to the parish.
- Excepting for event and parish festival booth chairs, parish hours cannot be fulfilled in a single event – a maximum of 10 hours can be earned at a single event.

### Suggested Ministries for Community Development/Service Hours for St. Mary Parish:

■ Pastoral Council Member    ■ Parish Committees    ■ Children's Liturgy of the Word    ■ Ushers  
■ Music Ministry    ■ Lectors    ■ Eucharistic Ministers    ■ Altar Society    ■ RCIA    ■ Bereavement  
■ Family Religious Education    ■ Maryhouse Servants    ■ Francis House    ■ Respect Life  
■ The Edge    ■ Crab Feed Dinners    ■ Catholics Returning Home Sacramental Preparation  
■ Environmental Ministry of Mothers Sharing    ■ Chavara Association of Anna Ministry of Prayer  
■ St. Mary's Social Club    ■ Annual Parish Festival    ■ Association of the Carmelites of Mary Immaculate  
■ Healthy Ministry – Helping Hands    ■ Chavara International Center for Indian & Interreligious Studies

### Support of Parish Fundraisers

Because the parish provides the school with financial assistance, all families are required to sell or purchase raffle tickets for the Parish Festival.

## Physical Education

Two periods per week are provided for Grades K-8. Students who need to be exempt are to present a written statement to the teacher from a physician or parent stating that such activity would be injurious to the individual's health. In this case, the student will be required to attend as a spectator.

## Report Cards

Report cards are given approximately every twelve weeks. Within the first trimester there is a Parent/Teacher Conference for each student. It is mandatory that all parents attend this conference. Parents may request additional conferences from any of their child's teachers. This conference is to inform the parents early in the year of the students' strengths and areas of concern. Progress reports are sent home at least once per trimester if students are doing unsatisfactory work. These notices may also be sent home for poor conduct or attitude. Report cards may be withheld until payment of all fines, fees, and charges are received. The cost to replace a lost report card will be \$5.00.

## Safety

### Fire and Earthquake Drills

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

### Field Trips

A maximum of **three** field trips per class (or more with the permission of the principal) are allowed each school year. All field trips must have an educational objective. Attendance on a school-sponsored field trip is a privilege, not a right. Consistently appropriate conduct during school hours must occur in order for students to be eligible to attend field trips. The **written** consent of a parent or guardian must be obtained for every child participating in a field trip. **Younger siblings are not allowed on field trips so that the attention of the chaperones is on the class – not the younger children.** A phone call giving permission will not be acceptable at any time. **All parents** must have fingerprint clearance, Shield the Vulnerable on-line course completed prior to attending any school function including field trips.

**Those parents who drive on a field trip, including those who only drive their own child, must be covered** with car insurance liability (\$300,000 cumulative, \$100,000 individual, \$50,000 property damage, \$5,000 per person medical, and \$100,000 uninsured motorists). Current driver verification forms, submitted annually by students participation in a field trip and must be in attendance the entire school day, copies of the driver's license, insurance verification (to include the "Declaration" page of the policy), and fingerprint clearance are to be on file in the office before a parent/guardian can drive on a field trip. Students participating in a field trip **MUST** be in attendance the entire school day.

The number of persons in the car must not exceed the number for which the car was constructed. Each child must wear a seat belt. Car seats must be provided as required by law. **DRIVERS MAY NOT STOP TO BUY TREATS/GIFTS FOR CHILDREN ON THE WAY TO OR FROM THE FIELD TRIP. THIS CREATES DIFFICULTY FOR OTHER STUDENTS UPON RETURNING TO SCHOOL. Any video/DVD played in the vehicle during the trip must be cleared with the teacher prior to the day of the field trip. Music should be appropriate.**

## Inspections

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

## School Advisory Commission

This Commission, as the direction setting body of our school, is always looking to provide a climate where faith can grow. The Commission is always supportive of the policies of the Bishop and Diocesan School Board. No decision of this Commission shall become binding without the approval of the Pastor and Principal.

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

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

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

## SCRIP

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

The school is not liable for lost SCRIP envelopes that are sent, (to or from the school), with your child whether it contains SCRIP or your checks/cash. If your request states that your SCRIP order is to be sent home with your child, please know that you are accepting responsibility for your child bringing that envelope safely home to you. The school cannot be responsible for lost SCRIP once it has been delivered to your child. If you do not feel comfortable with your child getting this home to you, you might want to consider picking up your order in the office.

## Spiritual Formation

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

## **Baptism**

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

## **First Eucharist (Communion)**

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

## **First Reconciliation (Penance)**

This Sacrament is also a part of the second grade program. Parents are required to share in this preparation and attend several meeting(s) as announced.

## **Confirmation**

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

## **Altar Servers**

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

## **Family Mass**

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

## **Mass Attendance**

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

## **Prayer Opportunities**

Classroom prayers are said throughout each day. School wide prayer services are held often throughout the school year. Please check the calendar for specific dates. Parents are always invited to attend special prayer services.

## **Monthly Liturgy**

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

## Weekly Mass

Students must be at school by 7:45 a.m. when their class attends Mass. Please refer to their webpage for class Mass schedule.

## Chapel

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

## Community Service Hours

All students are expected to complete Community Service Hours throughout the year. Students may begin their service hours in the summer prior to the beginning of the school year. All areas of service are acceptable, however students are not to be paid for their contributions if they are counting the hours toward their service responsibility. Teachers will be providing additional information regarding our community service program. All community service plans and reports are given to the principal.

