



*St. Mary's School*  
*Student and*  
*Parent Handbook*  
*2021-2022*



Dear Parents and Students,

***“What greater work is there than training the mind and  
forming the habits of the young?”***

***St. John Chrysostom***

Welcome to Saint Mary’s Catholic School! In choosing Saint Mary’s School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saint Mary’s School for the 2021-2022 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Saint Mary’s School during the 2021-2022 school year.

The faculty and staff of Saint Mary’s School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Thank you in advance for your continued support and commitment to Saint Mary’s School, and may this be a school year filled with academic success and many blessings.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Jo-Ann Wormer

Principal

## **FOREWARD**

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teacher or the principal.

The administration reserves the right to modify its rules, policies, procedures or guidelines as published in this Handbook. Modifications made during the school year will be publicized through email, parent alert and/or website.

## **PURPOSE AND USE OF STUDENT HANDBOOK**

The purpose of this Student Handbook is to ensure the efficient operation of Saint Mary's School by providing important information and explaining certain administrative policies and procedures of the school. Although many policies and procedures are provided in this Handbook, it cannot address all matters that come to the attention of our Faculty, Staff, Administration, students and parents. Therefore, the Principal has the discretion to take actions other than those specified in the Student Handbook.

Violations of the spirit, intent or letter of the policies, rules and regulations found in the handbook will be considered just cause for Administrative action.

Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules and regulations if the parent/guardian expects the student to remain in good standing with the school.

The administration is the final recourse and arbiter of policies and regulations in this handbook and has the right to amend, adapt or modify when it is deemed appropriate and necessary. Parents will be given proper notification of changes that are made.

## **SAINT MARY'S MISSION STATEMENT**

Inspired by Christ's words, "I came that they may have life and have it to the full," Saint Mary's Catholic School dedicates itself to the education of the whole child – spiritually, intellectually, emotionally, and physically – in a nurturing environment permeated by a Christ-centered atmosphere. Being fully aware of moral challenges posed by our culture, students are directed toward an unending pursuit of God in all that is true, good and beautiful.

## **PHILOSOPHY**

### **EDUCATIONAL PHILOSOPHY AND GOALS**

#### **ENCULTURATION OF CATHOLIC IDENTITY: Because faith is our cornerstone**

- Religion is a core subject for every student
- Community service hours are requirements for the 7<sup>th</sup> and 8<sup>th</sup> grade students
- Potential vocation-discernment is administered in Vocation Awareness Activities.
- The students participate in school and class retreats, liturgies, school rosary, stations of the cross, First Friday adoration and other occasions for spiritual growth
- There is a study of Church History and of Catholicism
- Service to others is our cornerstone
- Prayer before all athletic competition is practiced
- Observance of Holy Days is required.

#### **CURRICULAR/CO-CURRICULAR: Because Knowledge is the Key to Their Future**

- A priority of Saint Mary's is education in the Catholic faith and the faith development of our students.
- Worship, the sacraments and prayer are essential components of Saint Mary's School to ensure Catholic identity.
- Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, to reason, solve problems and produce quality work.
- Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
- A safe, supportive and nurturing learning environment promotes student achievement.
- Achievement of high academic standards is expected of all students.
- Commitment of all personnel (administrators, teachers, and support staff) to provide and to hold students to high quality standards, expectations and performances contribute to the success of the students.
- Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school.
- Saint Mary's School recognizes parents and families as the primary educators of their children.

- The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

## **ENVIRONMENT**

- Iowa Assessment skills are administered to students in grades Kindergarten through 7. The PreAct are administered to the 8<sup>th</sup> graders. CogAt are administered to the students in the 2<sup>nd</sup>, 4<sup>th</sup> and 7<sup>th</sup> grades.
- Saint Mary's School offers diversified programs of extracurricular and co-curricular clubs.

## **ACCREDITATION**

All schools affiliated with the Catholic Diocese of Memphis are accredited by AdvancEd Association of Colleges and Schools, Council on School Accreditation and Improvement (SACS/CASI). The Catholic Schools Office is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

Saint Mary's School is a Diocesan approved parochial elementary school in the Diocese of Memphis. Saint Mary's School received SACS (Southern Association of Colleges and Schools) approval in April, 2019 and renewal in five years.

Saint Mary's School belongs to the following organizations: Catholic Diocese of Memphis

- Southern Association of Colleges (SACS)
- National Catholic Education Association (NCEA)

Saint Mary's is a Catholic, parochial, co-educational elementary school – 2 year olds through 8<sup>th</sup> grade-operated by St. Mary's Parish. The administration, the faculty, and the students of St. Mary's School dedicate themselves to the pre-eminent goal of fully knowing, loving and serving the Triune God. In the practice of daily living, this all-encompassing endeavor results in an educational atmosphere that is richly Christian and specifically Catholic.

**Because our school is Catholic first and foremost, we**

- recognize the inherent dignity of each person as a creature made in the image and likeness of God. All persons should be treated with respect, kindness, compassion and justice
- strive to instill in the student that Christ is the source of their strength, the goal of their actions and the center of their lives
- encourage Christian truths, values and virtues within the student who faces the challenges and opportunities of our society daily.

**Because we recognize that a Catholic School is both a teaching community and a worshipping community, we**

- appreciate and support the relationship the Catholic school has with the parish community through activities, projects and prayers
- pray together as a community during Mass and other traditional Catholic worship and devotional services such as Adoration of the Blessed Sacrament, receiving the Sacraments, praying the Rosary and Stations of the Cross
- are sustained by the gospel witness of our teachers, staff, administrators, students and parents

**Because teaching and learning are the day-to-day focus of our teachers and students, we**

- provide a stimulating, challenging and integrated classical curriculum that educates our students by linking faith to our culture
- actively involve and collaborate with teachers, administrators, parents and the community, thus sharing the responsibility for student learning
- maintain high expectations for students in the learning process
- incorporate a variety of teaching styles and methods to accommodate differences in student learning styles
- foster in students a positive self-image through a spirit of inquiry, discovery and personal initiative
- lead students to a healthy recognition and acceptance of their talents and gifts, inspiring all to attain their full potential

The faculty and staff of St. Mary's School look forward to working with you to promote academic excellence and the development of the whole child—spiritually, intellectually, emotionally, and physically—in a nurturing environment permeated by a Christ-centered atmosphere.

#### **NON-DISCRIMINATION POLICY**

Saint Mary's School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. Saint Mary's School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions, policies, scholarships and loan programs, and athletic and other school-administered programs.

**SAINT MARY'S SCHOOL FACULTY AND STAFF**

<b>Pastor:</b>	Father David Graham
<b>Principal:</b>	Jo-Ann Wormer
<b>2 Year Olds:</b>	Triniti Perkins
<b>2 Year Old Aide:</b>	Penny Fitzgerald
<b>Pre-K 3:</b>	Laura Jones
<b>Pre-K 3 Aide:</b>	Tina Butler
<b>Pre-K 4:</b>	Carrie Gagahan
<b>Pre-K 4 Aide:</b>	
<b>Kindergarten:</b>	Joy Whetstone
<b>1<sup>st</sup> Grade:</b>	Lisa Buchanan
<b>2<sup>nd</sup> Grade:</b>	Sister Maria Benedicta
<b>3<sup>rd</sup> Grade:</b>	Carrie Jones
<b>4<sup>th</sup> Grade:</b>	Elizabeth Cook
<b>5<sup>th</sup> Grade:</b>	Sister Maura Sheen
<b>6<sup>th</sup> Grade:</b>	Nikki Bullard (5 <sup>th</sup> – 8 <sup>th</sup> Grade Math; Latin)
<b>7<sup>th</sup> Grade:</b>	Dewey Swims (6 <sup>th</sup> – 8 <sup>th</sup> Science and Computer; 7 <sup>th</sup> & 8 <sup>th</sup> Social Studies)
<b>8<sup>th</sup> Grade:</b>	Sister Johanna (8 <sup>th</sup> – Literature; 6 <sup>th</sup> – 8 <sup>th</sup> Religion; Latin) Andi Neihoff (6 <sup>th</sup> & 7 <sup>th</sup> Literature; 6 <sup>th</sup> – 8 <sup>th</sup> English; Latin) Nicole Livelli (5 <sup>th</sup> & 6 <sup>th</sup> Social Studies; 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> Math; SPIRE 3) Ellen Watt (2K – 8 <sup>th</sup> Library; K-5 Computer) Paola Bernard-Craft (2K – 8 <sup>th</sup> - Art) Anne Long (2K – 8 <sup>th</sup> Music) Coach Beauregard (2K – 8 <sup>th</sup> PE)
<b>Office Administrator:</b>	Becky DeArmitt
<b>Front Desk:</b>	Connie Carpenter

**Admissions:** Kim Lemons  
**After Care:** Regina Waters

#### **PARISH PRIESTS**

**Pastor :** Very Reverend David Graham  
**Parochial Vicar:** Reverend Jonathan Perez  
**Parochial Vicar:** Reverend Richard Cortese

#### **DEACONS**

Rev. Mr. Dale Brown                      Rev. Dr. Eddie Koonce  
Rev. Mr. Jim Moss                      Rev. Mr. Bob Russell  
Rev. Mr. Bill Russell

#### **PARISH STAFF**

**Administrative Assistant:** Lourdes Graham  
**Administrative Assistant:** Kate Todd  
**Administrative Assistant:** Marisol Aguirre  
**Finance Administrator:** Calli Carpenter  
**Director of Evangelization  
and Discipleship:** Derek Rotty  
**Director of Liturgical Music:**  
**Director of Youth Ministry:** Deedee Doumitt  
**Director of Communications  
and Technology:** Amy Evans  
**Coordinator of Hispanic Ministry:** Bertha Medina  
Contact Parish Office



## **Saint Mary's 2021 – 2022 School Calendar (subject to change)**

Any changes or updates are posted on the website and you will receive an email with any dates that may change.

July 24<sup>th</sup> – SMS/SHJHS Auction/Gala

August 3<sup>rd</sup> – 10<sup>th</sup> Faculty In-service

August 6<sup>th</sup> – 12:00 PM Opening Mass for SMS and SHJHS Faculty and Staff at Saint Mary's

August 9<sup>th</sup> – 6:00 PM **New Family Orientation – Holy Family Hall**

August 11<sup>th</sup> - 1st Day of School for **Pre K 2 through 8<sup>th</sup> grades** – 11:30 Dismissal

August 12<sup>th</sup> – After Care begins

August 16<sup>th</sup> – School House Fare lunches begin

August 18<sup>th</sup> – **Parent Orientation – 6:30 PM – meet in Holy Family Hall and then go over to the school**

August 22<sup>nd</sup> – Back to School Bash (4:00 – 6:00) at Saint Mary's

August 27<sup>th</sup> – 8<sup>th</sup> Grade Commissioning Mass at 8:10

September 6<sup>th</sup> - Labor Day (no school)

September 27<sup>th</sup> - Faculty and Staff Retreat (no school)

October 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> – Fall Break (no school)

October 15<sup>th</sup> – End of 1<sup>st</sup> quarter

October 22<sup>nd</sup> – Parent/Teacher Conferences (no school)

October 26<sup>th</sup> - Save the Date for a Parent Workshop beginning at 6:00 in the Holy Family Hall

October 29<sup>th</sup> – Trunk or Treat

November 1<sup>st</sup> – Winter Uniforms – School is open – Students will attend Mass today together

November 22<sup>nd</sup> – 26<sup>th</sup> Thanksgiving Break (no school)

December 17<sup>th</sup> – End of 2<sup>nd</sup> Quarter

December 17<sup>th</sup> - 11:30 AM Dismissal (beginning of Christmas break) – No After School

December 20<sup>th</sup> – Jan 3<sup>rd</sup> - Christmas Break (no school)

January 4<sup>th</sup> - Return to school from Christmas break

January 17<sup>th</sup> - Martin Luther King (no school)

January 31<sup>st</sup> – February 4<sup>th</sup> - Catholic School's Week

February 18<sup>th</sup> – Diocesan Professional Day for teachers and staff – (no school)

February 21<sup>st</sup> - President's Day (no school)

March 11<sup>th</sup> - End of 2<sup>nd</sup> Quarter

March 14<sup>th</sup> – 18<sup>th</sup> - Spring Break (no school)

March 28<sup>th</sup> – April 8<sup>th</sup> – IOWA Testing – Please do not plan any trips during this time.

April 4<sup>th</sup> – Summer Uniforms

April 13<sup>th</sup> – Day of Reflection – 11:30 dismissal

April 14<sup>th</sup> - Holy Thursday - (no school)

April 15<sup>th</sup> - Good Friday (no school)

April 18<sup>th</sup> - Easter Monday (no school)

May 10<sup>th</sup> – 12<sup>th</sup> – 8<sup>th</sup> Grade finals – 11:30 dismissal for the 8<sup>th</sup> graders ONLY on exam days

May 13<sup>th</sup> – May Crowning

May 16<sup>th</sup> – 17<sup>th</sup> – 8<sup>th</sup> grade trip

May 18<sup>th</sup> - 8<sup>th</sup> Grade Banquet (6:00 PM)

May 20<sup>th</sup> – 8<sup>th</sup> Grade Graduation (6:30 PM)

May 26<sup>th</sup> – Grades K – 7 field day

May 27<sup>th</sup> - Last day of school for PreK 2 through 8<sup>th</sup> grade – 11:30 dismissal – No After Care

## **ABSENCES/TRUANCY**

Students are expected to be present for the entire time school is in session according to the school year. Attendance will be checked and recorded daily for all students. Written excuses will be required and filed for all absences. If a child is going to be absent for the day, it is the responsibility of the parent to notify the school office by 8:30 AM. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint Mary's students and is aligned with the state statutes of the state of Tennessee. Please avoid dental and doctor appointments during school hours.

**Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.**

**Absences must be documented by a note from a parent or health care professional when the student returns to school. Students with excessive absenteeism will be considered truant. A student who has been absent for five (5) days must present the school with a note from a health care professional.**

School officials will contact the CSO as soon as a child has missed five (5) non-excused days whether consecutive or non-consecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school's name, address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students are responsible for making up work missed during excused absences. All make-up work for days of excused absence must be completed and submitted to the teacher(s). For every day absent due to an illness, a student has two days to make up the work. If the absences exceed five consecutive school days, the parent and teacher(s) should agree to a deadline for the submission of the work.

When a child is absent, teachers will have assignments for parents to pick up after school between 3:00-3:30 PM when requested. Requests must be made before 10:00 AM. Parents are also encouraged to check Ren Web for their student's homework.

The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation. Teachers are not required or obligated in any way to give assignments before or after family events and/or vacations. Assignments are given and are due at the discretion of the school and teachers under these circumstances.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

### **ABSENCE DURING THE SCHOOL DAY**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. If a student is not in school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which is less than 3 ½ hours are considered a ½ day absence. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

### **ACADEMICS**

#### **ACADEMIC INTEGRITY/DISHONESTY/PLAGARISM**

Consistent with our Catholic mission and philosophy, Saint Mary's promotes and expects students to demonstrate self-discipline and honorable character. A high standard of honesty must be understood and practiced by each student. All academic work such as tests, quizzes, homework, projects, research papers and reports, etc. must reflect this basic premise. Students should refrain from loaning flash drives to other students. To take ideas from others and use as one's own work are acts of cheating and/or plagiarism.

Plagiarism is "a direct violation of intellectual and academic honest." Although it exists in many forms, all plagiarism refers to the same act: using "someone else's ideas or phrasing and representing those ideas or phrasing as your own, either on purpose or through carelessness, is a serious offense known as plagiarism. "Ideas or phrasing" includes written or spoken material – from whole papers and paragraphs to sentences and phrases. It also includes statistics, lab results, art work, etc.

To avoid plagiarism you must indicate when you borrow another writer's ideas or words. You must document or cite your source(s), which means nothing more than telling your reader whose ideas or words you have used and where you found them.

Students who choose to be dishonest in their schoolwork (giving and/or copying work, cheating on a test, etc.) will receive a zero for that assignment, an "N" in conduct for the respective nine-week period, and a detention. Academic dishonesty is a serious offense that could result in the suspension or dismissal of the student.

### **ACADEMIC PROBATION**

Students who are retained or who receive failing grades for more than two core subjects in any one term shall be placed on academic probation. Academic probationary status will be removed within one year by appropriate promotion or achievement of passing grades or the student will be subject to dismissal from the school at the discretion of the principal.

### **ACADEMIC DISMISSAL**

Students who fail to remove probationary status within two years will be dismissed from the school.