### Community Service Hours of Responsibility are:

Grade 8	20 hours	Grade 3	6 hours
Grade 7	15 hours	Grade 2	4 hours
Grade 6	12 hours	Grade 1	3 hours
Grade 5	10 hours	Kindergarten	2 hours
Grade 4	8 hours	TK	1 hour

## Student Council

### Purpose

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

Student Council officers are elected from grades 6-8. Class representatives are selected from each grade 3-8. Meetings are held semimonthly with the Student Council Moderator(s). Officers must maintain an academic grade average of at least "C" in every subject area and a conduct/effort grade of at least "B" and must perform their assigned duties in a satisfactory manner in order to remain in office.

## Supervision

Supervision begins promptly at 7:40 a.m. and ends at 3:20 p.m. You must arrange to drop off and pick up within these times. Children not picked up will be sent to the extension office and a \$10.00 minimum fee will be billed to your account for each offense.

## Suspension

Suspension is a disciplinary punishment to be invoked at the discretion of the principal or assistant principals for violations of less serious infractions of rules as listed in the school handbook. A student shall be suspended for no more than five consecutive school days. Basis for suspension can become grounds for

expulsion. Parents are informed of suspension by the principal or her designee and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Students suspended from St. Mary Elementary School will be placed on probation for the school trimester. Both off-campus and in-house suspensions result in a trimester conduct grade of no better than a "C". Athletes and Student Council members will immediately be removed from the team or council. If further disciplinary action is necessary during this time, the student is subject to further disciplinary action in the form of expulsion. Suspension from school involves removal from participation in all school activities, including the Extension program. Credit will not be given for assignments/tests that were turned in during the suspension.

For the safety, any student who climbs on the wall or railing leading to the basement of the gym will immediately be suspended. A third offense will lead to automatic expulsion. Any inappropriate physical contact between students will warrant immediate suspension. It will be at the discretion of the principal or assistant principal the suspension may be "at home" or "in-house" (at school).

## Tardiness and Absence

- **State Law** requires a written excuse whenever a child is absent or tardy. Make sure your child brings a dated excuse to the teacher when he/she returns to school. A child is marked tardy when he/she arrives after the second bell (8:05). In the event of being tardy six times in a trimester, a notice will be sent to the parents. Students with five or more tardies in one trimester will serve a morning detention. Continued tardiness is a disruption to the classroom and to the education of all children. Tardiness or absence due to dental and medical appointment, when absolutely unavoidable, is permitted. **A note must be sent whenever possible to the teacher the day preceding the appointment.** Phone calls are not a substitute for the note. When the student returns from the appointment, the **parent** must sign the student into class at the office.

**In the best interest of your child's health, safety, and well-being, parents are asked to please call the office before 8:30 a.m. if their child will not be in school that day. The Extension Program office also needs to be notified of the absence of any enrolled student.**

- As a safety measure, any child leaving school **must wait in the classroom** until notified to come to the office on arrival of parent or guardian, who will then sign the early dismissal book. If the student returns to school again that day, he/she must report to the office first. In cases of emergency, the school receptionist will contact the teacher.
- Students are forbidden by **school policy** to leave the school grounds once they have arrived at school. Students, who leave the school grounds after school to pick up snacks, or for any other reason, are not allowed to return to the school (Extension program, sports program etc.) that same day. Parents/guardians will be notified immediately and students may be suspended from school. **School personnel may not give this permission.**

## Technology

In a concerted effort to ensure that our students will be ready for the technological demands of this century, computers with Internet access are available to them in every classroom. All students K-8 and parents must sign an "Acceptable Use" agreement at the beginning of the each school year. Students must agree that they will follow the directives given by the teacher while using the Internet. Failure to adhere to the "Acceptable Use" policy will result in the student being unable to continue using computers at school.

## Telephone

The telephone may be used for **EMERGENCY** calls only.

## Testing

All incoming students may be required to take a placement test prior to being accepted to the school. This test is administered in March/April. Other standardized tests administered during the year are: ITBS - grades 2-8, fall. The Diocesan Religion test will be given twice a year. The Diocesan Math test will be given in the Spring.

## Textbooks

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

## Transfer Students

- Transfer students will be admitted for a **probationary period** of one school year.
- During this period the students should demonstrate successful experience both in schoolwork and behavior. The principal will contact parents of students who are experiencing difficulty.
- If the student's performance is questionable, this probationary period may be extended as found necessary.
- Parents/guardians should notify the classroom teacher and the principal, in writing, if a student is transferring to another school during the school year.
- Students who leave St. Mary School for reasons not discussed and agreed upon with principal and classroom teacher will not be re-admitted at a later date.

If a student is transferring to another school during the course of the year, please make this known to the principal and teacher so that the necessary documents may be ready for transfer upon request from new school, and all school textbooks returned.

## Procedure for Recommended Transfer

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

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

## Transportation

### Car Transportation

For the safety of all students and adults, drivers are asked to follow school regulations.

- "N" Street must **never** be used as a pickup or drop-off point for students.
- Students are to be dropped off in the schoolyard, using the "M" Street entrance. **At no time may cars park in the school yard between the hours of 7:20 a.m. and 3:15 p.m..**
- Cars are not to block the rectory driveway.
- Students are picked up in the schoolyard. Students are NOT to wait for parents on the corner of 58<sup>th</sup> and M Street or outside the hall on M Street, as there is no adult supervision. This is only for the protection of your child.
- Parents must not motion or call to their children to cross the yard unassisted during pickup times.
- Students who are going to the gym for after school sports or practice must follow the school safety regulations.

Students must wait in their assigned areas. Detention notices may be issued to those students who fail to carry out these rules.

## Tuition and Fees

### Registration Fee

Includes textbooks, workbooks, technology, class fees, and instructional materials. This fee is due and payable upon registration and is nonrefundable. Your child(ren) will not be considered registered until the contract is completed, signed and the registration fee is paid in full.

### After School Sports

A nonrefundable fee per student is charged for each sport to assist in purchasing sports equipment and to pay league dues.

### Special Fees

Special fees are asked of graduating students to cover the cost of their robe, graduation/confirmation pictures, retreat, and certificates, etc. A fee is required for retreat and confirmation. Eighth grade fees may be paid in installments.

### Extension Program

There is a separate registration and monthly fee for each student enrolled in the Extension Program. To be eligible for enrollment in the Extension Program, regular school tuition (TK through 8) **MUST** be current.

Children enrolled in the Extension Program must check in with their program leaders **BEFORE** attending any other after-school activities (tutoring, sports, etc.)

## Tuition Structure

Tuition is based on a 10, 11, or 12-month schedule beginning in July (unless other arrangements have been made with the principal). Parents may choose to pay in full at the time of registration and receive a 4% discount. There are 3 tuition categories:

	<b>Catholic Active St. Mary Parishioner</b>	<b>Catholic Active in Another Parish</b>	<b>Non-Active/ Non-Catholic</b>
1 child	\$ 4596.00	\$ 5,745.00	\$ 6434.00
2 children	\$ 8502.00	\$10,627.00	\$11,903.00
3 children	\$11,489.00	\$14,361.00	\$16,085.00
4 children	\$13,787.00	\$17,234.00	\$19,302.00

### Extension Fees:

	<b>Catholic Active St. Mary Parishioner</b>	<b>Catholic Active in Another</b>	<b>Non-Active/ Non-Catholic</b>
Full time	\$ 2,317.00	\$ 2,595.00	\$ 2,896.00
Half Time 8 hrs/wk	\$ 1,545.00	\$ 1,730.00	\$ 1,931.00
Less than 5 hrs/wk	\$ 772.00	\$ 865.00	\$ 965.00

Payments are to be made in accordance with your FACTS Automatic Tuition Payment Agreement.

## Tuition Criteria

Tuition at St. Mary Elementary School is charged to help cover the day-to-day expenses. Parents are required to sign a contract.

St. Mary Elementary School receives tuition through **FACTS TUITION MANAGEMENT**. Tuition is automatically deducted from a bank account of your choice either on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. Extension payments are also received in this manner. Continued late payments may lead to families being asked to leave the school.

Report cards will not be given to those students whose tuition payments are not current. For graduating eighth graders, tuition and/or fees must be paid by graduation; otherwise report cards, and/or diplomas will be withheld.

## Tuition Status

### Plan for Active Parishioners in Other Catholic Parishes

Families active in another Catholic parish must provide annual written proof of active membership and support in their parish, within 30 days of registration, to qualify for the second tier of St. Mary Elementary School tuition plan.

## Non-Active Catholic/Non-Parishioner

All non-active, and non-parishioner families will be expected to pay according to Tier 3 of St. Mary Elementary School Tuition plan that is the actual cost of educating a child at St. Mary Elementary School.

## Uniform and Grooming

Uniform dress is required except on “Dress Uniform” or “Casual Dress” days. A written excuse from a parent must be presented to the teacher if a child is out of uniform for the day.

The uniform for Grades TK – 6 is as follows:

- All uniform clothing worn by St. Mary Students except for the non-logo polo shirts MUST be purchased at True Grits Uniform Co. Solid, non dress uniform shirts should be white or navy and can be purchased at any store.
- White or royal blue polo shirt (at least one royal blue logo shirt must be purchased) – tailored shirt
- Khaki colored twill pants or shorts must be worn at the waist (no sagging)
- Navy sweatshirts, sweaters, cardigans or vests with school emblem are allowed -- available at True Grits Uniform Co.
- We are adding a logo sweater from True Grits Co. (optional)
- Girls may wear the optional Mayfair plaid skirt or skort (culotte) -- skirts must be appropriate length and not rolled at the waist
- White crew socks or knee socks (no logos are allowed) are to be worn (no ankle socks)
- Girls may wear the optional navy, black or white tights in cold weather (no leggings)
- Clean white or black laced athletic shoes are to be worn to school each day. Velcro is acceptable. Shoes may have a colored stripe. Shoes must be tied at all times. Shoes may not have lights or wheels. Lace color must be solid and match the shoe color. Shoes worn on casual dress days must also conform to this policy.
- Long sleeved white polo shirts may be worn in cold weather
- A watch and/or one pair of matched small post earrings are allowed. No other jewelry may be worn, including colored rubber wristbands that typically represent various organizations or causes.
- No layering of clothing.  
Sweatshirts or sweaters are not to be worn around the waist nor are the sleeves to be worn over the hands.
- Jackets can be worn on cold days. Jackets, scarves, hats may not be worn in the classroom.
- Non-uniform sweatshirts, including sweatshirt jackets, are not to be worn at anytime during the school day.
- Undershirts must be white, tucked in and have no logo.
- Uniform shorts may be worn between April 1st and October 31st. It is strongly recommended that shorts be worn under skirts.
- All uniforms are to be kept labeled, clean, pressed and mended.
- To ensure the safety of the students necklaces may not be worn – this includes religious pendants.
- Nail polish, long artificial fingernails, makeup, excessive cologne or body spray is not allowed at any time.
- Hats are not to be worn on campus.
- Hair color is to be the student’s natural color only.
- Hairpieces, including extensions, may never be worn.