### **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

Students and their parents must annually agree to the school's acceptable use policy prior to the student using school technology resources.

St. Mary's School/Diocese of Memphis uses photographs of students on promotional tools for the school such as the website, brochures, etc. These include group pictures, photographs of athletic and academic teams, and snapshots of students. We do not use captions with names or otherwise identify students.

If the parent/guardian does not want their child/children's photograph on promotional tools for the school, it is the parent's responsibility to contact the office and fill out the appropriate form.

### **ADMISSIONS AND PLACEMENT**

Catholic schools do not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, although Catholic students are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

An interview or entrance testing is required for students entering grades K-8. The administration reserves the right to properly place a student or to suggest other educational alternatives for any child whose educational needs cannot be met in the Saint Mary's School setting.

Any student attending a Catholic school within the Diocese of Memphis must live with parents or legal guardians, or those persons, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances.

The principal of a Catholic school in consultation with the superintendent has the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parent, legal guardians, or those, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, do not also reside.

### **AFTER CARE PROGRAM**

Aftercare is provided for students until 5:30 PM. All students not picked up by 3:30 PM will be sent to the after school program and a fee will be charged.

A parent must register all children attending the program. If these services are needed on an occasional basis, please register at the beginning of the year. For further information, please pick up an information packet at the school office.

#### **Students in the Building after School Hours**

**Students must be accompanied by a parent while attending games after school. Any games that take place in the gym or on the field after school hours require parental supervision. Students are to remain in the gym or on the field. Any student who is not in the designated game area can receive an automatic detention.**

### **APPLICATION/ENROLLMENT**

To be considered for enrollment, applicants must submit a fully completed application form – available in the school office- along with the following documents:

- Birth certificate
- Proof of up-to-date immunizations
- Transcript from prior school, if any
- Standardized test results
- Sacramental certificates (Catholic students)
- Registration card
- Registration fee (non-refundable)
- Signed tuition contract
- Automatic withdrawal form (unless paying in full)
- On-line registration forms on Ren-Web
- Full payment of any outstanding balance if re-enrolling

### **AGES OF ATTENDANCE**

1. A child entering Kindergarten in the Catholic schools shall be no less than five years of age in accordance with state laws. No child shall be eligible to enter first grade without having attended an approved Kindergarten program.

2. A child entering first grade in the Catholic schools shall be no less than 6 years of age on or before August 15<sup>th</sup>. Any transfer pupil, legally enrolled as a first grade pupil in another state, who will be six years of age no later than December 31<sup>st</sup> of the current school year, making application for admission, may be enrolled in the Catholic school.

### **ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES**

With the exception of medication administration as permitted by Diocesan policy, students may not possess, sell, be under the influence of or otherwise use alcohol or drugs on school property or at school related activities. Possession of controlled substances will be reported to proper law enforcement authorities.

### **ANTI-BULLYING POLICY**

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

In a school community, there will be times when students do not get along. This policy is designed to guide our community in responding to bullying and other negative social behaviors so that students move past negative behaviors and develop skills needed to get along together as part of the school community.

This policy applies to the school community which includes students, parents, faculty and adults on our campuses, whether attending school, employed by the school, working as a contractor, volunteering or visiting. Any form of bullying directed toward any member of our school community by another member of the community is contrary to this policy and will result in disciplinary action.

As used in this policy, "bullying, harassment, or intimidation" means any intentional written, verbal, or physical act, including an electronic communication, that (1) physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and (2) occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of the school.

Cyber bullying is the use of cell phones, text messages, emails, instant messaging, web blogs and postings to bully another student in any ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook, Snapchat, Instagram, etc., forwarding to others a private e-mail or text message that was meant for a single individual and spreading hurtful rumors online.

Anyone who is aware of bullying, or is being bullied must report the incident to the administration of the school. The Principal will investigate and take the appropriate action to prevent bullying.

## **ASSESSMENTS AND EXAMINATIONS**

### **Standardized Tests**

Each year the Catholic Schools in the Diocese of Memphis administer a series of standardized tests as a means of understanding each child, and to track student and grade level progress in order to improve upon the instructional program. Testing takes place in grades K-8 as scheduled by the Diocese.

### **TESTS**

Tests will be given periodically. Adequate notice will be given for all tests. Students will record upcoming test dates in their assignment pads and they will be posted on RenWeb.

### **EXAMS**

Seventh and eighth grade students take semester exams. Please Note: Students who are absent during exams because of vacation will receive a U on the exam. Students will not be allowed to take exams early.

### **BIRTHDAY OBSERVANCES**

Students in Grades PreK through Grade 8 may come to school dressed out-of-uniform on their birthday or half birthday (if their birthday falls during the summer months).

### **BLOGS**

Engagement in online blogs such as, but not limited to Facebook, Twitter, Instagram, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents or the parish.

### **BUCKLEY AMENDMENT**

Saint Mary's School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

### **BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING**

Saint Mary's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, in school suspension, out of school suspension or expulsion.

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. Such as:

- physically harming a student or damaging a student's property
- knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property
- causing emotional distress to a student or students
- creating a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory counseling, suspension from school activities and/or school, or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who



participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

Anyone who is aware of bullying, or is being bullied must report the incident to the administration of the school. The Principal will investigate and take the appropriate action to prevent bullying.

#### **CELL PHONES/ELECTRONIC DEVICES**

Students are prohibited from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the principal.

## **CELL PHONE POLICY**

1. All electronic communication devices\* must be powered off before entering the school.
2. All electronic communication devices will be collected by their homeroom teacher when they enter the classroom for the entire school day. They may get them at dismissal.
3. These devices may not be turned on until the student has entered his/her car in the carpool line or until 3:30 PM. A parent/guardian needing to communicate with a student during the school day should call the school office, not the student's phone.
4. Any electronic communication device that is discovered in the student's possession during the school day will be surrendered immediately to the teacher or staff member.
5. The parent and student give the principal or teacher permission to search the call log, picture gallery, text messages or any other data the device contains.
6. Saint Mary's Catholic School will not be responsible for the loss, damage, or theft of any phone/electronic device brought to school.
7. Cell phones are not allowed on field trips, unless given specific permission on the permission slip.

Consequences for violating the terms of the contract are:

- **FIRST OFFENSE:** The phone/electronic device will be collected and may be picked up at the end of the school day by the parent/guardian. The student will receive a detention.
- **SECOND OFFENSE:** The privilege to carry the electronic device will be revoked for the remainder of the school year. The student will receive a detention.

Any subsequent offenses could result in suspension and/or expulsion.

***I have read and agree to comply with this Contract as described above.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

\*electronic communication devices include but are not limited to cell phones, iPhone, I  
Watches, iPad, iPods, cameras/camera phones, camcorders, etc.

### **CEREMONIES AND OBSERVANCES**

"A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good. Therefore, traditional civic values such as freedom, justice, the nobility of work and the need to pursue social progress are all included among the school goals, and the life of the school gives witness to them. The national anniversaries and other important civic events are commemorated and celebrated in appropriate ways in the schools of each country." Catholic Schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom.

### **CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION**

A change of address, phone number, e-mail address or other vital contact information should be reported to the school office immediately after the change. Contact information must be current and correct to insure appropriate communication between the school and parent or guardian in both emergency and non-emergency circumstances.

### **CHILD ABUSE AND NEGLECT**

As required by state law, school officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Any reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented. Students are encouraged to discuss with the Principal any knowledge or suspicion of such abuse or neglect.

### **CLASS PARTIES**

Grades PK – 8<sup>th</sup> Grades have class parties for Halloween, Christmas and Valentine's Day and other special days as deemed appropriate by the teacher. The head homeroom parent of each class will have the responsibility of assigning the other

homeroom parents to specific duties. Homeroom parents are to make arrangements with the teachers concerning the specific aspects of these parties.

### **COLLECTIONS FEE**

Outstanding account balances will be turned over to a collection agency. The responsible party will be required to pay 30% over and above the cost of the outstanding balance to cover the portion received by the collection agency.

### **Communication with Teachers via E-Mail, Texting and Phone**

Parents and teachers may communicate via e-mail using the guidelines below:

- Communications are only for clarification of assignments, activities, times of events, etc. Parents and teachers may not conference about a student via e-mail. Personal or educational discussions about a student must be done over the phone or face to face.
- Communications should be brief and to the point. (No more than a few sentences)
- A teacher is not expected to answer e-mails immediately. A teacher must give the students their full attention and is not able to answer e-mails during class.
- Comments or questions about other children or teachers/employees in the school are not appropriate or allowed.
- Parents and teachers are not allowed to text each other during school hours.
- Parents are not allowed to call or text teachers on personal cell phones during school hours.