- Headbands, hairclips and hair bands may be worn in order to keep hair out of a student's face. All hair accessories must match the uniform plaid or be solid white, black or navy blue. All other colors and fashion accessories for the hair are not permitted.

For Grades 7 and 8, the uniform is as follows:

- Navy polo tailored shirt and at least one navy logo shirt.
- The remainder of the uniform is the same as the TK-6 as noted.

### **Grooming**

Hair should be cut in a neat and acceptable manner. Fad haircuts or hairstyles are not allowed. Boys are to maintain haircuts that do not cover their ears or get in their eyes. Boys may not wear their hair in braids/ponytails in order to keep it out of their eyes and off their ears. Girls may provide barrettes or uniform bands that keep their hair out of their eyes. Hair extensions and coloring (or tinting) are not permitted. The principal decides what is acceptable in this regard. Students who disobey this rule will have 48 hours to rectify the problem.

It is the parent's responsibility to keep their child's haircut appropriately. Please do not wait for the principal and/or teacher to tell the child to get a hair cut.

When students disregard the dress code, parents will be called to bring a uniform to the school or asked to come and pick up their child.

### **Physical Education Uniform**

Both boys and girls wear school shorts and white or royal blue (or navy blue-grades 7-8) shirts. Long uniform pants may be worn in cold weather. Students must always wear uniform shoes to PE class, including on casual dress days.

### **Casual Dress**

Casual dress is permitted on certain occasions - to be announced. Students are expected to dress appropriately and conservatively on these occasions. Athletic shoes worn with socks/stockings are required on casual dress days. Shoes must be kept tied. No tank tops, spaghetti straps, headwear, midriffs, cut-offs, scarves, low-rise jeans, mini skirts or sloppy fad outfits will be permitted. T-shirts with logos may be worn, however the wording must be appropriate for school. Shorts must be uniform length only. No short shorts. Students may wear casual dress on or near their birthday.

### **Dress Uniform Days**

At least once per month, students will be required to be in "Dress Uniform". Dress Uniform days are included on the calendar. Students may **not** wear uniform shorts on Dress Uniform days. Boys must wear long pants and girls may wear either long pants or their uniform skirt. The blue St. Mary logo polo shirt **MUST** be worn on Dress Uniform days.

### **Uniform Exchange:**

The Uniform Exchange sells uniforms that have been donated by the parents or left unclaimed in the Lost and Found. The sale is held during the St. Mary's Festival in August, as well as throughout the year at various times to be announced.

### **Water Bottles**

The use of water bottles by students in the classrooms is at the discretion of each teacher.

*St. Mary School*  
**Extension Program**

1351 58<sup>th</sup> Street  
Sacramento, CA 95819  
(916) 452-7200



**EXTENSION HANDBOOK**

**2011-2012**

**Lawrence J. White, Principal**  
**Sally Dotters, Director**

*To Parents:*

*The following material is presented as an “Ongoing Handbook” for the St. Mary Elementary School Extension Program. We have tried to include all information considered for the basic operation of the program, but we realize that some things may have to be modified or changed. As the year progresses, you too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.*

*Sincerely,*

*Sally Dotters  
Extension Director*

## Introduction

The Extension Program provides professional care, supervision, recreation and enrichment activities for working families who desire both parochial school education and supplementary day care in a Christian environment as an extension of the school day. The program does not discriminate on the basis of race, color, nationality and ethnic origin, age, sex, or disability in the administration of policies and procedures. Children enrolled in St. Mary Elementary School are eligible for enrollment in Extension.

This professionally operated program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, science, recreational games, language, music, and rest and snack periods are just a few of the regularly scheduled activities in Extension. Also, there is a time set aside for homework completion, with tutorial assistance and resource materials available.

Within a large family environment, the program strives to provide individual attention, security, consistency and enrichment for children of working parents.

A qualified Director staffs the Extension Program with a number of devoted and committed adult leaders. These people employed on a part-time basis, work together to maintain an atmosphere wherein respect and understanding others is realized.

## Enrollment

Enrollment in the Extension Program is initiated by contacting the extension director of the school. There is an initial, nonrefundable registration fee payable at the time of enrollment. It is necessary to be current in the payment of the school tuition before using the services of the Extension Program. There are full time, half time, and morning only enrollment options. Also, the Extension Program operates on the same three-tiered fee structure that the school is on: Parishioner, Active in another Parish, and Non Active/Non Catholic. For staffing and budgeting purposes, it is expected that you will remain on your chosen enrollment plan throughout the school year. Please contact the director if changes in your family's personal or work schedule occur. No drop-in care is available. Registration for the following year occurs each spring.

## Program Participation

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

## Child Arrival

The Extension Program opens at 6:45 A.M. The Extension staff cannot take responsibility for children before that time. Children using the Extension Program before school must be brought to Extension and signed in by a responsible adult each morning. (Extension students arriving **after 7:40 AM** may be released directly to the classroom areas for supervision.) Children coming to Extension for school will be accounted for during their Leader's daily roll call. It is necessary for safety and supervision that all students check in immediately after class dismissal.

## Meals and Snacks

The Extension Program provides nutritious afternoon snacks. Children may bring breakfast from home and eat in the Extension room before going to school. On school days children may bring or buy lunch in the school cafeteria. **Children must bring lunch from home on all minimum days (12:15).**

## Child Pickup/Late Policy

It is your responsibility to **sign your child out each day**. Children may leave the center only with the parent, guardian, or other persons authorized by the parent. Authorization must be in writing. If you are contacted to pick up your child for illness or behavior problems, you must make arrangements for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in Extension care. Please keep emergency work and home numbers current.

As our program has grown, we have expanded our activities to sites throughout the school grounds. There is a staff “greeter” assigned to assist you in locating your child at pickup time, and we thank you for your patience during the few minutes it may take to call your child from another area. Staff members are employed only until 6:00 PM. It is common courtesy to respect the time of closure.

- Students are forbidden by **school policy** to leave the school grounds once they have arrived at school. Students, who leave the school grounds after school to pick up snacks, or for any other reason, are not allowed to return to the school (Extension program, sports program etc.) that same day. Parents/guardians will be notified immediately and students may be suspended from school. **School personnel may not give this permission.**
- Students are forbidden by school policy to leave the school grounds once they have arrived at school. Students who leave the school grounds after school for any particular reason must be signed out of extension by their parent/guardian or another person who has been appointed by the parent/guardian to take their child off school grounds. Please notify the Director of these plans.

## Late Policy for Parents Picking Up Children After 6:00 PM

Time is based on the Extension Program’s clock. You are considered late after 6:00 PM. If pick up is after 6:00 PM, parents will be charged \$1.00 per minute starting at 6:00 PM, the amount charged not to exceed \$20.00. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 PM, parents must meet with the director and develop a plan for pickup.

## Student Behavior

Children explore, observe, feel, interact, and learn through involvement with people and things in their world. All behaviors, even misbehavior, are learned. As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and the environment provided.

Teachers, in their role of caring for children, model and teach appropriate behavior. In keeping with basic regard for children’s emotional and physical wellbeing, hitting, striking, and spanking are not allowed by staff or parents on the school grounds. In order to maintain positive behavior, children need continued support, limits, reminders, encouragement, and rewards.

## General Extension Student Behavior Rules

The following rules have been set to preserve the safety and welfare of all children in the Extension Program. *Please discuss them with your child.*

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

\*Extension rules are posted in the Extension room.

## Discipline Methods

*The following are the most common disciplinary methods used in the Extension Program:*

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

*Occasional methods used in the Extension Program*

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

*Rare methods used in the Extension Program*

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

## ***Homework***

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

## ***After School Activities***

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

## ***Parent Library***

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

## ***Phone Calls***

Occasionally you may need to call your child in the Extension room. Please limit these calls to times when it is absolutely necessary.

## ***Clothing***

Children are active in the program. They will be using expressive materials including paint (which may not wash out), water, mud, and so on. In addition, they will be involved in climbing and running activities. Please identify all of your children's belongings with permanent marker. There is a lost and found bench at the entrance of the extension room that should be checked regularly for missing items.

## ***Money and Toys From Home***

It is best not to have extra spending money brought to school. If it is necessary to send money with your child for book orders or lunch money, place the money or check in an envelope and write the child's or teacher's name and what the money is for on the envelope. In addition, there is a slot near the Extension sign-in shelf for you to put any correspondence to the school office. The information will be delivered to the office that day.

It is requested that children NOT bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the “sharing” atmosphere encouraged in our large family environment. If a child is bringing a “show-and-tell” item for a class, it will need to remain in the child’s cubby during their time in Extension.

## ***Health and Emergency Policies***

### ***Emergency Cards***

Please keep your child’s emergency card up-to-date. People on the emergency card will be contacted when a parent cannot be reached in the following situations:

- Late pickup
- Illness, accident, or behavior problems
- Evacuation of the program

Please be sure that people on the emergency card are aware that they are an emergency contact and know the location of the Extension Room. Children will not be released to persons whose names are not on file (on their emergency card). Appropriate identification may be required prior to releasing children from the program.

### ***Illness***

Parents should keep their child at home when signs of infection or illness appear. This is for the child’s own welfare and for the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing, sneezing, runny nose, and should be kept at home until these signs disappear. At no time will a child with a fever or contagious disease be allowed to attend the Extension Program.

If the child is ill or becomes ill during Extension hours, the parent or guardian will be notified immediately to pick up the child within one hour.

### ***Medication Forms***

In order for us to give children prescription medication at school, State Law requires that we have the following:

- written authorization from the parent.
- Medicine labeled by a pharmacist with dosage and time of administration. You may wish to have the pharmacist use two containers for medicine so that one may be left at school.
- We are unable to administer, aspirin, Tylenol, cough lozenges without written permission from the parents stating the date and time.

### ***Medical Emergencies***

- In cases which appear serious, the program director will make every effort to carry out the instructions as given on the emergency card.
- Parents who do not wish their child treated in any way should indicate such on the emergency card, and should give directions to be followed in the space marked: “Special Instructions.”
- If the parent or guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Director and the adult leaders will act accordingly in their best judgment for the welfare of the child.

## **Absences**

- If a child is absent from the Extension Program, the parent is asked to please send a note upon the child's return, or fill out and return the absence form available from the Director.
- If you know in advance that the child will be absent from the center for any amount of time, please notify the Director in writing, or call the Extension Program.
- If the parent takes a child from school for any reason during school hours, the Director should be notified that day also.
- As an extension of the school day, the program is legally unable to accept a child for supervision who has not attended class that day for any reason (suspension, illness, traveling, etc.).