Comments can often be misconstrued in e-mails. In addition, e-mail is seldom a secured channel of communication. For these reasons, phone calls, conferences, and handwritten notes are preferred as acceptable means of personal communication between parents and the school.

Anyone who abuses e-mail or text, harasses a teacher via e-mail or text or makes inappropriate, rude or angry comments can be blocked from our system and will only be able to communicate with the school via phone calls to the school office, hand- written communication or conferences.

## **COMPLAINT/GRIEVANCE PROCEDURE**

The Diocese desires that problems be solved at the most direct level whenever possible.

**Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved.** If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal.

If the issue remains unresolved, the parent or student may file a complaint with the pastor or the Superintendent.

## **CONFERENCES**

Parent/teacher conferences are scheduled in the fall during the school year. If at any time, a parent needs to schedule a conference, they are encouraged to do so. An appointment may be scheduled by e-mailing or calling the teacher at the school. At no time will phone calls be taken by the teacher or conferences held during the regular school day when the teacher has the responsibility of supervising the students in the classroom. This time extends to the time before the school day begins and during dismissal. Parents must speak with the teacher before scheduling an appointment with the principal.

Parent/principal conferences may be held during the day by scheduling an appointment.

## **CONTACT INFORMATION**

St. Mary's School

1665 Highway 45 By-Pass, Jackson, TN 38305

731-668-2525 ♦ Fax 731-668-1164

Important information may be also viewed on the school web site: [www.stmarysschool.tn.org](http://www.stmarysschool.tn.org)

The principal must approve any information that is distributed school wide. Please understand that:

- items for submission must be school or parish related
- private party invitations (birthdays, etc.) may not be distributed at school. (Private parties are not school sponsored events and will not be promoted by the school.)
- no business flyers, promotions or personal advertisements may be distributed
- personal notes and information will not be distributed.

## **DELINQUENT TUITION POLICY**

- Families whose draft is returned for any reason will be sent a letter and a statement requesting payment within 10 days by cash, certified check or money order including the \$25 return fee.
- Families **30 days** delinquent will be sent a past due letter notifying the parents that their tuition is past due. The parents will be asked to bring their account current within **10 days** and that payment must be in the form of cash, certified check or money order.
- Families **60 days** delinquent will be notified that their tuition account is past due and that they must pay the amount due within 10 days. The parents will also be notified that report cards, progress reports and access to Ren Web will be withheld until the account is current or arrangements have been made to do so. Students will not be allowed to participate in any extra –curricular activities.
- Families **90 days** delinquent will be sent a letter requesting that parents bring their account current within 10 days. The parents will also be notified that if they do not bring their account up-to-date within 10 days, their child(ren) will be suspended from school and that payment must be in the form of cash, certified check or money order. Those families who do not respond will be notified via email that their child(ren) have been suspended from school as of that date.
- The children of a family with **any past due balance, from the previous year or current year, will not be allowed to begin the school year until the tuition account is brought current.**
- Report cards, transcripts and progress reports will be withheld and will not be made available for families who are not current with their tuition.

## **CONDUCT STANDARDS**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment and many other factors which the students' sense of appropriateness will indicate to them.

Any conduct, whether inside or outside the school, which is detrimental to the reputation of the school, can result in disciplinary action. Classroom teachers are expected to deal with classroom infractions in a reasonable manner. If a student violates the harmony of the school atmosphere, the following measures are possible:

- Silent lunch
- Restricted recess period
- A demerit sent through our RenWeb system
- Detention (day and time to be announced)
- Conferences with parents, teachers, and principal
- Individual student contract
- Denial of a privilege
- Any other reasonable measures deemed appropriate by administration may be used

## **DEMERITS**

Demerits are given at the discretion of the teacher. Demerits are given for (but are not limited to) infractions such as:

- talking after being told to stop
- uniform violations
- eating outside the cafeteria
- gum-chewing (2 demerits)
- minor disruptions
- continued failure to assume responsibilities for assignments and other inappropriate activity

Parents are informed of demerits through our RenWeb system. After **four** demerits have been issued in one quarter, a detention will be given to the student.

## **DETENTION**

Detentions are given for (but are not limited to) infractions such as:

- tardy 5 times
- misbehaving at religious functions or general assemblies of the school
- displaying disruptive behavior during prayers, in the cafeteria, in the halls, during class, on the playground, or on field trips
- showing disrespect to teachers and/or peers
- harassing, bullying and/or fighting of any kind
- talking during fire drills, tornado drills
- use of inappropriate, crude, or obscene language or gestures
- dishonesty, including academic dishonesty, such as cheating, giving or copying graded work, forgery, or plagiarism
- small acts of vandalism or destruction of property that can be cleaned by the student
- using the snack machine/soda machine before 3:30 PM
- leaving the classroom, school grounds, or playground without permission
- possession of cell phone or any other electronic device on the person.

Detentions can be served for a single offense at any grade level. Parents are informed of detentions through our RenWeb system. Detentions are held on Friday mornings at 7:00 AM. If a student fails to serve their detention or receives four detentions in a semester, he/she is subject to possible in-school suspension and/or loss of field trip privileges.

Teachers may refer to the principal any student who:

- repeatedly commits classroom infractions
- bullies or harasses another student or students
- commits physical aggression or participates in a fight
- shows disrespect to a teacher
- shows academic dishonest (cheating)
- destroys school property
- exhibits any behavior deemed serious enough to be removed from the classroom



The school principal may impose disciplinary consequences including but not limited to:

- Conference with parent/guardian
- Parent contact
- Detention
- In-school Suspension
- Out-of-school Suspension
- Dismissal for the remainder of the day
- Expulsion
- Loss of privilege to participate in school activities

Corporal punishment is not permitted by anyone on school property.

Imposing academic consequences as a means of discipline is not permitted.

### **SUSPENSION OR EXPULSION**

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a principal's conference with the parent(s) and/or guardian(s). Expulsion of a student shall require the consultation of the pastor and/or superintendent.

This list shall not be considered exhaustive:

- disobedience, insubordination or disrespect for authority
- language or behavior which is immoral, profane, vulgar or obscene
- use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
- injury or harm to persons or property or serious threat of same
- unauthorized absence or continued tardiness
- assault with, or possession of, a lethal instrument or weapon
- serious theft or dishonesty
- outrageous, scandalous or seriously disruptive behavior
- habitual lack of effort leading to academic failure in classroom work
- leaving the school grounds without permission
- conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church
- consistent disrespect for other students such as public displays of affection or sexual harassment of another student
- violation of Internet code of ethics or the acceptable use policy
- photographing or video-recording students or school personnel without permission

Students who are given an in-school suspension will be required to report to school each day. Students will not be allowed to participate in any extracurricular activities during the time they have in-school suspension. Students who receive an out-of-school suspension will not be allowed on the school grounds or at school events during the time of their suspension. In both cases, students must complete all classwork and tests from the days of suspension.

If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contact the Department of Child Services or the Police, depending on the severity of the threat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the parent(s) must submit documentation from a health care professional, stating that the child presents no danger to himself or herself or to others.

This policy applies to the school community which includes students, parents, faculty and adults on our campuses, whether attending school, employed by the school, working as a contractor, volunteering or visiting. Any form of bullying directed toward any member of our school community by another member of the community is contrary to this policy and will result in disciplinary action.

As used in this policy, “bullying, harassment, or intimidation” means any intentional written, verbal, or physical act, including an electronic communication, that (1) physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and (2) occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of the school.

Cyber bullying is the use of cell phones, text messages, emails, instant messaging, web blogs and postings to bully another student in any ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook, Snapchat, Instagram, etc., forwarding to others a private e-mail or text message that was meant for a single individual and spreading hurtful rumors online.

Anyone who is aware of bullying, or is being bullied must report the incident to the administration of the school. The Principal will investigate and take the appropriate action to prevent bullying.

## **DISCIPLINE PLAN - SCHOOLWIDE**

### **Guiding Principles**

The mission of Saint Mary's School is inspired by Christ's words, "I came that they may have life and have it to the full." Saint Mary's School dedicates itself to the education of the whole child – spiritually, intellectually, emotionally, and physically – in a nurturing environment permeated by a Christ-centered atmosphere. Being fully aware of moral challenges posed by our culture, students are directed toward an unending pursuit of God in all that is true, good, and beautiful.