## **Suspension**

As indicated in the section on discipline, continued serious behavior problems may result in suspension from the Extension Program. If your child is suspended from school then he/she is also suspended from the Extension Program.

## **Special Event and Field Trips**

We will be celebrating the various holidays and holy days as the year progresses, but we are always open to new ideas. There is a Halloween Party in October, a Gratefulness Celebration in November, and an Open House during Catholic Schools Week in January or February. In the spring, the Extension students create and contribute a variety of donations to the school auction. Also, there is a special party snack and acknowledgment for each Extension student's birthday throughout the year. On occasion, the Extension Staff will plan a short field trip, providing there is an educational emphasis. Parents will be notified of the details well in advance.

**Please sign and return all permission slips to the Director as soon as possible, so that adequate transportation may be obtained for these trips. When driving on an outing, please drive directly to and from the event with the students (no stopping for treats, errands etc.). Insurance covers transportation to and from the designated activity only.**

## **Fees and Financial Issues**

The fees for the Extension Program fall into three categories: full-time, halftime, and mornings-only rates. For the 2010-2011 school year, the three-tiered fee structure (*Active St. Mary Parishioner, Active in another Parish, Non-Active Catholic/Non Catholic*) will apply to Extension also.

The payments are due in monthly installments, August through May, and are automatically debited from your checking/savings account through FACTS Management System. There is an initial non-refundable registration fee of \$75.00 per student paid at the time of registration. Registering early allows us sufficient time to manage and staff appropriately. If you wait to register in September, the registration fee will be \$100.00 and August and September's fees are due when you register.

## **Extension Fees**

	Active Parishioner	Active in Other Parish	Non-Active/ Non-Catholic
Full time	\$2,317.00	\$2,595.00	\$2,896.00
Half time	\$1,545.00	\$1,730.00	\$1,931.00
Mornings only	\$ 772.00	\$ 865.00	\$ 965.00

It is the policy of St. Mary's Extension that whenever a parent wants to change the status of their child's hours or to discontinue the use of the Extension Program they must submit the request in writing to the Director. The Director will send a copy to the Business Manager for it to be official and so FACTS can be adjusted and/or discontinued. If you have any questions or concerns, please do not hesitate to contact the Extension office.

### ***Returned Checks***

If any check payable to St. Mary Extension Program is returned by the bank, a returned check charge of \$20.00 will be added to your account. After the second returned check, all future payments to the Extension Program must be by cash or money order.

### ***Parent Involvement***

Recognizing that parents are the most important people in children's lives, the Extension Program seeks to work in partnership with parents to promote the growth and development of the child. There are several ways a parent can become involved in Extension Program:

#### ***Program Visits***

Parents are welcome to observe the Extension Program in operation. Please make a prior arrangement with the Director if you would like to visit or schedule time to speak with a staff member.

#### ***Parent Participation***

We welcome you to share your ideas and talents. Parents and grandparents are a valuable resource to the program. You may wish to teach a skill or sport to children or arrange a visit to your place of work, etc. You may also share your talents by participating in parent workdays, attending field trips or by joining in fundraising projects. Parent participation hours may be earned through your volunteer efforts in Extension.

#### ***Donations***

Parents often have access to resources the children would enjoy. Donations to the Extension Program are tax deductible in accordance with the current tax law. There will be an ongoing "wish list" of Extension needs posted on the parent bulletin board. Useful donations always include:

- Craft and sewing materials
- Computer equipment
- Games
- Paper and art supplies
- Athletic and/or recreation supplies
- Cooking supplies
- Children's books

## **Communication**

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

The school newsletter, set home monthly in the P.R.I.D.E. envelope with the youngest student in the family, will include pertinent "Extension News", as well as information from the principal and teachers.

## **Suggestions, Compliments, or Complaints**

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

## **NOTES:**

## **Who to Contact With a Problem or Question --**

### **Finances**

1. Extension Director
2. Business Manager

### **Concerns About Program**

1. Extension Director
2. School Principal

### **Complaints About Staff or Substitutes**

1. Extension Director
2. School Principal

### **Concerns About Children**

1. Program Assistant or Leader
2. Extension Director/Classroom Teacher
3. School Principal

### **Community Resources**

1. Program Assistant or Leader
2. Extension Director
3. Resource/Classroom Teacher

## **Important Numbers**

St. Mary Extension Program....**452-7200**  
St. Mary School.....**452-1100**  
School Tax ID Number 94-1322196

\*The Extension Program is classified as "tax exempt". An ID number is not required for your tax forms.

*St. Mary School*  
**Athletic Program**

1351 58<sup>th</sup> Street  
Sacramento, CA 95819  
(916) 452-1100



**PARENT & ATHLETE  
HANDBOOK  
2011-2012**

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

Fr. Richard McGrath, OSA, Ph.D.

### **St. Mary School Mission Statement**

**St. Mary Elementary School (TK-8), a primary ministry of St. Mary’s Church, serves to educate the children of St. Mary’s Parish and the surrounding communities. Together, we believe in Jesus as our founder and that faith in Him guides our lives and moves us into action.**

We complement the role of the family as we work together to provide students with a quality Catholic education that promotes strong Gospel values, academic excellence, social responsibility, as well as an appreciation and respect for the dignity of life.

“The mission becomes the ‘decision maker.’ It tells the community what is important and the order of importance.”

Fr. Richard McGrath, OSA. Ph.D.