The administration, faculty, staff and students of Saint Mary's School dedicate themselves to the pre-eminent goal of fully knowing, loving and serving the Triune God. In the practice of daily living, this all-encompassing endeavor results in an educational atmosphere that is richly Christian and specifically Catholic.

True courtesy is born of Christian charity and is prompted by consideration for others. School leadership has an obligation to expect a wholesome respect from each student and a spirit of loyalty and cooperation. This is shown by student interaction with one another as well as with teachers and other adults. It is customary for Saint Mary's students to exhibit the outward effects of respect they have interiorized through virtuous interactions with their peers, teachers and other adults.

## **Basis for Discipline**

Discipline is an important part of the overall educational process at Saint Mary's School. The school's main objective is to create a positive, structured and loving atmosphere in which each student can thrive. Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment. According to Merriam Webster, discipline is defined as "to train or develop by instruction and exercise especially in self-control" ([www.https://merriamwebster.com](https://merriamwebster.com), 2019). We have established this discipline plan for the following reasons:

- Negative behavior shows a need that is not being met. We must have an understanding of these needs before we can help a child think on a higher order level.
- A schoolwide commitment that establishes and maintains appropriate student behavior will emphasize a focus on student learning.
- In order to solve behavior that goes against one's true self, a proactive approach is necessary.
- Helping students develop self-control allows them to stay aware of their behavior. As a result, they can confront and resolve their problems in a reasonable manner without entering into negative behavior.

The administration, faculty and staff of Saint Mary's School are committed to developing a Schoolwide Discipline Plan resulting in an educational environment that is positive and preventative of disruptive behaviors. Since Saint Mary's School is Catholic first and foremost, administrators, faculty, staff and students recognize the inherent dignity of each person as a creature made in the image and likeness of God. All persons should be treated with respect, kindness, mercy and justice. Teachers strive to instill in the students that Christ is the source of

their strength, the goal of their actions and the center of their lives. Teachers encourage Christian truths, values, and virtues within the students who face the challenges and opportunities of our society.

Parents and families are the first and primary educators of their children. Parents are the best teachers and understand their child's level of maturity, own natural dispositions, personalities and unique factors, which influence each student in this ever evolving 21<sup>st</sup> century.

In being proactive, students will be taught appropriate behavior and the faculty and staff will reinforce those desired behaviors. It is our hope that the following benefits will result:

- less student frustration
- less disruptive classroom behavior
- growth in virtue
- self-discipline and self-control
- improved morale among students and staff
- improved attendance, achievement and development of responsible behavior
- students taking responsibility for their own behavior as they know virtue is forming their best selves

### **Student Expectations**

- Students will treat each other, school employees, and visitors with the concern and respect that is a sign of Gospel virtues.
- When attending a school or social function the students are expected to conduct themselves in a courteous and Christian manner. Any conduct, whether inside or outside the school, which is detrimental to the reputation of the school, can result in disciplinary action.

- Any disruption of the learning environment or harmony of the school is considered an infringement on the rights of others and is handled according to the discipline policies of the school.
- Students shall not possess, use, or transmit weapons of any kind.
- Students will not possess, use, transmit, or be under the influence of tobacco or an intoxicant of any kind, or drugs not prescribed for them by a physician.
- Students are to respect the property of the school and of others. Any attempt to damage or steal material goods will be handled according to the discipline policy.
- Students should be aware that the school reserves the right to search anything brought on to school property.
- Students are to report to school and to classes on time.
- Students are to remain seated unless otherwise permitted by the classroom teacher.
- Students are to refrain from talking to other students during instruction unless otherwise permitted by the classroom teacher.
- Students are to report to class with all necessary books, materials and supplies.
- Students are to walk in hallways in an orderly manner.
- Students are to obey all school rules.

## **How Can We Be A BLESSING?**

**Be respectful**

**Learn from mistakes**

**Engage in learning**

**Stay on task**

**Strive for success**

**Implement self-control**

**Never give up**

**Grounded in good decision making**

**Office-Referral Behavior Definitions**  
**Complete an office referral when these problems occur.**

Problem Behavior	Definition
Leaving without permission	Leaving the building or assigned area without obtaining prior approval from the teacher or administration.
Fighting	Fighting involves the exchange of physical or verbal interaction.
Noncompliance	Refusing to following directions when reasonable efforts have been made to enable the student to cooperate.
Disruption (unable to control)	Continual disruptive behavior that prevents instruction from continuing after reasonable attempts have been made to correct the behavior.
Weapons, Vandalism, Theft	Taking property, intentionally causing damage and/or being in possession of any items designated as weapons, including pretend weapons.
Bullying, Harassment	<ul style="list-style-type: none"> <li>• Verbal</li> <li>• Social</li> <li>• Physical</li> </ul>
Academic Dishonesty	Cheating, plagiarism and/or giving your work to another student.
3 offenses before office, intermediate (impact on instruction)	<p>Continual communications with parents have taken place, no change in behavior.</p> <ul style="list-style-type: none"> <li>• talking out</li> <li>• arguing with the teacher</li> <li>• bringing items from home</li> </ul>
5 offenses before office, basic (no impact on instruction)	<p>Continual communications with parents have taken place, no change in behavior.</p> <ul style="list-style-type: none"> <li>• lack of effort</li> <li>• failure to turn in assignments</li> <li>• not prepared for class</li> <li>• uniform infractions</li> </ul>

**Parents will be made aware of all issues through Reb Web.**



Examples:

Three offenses before office:

Talking out in class

1. Warning
2. Demerit
3. Demerit and referral to office. Student and parent will create a CARE Sheet Action Plan to prevent behavior from continuing. This plan must be given to the teacher in writing.

Five offenses before office:

Out of uniform

1. Warning
2. Demerit
3. Demerit
4. Demerit
5. Demerit and referral to office (detention will be issued for 4 demerits). Student and parent will create a CARE Sheet Action Plan to prevent behavior from continuing. This plan must be given to the teacher in writing.

**Saint Mary's Office Referral Form**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Reason (Please circle)

- Leaving without permission
- Fighting
- Noncompliance
- Disruption
- Weapons/Theft/Vandalism
- Bullying
- Academic dishonesty
- 3 times before office, intermediate
- 5 times before office, basic
- Other \_\_\_\_\_

Location (Please circle)

- Class \_\_\_\_\_
- Special \_\_\_\_\_
- Cafeteria
- Hallway
- Recess
- Bathroom
- Other \_\_\_\_\_

**Incident Report**

(Include time, place, those involved and steps taken to address the problem)

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Administration Comments and Signature:

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# CARE Sheet Action Plan

Students have to **CARE** about the consequences or penalty.

The consequences must advance our **AIMS** as teachers.

The penalty must **REDUCE** the negative behavior or choices made by the student.

The student must feel **EMPOWERED** to make the needed changes in his/her behavior and decisions.

Wormeli, R., (2018). Fair Isn't Always Equal.

Name \_\_\_\_\_

Date \_\_\_\_\_

I need to do a plan because I chose to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The choice I made is a problem because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To change my behavior, I could choose to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

### **Schoolwide Discipline Contract**

**Student Responsibilities:** I agree to follow the Schoolwide Discipline Plan and to be respectful and responsible.

Student's Name \_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Responsibilities:** I agree to the Schoolwide Discipline Plan and will support the efforts of Saint Mary's School to help create a safe learning environment for my child. I agree to support my child's teacher and administration.

Parent Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Teacher Responsibilities:** I agree that discipline is not a form of punishment, but an opportunity to teach students. I agree to support the Schoolwide Discipline Plan.

Teacher Name \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please also refer to the Student/Parent Handbook for additional student behavior details.

## **DRESS CODE**

**\*\*\*\*\*Please put name on all uniform pieces!**

### **SCHOOL UNIFORM REQUIREMENTS**

The purpose of the uniform is to minimize distractions so that an atmosphere conducive to learning is created. Student attire must promote human dignity, cleanliness, and good health. The complete uniform must be neat and worn at all times throughout the school year except on dress down days and designated out of uniform days. Only a written excuse to the principal as to the necessity of being out of uniform will be acceptable. Final decisions regarding uniform infractions will be made by the administration. The uniform items specified as Uniform Source only, must be purchased from Uniform Source. All other items may be purchased from Uniform Source or other retailers.