### **St. Mary School Philosophy of Athletics**

St. Mary School encourages the participation of all students who are interested in competing on a school sponsored athletic team. It is our belief that this participation will provide these students with the opportunity to learn new athletic skills and develop an appreciation of the importance of teamwork, sportsmanship, and self-discipline in an environment promoting religious, educational, and athletic values. It is our intent that these skills will provide each participating student with an understanding of the value teamwork, sportsmanship, and self-discipline have in everyday life both now and in the child’s future.

## **A Message From the Principal**

*Dear Athlete,*

*At St. Mary School, athletics are an important part of the total educational process. Athletes are expected to develop athletic skills, respect their teammates, respect the rules, their coaches and officials, and exhibit good sportsmanship showing respect to their opponents at all times.*

*You are representing St. Mary School, yourself, and your family. All St. Mary's students must conduct themselves appropriately at all times so as to maintain self-respect and the esteem of those who are watching. We, at St. Mary School, take pride in our school teams and respect our teams as they represent us with pride by displaying their hard work, athletic skills, fair play, and hospitality of visiting schools.*

*Remember to work hard, do the best you are able to do, and always remember to win gratefully and lose graciously.*

*Sincerely,*

*Lawrence J. White, Principal*

### Athletic Teams Sponsored By St. Mary School

The following sports will be offered during this school year:

Football		Grades 6-8
Volleyball	J.V. Girls	Grades 5-6
	Varsity Girls	Grades 7-8
	Varsity Boys	Grades 7-8
Basketball	J.V. Girls	Grades 5-6
	J.V. Boys	Grades 5-6
	Varsity Girls	Grades 7-8
	Varsity Boys	Grades 7-8
	Intramurals	Grades 1-4
Golf	Co-ed	Grades 5-8
Softball	Varsity Girls	Grades 7-8
Cheerleading		Grades 5-8
Track and Field	Co-ed	Grades 5-8

### Participation on Athletic Teams

All students are eligible to participate on athletic teams sponsored by St. Mary School. Varsity teams are composed primarily of 7<sup>th</sup> and 8<sup>th</sup> grade students. Junior Varsity teams are generally composed of 5<sup>th</sup> and 6<sup>th</sup> grade students. Specific guidelines are as follows and may be adjusted as league rules change:

1. If a 6<sup>th</sup> grade student is capable, an exception will be made on an individual basis, as to his/her participation on a varsity team. Fifth graders are not eligible to participate on varsity teams.
2. Junior Varsity teams are composed of 5<sup>th</sup> and 6<sup>th</sup> grade students. Fourth graders are not eligible to participate on a junior varsity team at St. Mary's.
3. Intramural basketball teams are open to both boys and girls in grades 1-4. Students must participate on a team according to their current grade. (i.e., a second grader may only play on a first/second grade team.)

## **P.A.L. (Parochial Athletic League)**

All teams sponsored by St. Mary School play under the guidelines of the P.A.L. The Parochial Athletic league is sponsored by the Catholic School Department of Sacramento. In order to participate in the league, St. Mary School must abide by the rules and guidelines expressed by the league. All coaches and the athletic director attend P.A.L. meetings in order for St. Mary School to be included on the league schedules for each season.

The purpose of the P.A.L. is to foster human and Christian development through exercise, example, and athletic competition. The objectives of the league are as follows:

1. to instill sportsmanship in the life-styles of the participants;
2. to teach the participants the proper attitude toward winning, losing, and competing with dignity;
3. to develop school spirit, team spirit, and personal acceptance;
4. to develop acceptance and appreciation of others;
5. to train and instruct in athletic rules;
6. to develop the students' physical abilities and coordination;
7. to develop good health habits;
8. to provide a proper atmosphere and outlet for youthful energy;
9. to teach the positive value of athletic participation
10. to show the necessity of practice, hard work and proper use of time.

### **Pre-Season Meeting for Parents and Athletes**

Prior to the beginning of each season, a mandatory meeting maybe held for parents and athletes who are participating on a team during that season. Parents and athletes will receive information from their coach regarding the season, his/her expectations, practices, and games.

### **Cut vs. No Cut Policy**

If necessary, varsity teams may be cut if there are too many students wishing to participate. If possible, an additional team will be added to the league to eliminate the need to cut players. If a coach is finding it necessary to cut, he/she will contact the athletic director prior to announcing the "cuts". Cutting a team should not be taken lightly and should only be done when no other alternative can be found.

## Conduct of Players During Games and Practices

Athletes are expected to conduct themselves appropriately at all games and practices. It is the responsibility of the coach to insure that all players are aware of the type of behavior that is expected and what “appropriate behavior” is. Athletes are expected to represent St. Mary School in a manner that exemplifies pride and respect. If an athlete is displaying inappropriate behavior either at practice or at a game, it is the responsibility of the coaching staff to intervene. If the coaching staff does not intervene, the athletic director, principal, or any staff member of the school that is present will make the intervention.

## Conduct of Parents and Fans

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

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

While we welcome and encourage parent support and enthusiasm, we ask you to remain as spectators during games. Any opinions and suggestions from you will be welcomed and considered by the coach; however, never on the playing field or gym while the coach is supervising students.

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

Plato, Greek Philosopher

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

## **Donations**

All donations to the athletic program must be presented to the principal. Any monetary donation is tax deductible and may be made payable to St. Mary School.

## **Player Eligibility**

For many students, sports are the only motivating force in their lives. Often times, those students having difficulty in school will do much better in their classes when they have the encouragement and support of their coaches and their teammates.

**It is important that we remember that students are at St. Mary’s to get a good education. They are not at St. Mary’s to play sports.** Coaches and parents often forget this fact. Tuition payments are for the child’s education, and although sports are an important part of the child’s education, it is not the only part.

***“They are in school to be students first and athletes second. Student-athletes realize that they are committed Christians who function everyday 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 at least a “C” average in every class and at least a “B” average in conduct. The athletic director in charge of eligibilities will submit a grade check to every teacher who has a student on a team every three weeks. Ineligible players will be announced to the individual, the coach, the principal, and the parents. The player is ineligible to play at least a week or until the grade(s) improve. Teachers will be asked each week to include a “warning sign” if a student is close to being ineligible. The athletic director will bring this to the coach’s and the parents’ attention. Hopefully, both the parent and the coach will provide some assistance in this area.

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

### **What To Do If a Player Becomes Ineligible**

The athletic director in consultation with the principal and faculty makes eligibility determinations. If, after an initial warning, a player is deemed ineligible, the athletic director will notify the athlete, his/her parents, the principal, and the coach. It is the responsibility of the athlete and his/her parents to contact the teacher to determine what action(s) need to be taken to remove him/her from the ineligibility list. In general, a player will remain ineligible until his/her cumulative grades meet eligibility requirements.

### **Participation Following An Absence**

Players may not participate in a game or a practice on any day that they have been absent from school. Parents should write a note to the coach following an absence to assure him/her that the student is well enough to participate.

### **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 have interviewed each coach, and based on the interview, recommendations, and previous experience, has recommended the coach to the principal. Coaching positions are determined the summer prior to the new school year. Coaching changes/additions will only be made in the case of a coach’s inability to assume the coaching responsibility, either due to health 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 an/or parent is having difficulty with a coach, it is recommended that they communicate the problem directly to the coach as soon as possible. Discussing it with other students and parents only stirs up future problems. If, after discussing the problem with the coach, a resolution cannot be agreed upon, the student and/or parent may contact the athletic director in charge of that sport. A meeting will be set up with all individuals involved in order to reach an agreement.

## **Practices/Games**

***“Every day in practice, the coach gathers the team and has something to say about that days’ 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 over 1-1/2 – 2 hours in length. Students should not be participating in a sport more than 12 hours per week including games and practices. It is understood that on weekends when tournaments are involved, this time may need to be adjusted.

## **Uniforms**

To prevent the loss of expensive uniforms, coaches are responsible for having students sign out the team uniform at the beginning of the season, and sign in the uniform at the conclusion of the season. Players are to return their uniform in good condition. All uniforms should be washed before being returned. If a player damages (normal wear and tear is acceptable) or loses a uniform he/she will be expected to pay for it. Players may not begin practice for another sport until the uniform is accounted for from the previous sport.

## **Equipment**

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

## **Emergency Forms**

All participants must have an emergency form filled out and in the possession of the coach prior to their first practice. **No athlete is allowed to participate until this form is completely filled out.**

## **Athletic Fees**

There is a \$45.00 athletic fee for each sport. This fee will enable us to offset some of the expenses in purchasing new equipment and uniforms for the sport. Any waiver or exception to the athletic fee must be cleared through the athletic director. The athletic fee must be turned in prior to receiving a uniform.

Although the athletic fee is needed and has been included in the athletic budget, no student will be refused participation on a team due to financial reasons only. If a parent is unable to pay the fee, please contact the athletic director. A waiver will be given on an as-needed basis.

## **Insurance Verification Forms**

Each coach is responsible for ensuring that all drivers have a completed insurance verification form on file in the office. The athletic director will be available to assist the coaches in this effort.

## **Transportation**

Coaches may delegate the responsibility of securing rides to away games to a “team mom or dad”. All drivers must be licensed adults and have a completed insurance verification form on file in the school office. Students are not to ride in the back of trucks. Every student **MUST** wear a seat belt. If your team does not have enough rides with these rules in mind, then they must forfeit the game. All decisions regarding the availability of drivers must be made prior to the day of the game. Students will not be permitted to use the office telephone for this purpose. All athletes should know how they are getting to a game prior to the day of the game.

## **Medical Release (Physicals)**

All athletes **MUST** have (on file in the office) a “**Medical Release Form**” filled out and signed by their doctor before attending practices. Students will not be able to attend or work out at practice if this has not been done. We ask that students are given a complete physical every year (although many doctors will sign the form without seeing the student). Forms will be available this spring for the 2009-10 school year.

## **Reporting Of Injuries And Special Limitations**

Players are to report all injuries to the coach as soon as possible. Parents should discuss with the coach any special limitations that the child may have. It is important that there be communication in this area so that coaches are not expecting an athlete to perform a skill that may cause harm to him/her.

## **Awards**

At the end of football and girls volleyball, the school will sponsor an awards night. All athletes, their parents, and families are invited to attend. Basketball, boy’s volleyball, softball, cheerleading, track and field and golf will have a spring awards night as well. The school will provide all the awards presented at the night of the ceremony. If individual coaches want to have an end of the season party, they may do so; however, any awards presented at this time must have been discussed with the athletic director so as not to conflict with those awards at the banquet. Parents may not present awards to students without the knowledge and approval of the athletic director.

Reference: Athletics and the Gospel Mission of the Catholic School, Fr. Richard McGrath, OSA, PhD

# St. Mary School

## Acknowledgement of Receipt of

Parent & Student Handbook

2011-2012

I/we understand that St. Mary Elementary School is a Catholic school whose philosophy I/we support and by whose policies I/we will abide. (Parent/Student Handbook)

Family Name: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please sign and return this page to St. Mary School at the time of registration.