### **SUMMER UNIFORMS**

#### **Pre-School**

- Khaki walking shorts, skorts or skirts (with modesty shorts or bloomers), knee length – **elastic waist required**
- Navy polo with logo (Uniform Source only) – may wear only white short sleeve t-shirt under the polo

#### **K – 3<sup>rd</sup>**

- Girls - Khaki or plaid skort - **no more than 2 inches above knee.** (Uniform Source only)
- Boys – Khaki walking shorts with brown, black or khaki belt
- Navy polo with logo (Uniform Source only) - may wear only white short sleeve t-shirt under the polo

#### **4<sup>th</sup> – 8<sup>th</sup>**

- Girls – Khaki or plaid skirt or skort (Plaid, Uniform Source only) (**no more than 2 inches above knee**) This will be strictly enforced. If their skirt or skort is too short a parent will be called to bring them another skort or skirt.
- Boys – khaki walking shorts with brown, black or khaki belt
- Navy polo with logo (Uniform Source only) – may wear only white short sleeve t-shirt under the polo

#### **Summer Shoes**

- Sneakers for all students – Only black, white, blue or gray. No high tops or slip-ons. **Velcro for Pre K.**
- Socks – white, navy, black or brown

## WINTER UNIFORMS

### Pre-School Girls

- Plaid jumper (Uniform Source only) with modesty shorts or bloomers
- White blouse, long or short sleeve, with Peter Pan collar – may wear only white short-sleeve t-shirt under the blouse
- Navy button up sweater or cardigan with school logo (Optional) (Uniform Source only)

### Pre-School Boys

- Khaki pants – elastic waist only
- Navy short or long sleeve polo with school logo (Uniform Source only) –may wear only white short-sleeve t-shirt under the polo
- Navy button up sweater or cardigan with school logo (Optional) (Uniform Source only)

### K-3rd Girls

- Plaid jumper (Uniform Source only) with modesty shorts (no more than two inches above the knee)
- White blouse, long or short sleeve, with Peter Pan collar – may wear only white short- sleeve t-shirt under the blouse
- Navy cardigan or sweater with school logo (Optional) (Uniform Source only)
- Polyester navy quarter-zip pullover with logo may be worn in the classrooms
- No sweatshirts or fleeces may be worn in the classrooms.

### K-3rd Boys

- Khaki pants with brown, black or khaki belt
- Navy short or long sleeve polo with school logo (Uniform Source only) – may wear white short-sleeve t-shirt under the polo.
- Navy button up sweater or cardigan with school logo (Optional) (Uniform Source only)
- Polyester navy quarter-zip pullover with logo may be worn in the classrooms
- No sweatshirts or fleeces may be worn in the classrooms.

### 4th-8th Girls

- Plaid skirt, knee length, no more than two inches above the knee, (Uniform Source only) with modesty shorts. This will be strictly enforced. If their skirt or skort is too short a parent will be called to bring them another skort or skirt.
- White long or short sleeve oxford button-down shirt – may wear only white short-sleeve t-shirt under the shirt
- **7<sup>th</sup> and 8<sup>th</sup> Grade Option Only – Chambray long- or short-sleeve oxford button-down shirt**
- Navy pullover V-neck vest with school logo (Uniform Source only)
- Polyester navy quarter-zip pullover with logo may be worn in the classrooms with vest underneath
- No sweatshirts or fleeces may be worn in the classrooms.

### 4th-8th Boys

- Khaki pants with brown, black or khaki belt
- White long or short sleeve oxford button-down shirt – may wear only wear white short-sleeve t-shirt under the shirt
- **7<sup>th</sup> and 8<sup>th</sup> Grade Option Only - Chambray long or short sleeve oxford button-down shirt**

- Navy pullover V-neck vest with school logo (Uniform Source only)
- Plaid or solid navy tie or bow tie (worn daily) (Plaid – Uniform Source only)
- Polyester navy quarter-zip pull-over with logo may be worn in the classrooms with vest underneath
- No sweatshirts or fleeces may be worn in the classrooms.

#### **Winter Shoes & Socks for all students**

- Girls: Black & white saddle shoes, Keds blue and white saddle shoes or black, brown or navy shoes with a strap; white, navy or black socks (Black, blue or white leggings may be worn but they must cover the ankle.)
- Boys: Brown or black slip-on or tie shoes; white, navy, black or brown socks

#### **4<sup>th</sup> – 8<sup>th</sup> Physical Education Uniforms – Required for boys & girls** –Royal blue mesh shorts – no more than 2 inches above the knee

- Gray crew neck gym shirt with St. Mary's log (Uniform Source only)
- Athletic shoes

#### **Spirit Day – OPTIONAL**

#### **EVERY THURSDAY**

- Uniform bottoms (Grades K-8)
  - Summer – Students are to wear khaki or plaid bottoms
  - Winter – Boys – khaki slacks; Girls – plaid skirt
- Saint Mary's spirit shirt
- Uniform shoes
- For preschool students – Velcro tennis shoes or Velcro school shoes

Failure to follow the Spirit Day policy will result in a demerit and the possible loss of Spirit Day privileges.

#### **General Guidelines for All Students**

- The uniform code should be followed in a spirit of cooperation between students, parents, and the school.
- Uniforms are to be worn properly at all times during school hours and activities. Shirts (knit and button down) **are to be worn tucked in at all times.** All buttons except the top should be buttoned.
- Shoes should be clean and in good condition.
- Socks should be a solid color without brand names or logos.
- Writing on hands/body is not permitted
- Visible body piercing or tattoos are not allowed
- Colored or printed t-shirts are not allowed underneath the uniform
- All uniform pieces should be **clearly labeled with the student's name.**

- All uniforms must be well maintained. This includes repairing tears, replacing buttons, and making sure the uniform is washed regularly and pressed, as needed.
- Jackets may not be worn in school for warmth. The uniform sweater, boy's/girl's quarter-zip pullover and fleece are for this purpose. (Fleece and quarter-zip pullover available at Uniform Source.) **In grades 4-8 the vest must be worn underneath the fleece or pullover.**
- In the winter students should dress for warmth when on the playground.
- Students in grades 4<sup>th</sup>-8th are to wear athletic shoes and PE uniforms for Physical Education class.

#### **General Guidelines for All Girls – K- 8th**

- All skirts/jumpers, skorts are to be an appropriate length (No shorter than two inches above the knee).
- Jewelry – one ring, one watch, one pair of simple earrings (no hoops or dangling)
- Piercings, other than on the ear lobe, are not allowed
- No necklaces **unless of a religious nature**
- No bracelets
- No artificial finger nails
- Girls in grades PK-4th are not allowed to wear make-up or nail polish.
- **Girls in grades 5th-8th may not wear any make-up.** Only clear nail polish, clear lip-gloss or clear Chap Stick is allowed.
- Hair should be combed/brushed and groomed without distracting hairstyles or embellishments. No punk, bleached, colored highlights, spiked, mohawk or rattail hairstyles, etc. will be allowed in school. **The administration reserves the right to make final decisions concerning a student's hair.**

#### **General Guidelines for All Boys – K – 8th**

- Boys' hair must be cut over the ears and the **entire ear** must be exposed. It is not permitted to touch their shirt collar. No hair may touch their eyebrows or hang in their eyes. (Their eyebrows must be clearly seen.)
- No punk, bleached, colored highlights, spiked, mohawk or rattail hairstyles, etc. will not be allowed in school. **The administration reserves the right to make final decisions concerning a student's hair.**
- Jewelry - One ring, one watch (No Apple watches)
- Necklaces (unless of a religious nature), bracelets and piercings are not allowed.



### **Out of Uniform days**

The privilege to dress out-of-uniform is announced by the principal for special days.

- Appropriate and modest shirts, pants, and skirts must be worn.
- Only shorts that are at least knee length (like the summer uniform shorts) are acceptable. Shorts may be worn only during the times in which the summer uniform is worn. Capri pants are acceptable year round.
- For safety reasons students may not wear flip-flops or open toe shoes. Closed toe shoes are to be worn.
- Short shorts, athletic shorts, leggings, jogger pants, jogging pants, tank tops, and extremely tight or baggy clothing (this applies to jeans also) are unacceptable at all times.

Failure to follow the out-of-uniform policy will result in a demerit and the possible loss of out-of-uniform privileges.

### **DRIVING ON SCHOOL PROPERTY**

Drivers will not exceed 15 MPH, drive recklessly on school property or use cell phones or other electronic devices while driving.

Parking on school property is a privilege which may be revoked by the school principal for violation of parking driver rules. Parking is permitted only in designated parking areas. Vehicles parked on school property are subject to search at any time for suspicion of illegal substance.

### **DROPPING OFF AND PICKING UP**

Parents must arrange for the transportation of their children to and from school. **Students must have a note to go anywhere else other than the usual carpool. This privilege is granted only upon written request or notification from the parent or guardian.**

Parents are responsible for ensuring that children are brought to school and picked up from school on time.

- **The entrance near the tree line next to St. Mary's Manor is the required access to the property for drop off and dismissal. Please do not cut through the carpool line.**
- Regular drop off is between 7:30- 7:55 AM for grades K-8. Pre School students are dropped off at the Pre School entrance. Dismissal is between 3:00-3:30 p.m. (Preschool has other dismissal options.)
- In the mornings, only a single lane close to the school will be permitted. No one is to make a second lane for the purpose of dropping a child off. Drop off is not permitted in

the parking lot beside the church or the driveway between of the school and the Knights' building.

- **Students are encouraged to get out of the car as soon as the sidewalk begins (in front of the parish office) to allow the line to move more quickly.**
- **Children must get out of the car on the sidewalk side.**
- Please drive your car all the way down to the cafeteria entrance so that we can fit as many cars as possible along the sidewalk. Our goal is to have no cars sitting on the By-Pass or access road if possible.
- If you need to escort your child to the lobby, or come to the school office, please park in the large lot across from the playground area and cross with your child in front of the parish office.
- The faculty and staff park in three areas:
  1. The parking lot across from the school.
  2. The parking spaces in front of the Knights of Columbus Hall.
  3. The parking lot behind the cafeteria where our PK students have their carpool line.
- **You may use those parking lots after 8:00 AM and before 2:30 PM if spaces are available.**
- No student may be dropped off in any parking lot, or by stopping in the handicap zone. Students who are not in the PK program may not be dropped off in the PK drop off and pick up area.
- **In inclement weather, we ask that you please drop your child off in the carpool line.**  
This is the safest and easiest way for the children to enter the building.
- In order to have consistent and established routines for the children, we ask that parents refrain from walking children to their classrooms in the morning. The teachers need to give the children their full attention so that the day begins smoothly and without interruption.
- All drivers need to be watchful of children when entering or exiting the grounds during school hours.
- We ask your cooperation by staying in your cars in the carpool line for both arrival and dismissal.
- In the afternoon there are three pick up areas. PK students are to be picked up in the side parking lot behind the cafeteria. Middle school students may be picked up in the lot by the church. Multi-family carpools should use the lane closest to the school building.
- Please keep the foyer and outside area clear during dismissal to ensure the safety of the students.
- Volunteers who are in the building at the end of the day need to ask office personnel to call their children to the office.

- If a parent needs to pick up a child before 3:00, he or she must sign the child out in the office.
- To ensure student safety, students will be released to their cars once cars have been stopped. Parents should refrain from motioning or honking to their children to come to their automobile; the designated traffic monitor is responsible for releasing the children. Any parent who is personally escorting their children is also required to wait until the traffic has been stopped and they have been given permission to cross over to the parking lot.
- If a child does not come out to the carpool line in a timely manner, you may be asked to drive around the loop again. Please encourage your child to come quickly when their name is called.
- In order to have consistent and established routines for the children, we ask that parents please refrain from going into the classrooms during dismissal. The teachers need to give the children their full attention so that they can end the day without interruption.
- **Children not picked up by 3:30 must go to After Care. They may not go to other parts of the building or to athletic events unless accompanied by a parent.**
- Preschool and Kindergarten students who do not ride in a carpool with older children have permission to be dismissed at 2:40 p.m. Any parents who want to get in the carpool line for regular 3:00 dismissal will need to wait until 2:50 p.m. so that the preschool and kindergarten students can be dismissed.
- **The school asks that no one make a left turn onto the by-pass when leaving the church/school property during arrival or dismissal. The high traffic at this time creates safety issues and causes the carpool line to back up.**
- The school has the right to prohibit anything that destroys the integrity and flow of the arrival and dismissal process. Any circumstance that causes disruptions to this process on school property before, during or after school hours will not be allowed.

### **EMERGENCY SCHOOL CLOSURES OR DELAYS**

The closure, delayed opening or early dismissal of school due to inclement weather or for other reasons will be announced:

- Through our Alert System; a text alert will be sent out to the parent's cell
- WBBJ-7 TV and WBBJ-7 website

In the case of an unscheduled late start or early dismissal, parents are responsible for their children and should make arrangements to drop them off and pick them up. Before care and after care will not be available.

## **EMERGENCY/CRISIS PROCEDURES**

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese of Memphis *Emergency Response Handbook*. The principal is responsible for activating the school's Internal Response Team and for communicating with the superintendent and students involved, parents of those students, faculty, office staff, custodial staff, and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team.

These emergency procedures shall be reviewed with the faculty during the in service days before school begins. The school will maintain emergency information for each student in the school office.

An emergency kit is available in each classroom and area that is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager.

Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

## **FIRE DRILLS**

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first twenty school days. Teachers will take roll books with them during the drills in order to have an accurate account of all students present.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Bell signals to signify the exit and reentry of the building during a fire drill will be explained to students prior to the first fire drill of the school year.

All staff members shall be instructed on the alarm system and the manner of activating it.

A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request.

## **TORNADO DRILLS**

A tornado drill will be conducted within the first twenty school days and at least once more during each school year. A record of all tornado drills shall be kept on the emergency drill form.

### **EARTHQUAKE DRILLS**

Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form.

### **WEATHER EMERGENCIES**

Catholic schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency.

### **BOMB THREATS**

Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

### **FIELD TRIPS**

School sponsored field trips are a source of enrichment for the students and will have an educational purpose. Field trips are confined to instate trips except with the permission of the Superintendent (or Pastor at a parish school). The Diocesan policy for volunteer drivers shall be followed. (See Volunteer Drivers) Safety of children and school liability shall be major considerations when arranging field trips.

The Diocesan field trip permission form will be used in all schools. This must be signed by the parent/guardian before any child may accompany his/her class on a field trip. **No students will be permitted to attend a field trip without the written signed permission slip.** The school rules and uniform policies still apply for field trips. Special permission is needed from the principal to dress out of uniform for a field trip. Students can be deprived of participating in a class trip as a disciplinary action. Students should be made aware of the fact that field trips are privileges afforded them; no student has a right to a field trip. (Students are expected to attend these field trips. If for some reason a student cannot attend, the student is expected to attend school on that day.)

### **FOOD ALLERGIES**

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian should notify the school in writing of the student's condition.

### **GRADUATION CEREMONIES**

Graduation ceremonies for students completing PreK and Kindergarten will not be conducted. Recognition programs are appropriate. Diocesan School graduation for eighth grade will be a simple and appropriate religious service. Outstanding student achievement may be recognized at this time.

### **GRADUATION REQUIREMENTS**

In order to graduate, a student must have satisfactorily completed or mastered the work in each of the core subjects, Religion, Language Arts (Literature and English), Math, Social Studies and Science. Retention of an 8<sup>th</sup> grade student is not permitted, therefore they will not receive a diploma and cannot repeat 8<sup>th</sup> grade at Saint Mary's School.

### **GUM**

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school and after school. Disciplinary action (2 demerits) will occur for students who are chewing gum during the course of the school day or during morning and afternoon carpool.

### **HARASSMENT**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion.

### **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

Students prior to enrollment must provide health examinations and proof of immunization in accordance with the regulations of the Tennessee Department of Education. If proper documentation is not on file, students will not be permitted to attend classes.

### **HEALTH SERVICES**

#### **SCHOOL NURSE**

A school nurse is not available at Saint Mary's school. The office staff handles minor health situations and will contact parents when necessary.

### **CONTAGIOUS DISEASES**

Children should be kept home if there is evidence of sore throat, fever, nausea, rash, swollen glands, abdominal pain, watering eyes, etc. Please notify the school office if a child has a communicable disease. A communication will be sent to the parents of the students in the class informing them of a contagious disease. The school requires a release from the doctor before the student can be re-admitted to class.

### **ILLNESS DURING THE SCHOOL DAY**

The parent or guardian will be notified when a student becomes ill during the school day. The principal and/or office staff, and the parent or guardian will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others will be expected to be picked up by the parent or guardian. Students should not return to school for one school day after experiencing a fever or rash.

### **HEAD LICE PROCEDURE**

In the event that a child has head lice, please notify the office. Other students in the class will then be checked. A communication will be sent home the day of head checks so that all parents will be alerted to the possibility of this condition. The office will notify the parent if a child shows evidence of this condition and information on detection and treatment will be provided. Upon returning to school the child must report to the office to have another head check before being allowed to return to the classroom.

### **HOMEROOM PARENTS**

Homeroom parents assist the teachers in the planning of events for the classes, as well as in whatever way the teacher feels would be beneficial to his or her class.

### **HOMEWORK**

Homework is an integral part of a student's learning program as it enables deeper learning of skills, concepts and content. Additionally, homework helps students become a responsible and self-disciplined learner.

Students gain value from homework when they understand that:

- homework has a definite function in enriching and extending what they have learned in class
- homework is preparation to share with others something they have discovered, read or created
- homework is practice to improve basic skills
- homework provides valuable time to study and review for upcoming tests

Students are required to use an assignment pad to record their daily homework and upcoming assignments. Parents should check their student's assignment pads periodically to ensure that this work habit is being developed.

Teachers will post homework on RenWeb. Parents and students can check RenWeb after 4:00 PM each day to see current homework assignments. When a student is absent from school please check Ren Web for homework. **HOMEWORK MUST BE REQUESTED BY 10:00 AM SO THE TEACHERS CAN HAVE IT READY FOR PICK UP AT THE END OF THE DAY. IF REQUESTED AFTER 10:00 AM YOU WILL RECEIVE THE ASSIGNMENTS THE NEXT DAY.**

Parents have a responsibility to provide a quiet place that is conducive to study and to exhibit a real interest in the accomplishment of assignments. The amount of time that a student spends on homework depends on the student. The following time frames provide guidelines as to the amount of time a student in a particular grade-level may spend to complete their homework. Please inform the teacher if your child is consistently spending less or more time than these guidelines.

The following are suggested time frames to spend on homework:

- 1<sup>st</sup> Grade: 20 – 30 minutes
- 2<sup>nd</sup> Grade: 20 - 30 minutes
- 3<sup>rd</sup> Grade: 30 – 40 minutes
- 4<sup>th</sup> Grade: 40 – 50 minutes
- 5<sup>th</sup> Grade: 50 - 60 minutes
- 6<sup>th</sup> Grade: 50 - 60 minutes
- 7<sup>th</sup> Grade: 60 - 90 minutes
- 8<sup>th</sup> Grade: 60 - 90 minutes

### **LATE HOMEWORK**

Late homework will be accepted on the day following the due date. In grades 4-8 the student will receive a grade no higher than 70%. If homework is not handed in within 1 day after the due date the student will receive a 0. (A zero will be entered on the due date until the assignment is handed in to the teacher.)



## **HONOR ROLL**

Honor Roll is awarded to students in grades 4 through 8.

*St. Mary's has a grade modification program for students who have diagnosed difficulties in a traditional educational setting. These students may receive a modified grade that is stated on the report card as modified and allows their average to fall into the First Honors or Second Honors category.*

### **First Honors**

- A's in all academic and non-academic subjects
- G's and O's in effort and conduct
- No detentions/suspensions

### **Second Honors**

- A's and B's in all academic and non-academic subjects
- G's and O's in effort and conduct
- No detentions/suspensions

### **Outstanding Effort**

- Students who show consistent and outstanding effort in all academic and non-academic subject areas

## **INSPECTIONS AND SEARCHES**

Students have no expectation of privacy in any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, book bags or other containers brought onto school property or to school events.

Lockers and desks provided for student use are the property of the school and are subject to search or inspection at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, book bags, purses, electronic devices and private vehicles if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

## **INSPECTIONS**

School personnel will conduct quarterly safety inspections. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted schools that contain asbestos.

## **LATE ARRIVAL/EARLY DISMISSAL**

Tardiness is disruptive to the learning environment and should not occur except under exceptional circumstances. Students who arrive late **must be signed in by their parent** (after 8:00 AM). The student will report to their homeroom. Parents may not escort a student to their classroom.

- A silent lunch will be given to students in grades K-3 who are tardy 5 times and every 5 times after that, i.e. 10, 15, etc.
- A morning detention (Friday at 7 AM) will be given to students in grades 4-8 who are tardy 5 times and every 5 times after that, i.e. 10, 15, etc.
- Students who arrive at school after 10:00 AM or leave before 1:00 PM are given credit for a half-day of school.

Early dismissal will not be permitted without specific written permission of the parent or guardian. Parents/guardians must sign in/out students in the school office if they arrive late or depart early. Teachers will only dismiss students when given clearance and approval by the office. Parents are not allowed to pick up their child at the classroom door without authorization from the office.

The principal may require a conference with parents of children who are consistently tardy or are leaving early. Excessive tardiness or early dismissal may also affect financial assistance or re-enrollment for the next year.

### **LIBRARY**

All curricular materials used by St. Mary's School are chosen because they contribute to the overall academic and moral formation of the students. If a parent has a question or a concern about any book or materials in the school library he/she should communicate their concern to the Principal. St. Mary's School reserves the right to make final decisions in regard to materials used in its media center and curriculum.

### **LOCKERS**

Like other school property, students are expected to care for and protect lockers and to compensate the school for damages resulting from their destruction or defacement, whether willful or accidental. Willful destruction or defacement of lockers will also subject a student to appropriate disciplinary procedures.

The school is not responsible for lost or missing personal items whether stored in the locker or elsewhere.

### **LOST AND FOUND**

Students or others who find clothing, jewelry, books, money or other articles should turn those in to the school office. Lost items will be returned if ownership is identifiable. If ownership is not identifiable, items will be kept and may be reclaimed by owners who accurately describe them. Items not reclaimed by the end of the school semester will be discarded or charitably donated.

**All student property must be labeled for easy identification**

## **LUNCH - SCHOHOUSE FARE**

Schoolhouse Fare partners with your school to provide a secure, fast, and easy-to-use online ordering system that allows you to order from a variety of nutritious lunch menus – all transfat free and fresh made-to-order. You can order, pay and manage your student lunches on the web.

### **REGISTRATION AND ORDERING WILL BEGIN ON AUGUST 2.**

**2021 GO TO: [HTTPS://ORDERS.SCHOOLHOUSEFARE.COM](https://orders.schoolhousefare.com) - (please bookmark this page)**

#### **REGISTRATION NEW PARENTS**

Click Create an Account

School Password is: STMARY

Follow the prompts to complete registration and add students

Click the Home/Order link on the nav bar to begin placing your orders

#### **REGISTRATION RETURNING PARENTS**

Sign In with your username & password

Update student info by add their grade for the new school year & click “update profile”

If a student has graduated, select their name & click “remove profile”

Once all profiles are updated – Click on the Home/Order link to begin ordering.

#### **ORDERING**

- Lunch Service starts On August 16, 2021
- Check out & pay - Please be sure to complete the checkout process when placing an order. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.
- Ordering for more than 1 person? Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- If the TOTAL transaction is less than \$10.00, a \$1.00 processing fee will be applied to the total order. The total transaction could be for more than one day and for more than one student.
- Print your order – Click “View/Print Order” at the top of the monthly calendar.

**ORDERING DEADLINES:** The order deadline for full lunch menu is 5 days prior to the lunch delivery date. In addition, we offer a late order menu which is open until noon the day prior to the delivery date.

#### **LUNCH PROGRAM QUESTIONS AND TECHNICAL SUPPORT:**

For questions regarding Food or Policy, including Missed/Late Orders, Credits, and Changes/Cancellations, please email [info@schoolhousefare.com](mailto:info@schoolhousefare.com) or call 843- 297-8030, and we'll get back to you right away!

**CREDITS:**

Any remaining credits from the 2020-2021 school year will be carried over to the 2021-2022 school year. For school closings due to weather or other unforeseen reasons, the lunch orders are cancelled and accounts are credited. If a student is sick or will not be at school on the day they have pre-ordered, Schoolhouse Fare requires cancellation notification 24 hours in advance to issue a credit.

**PAYMENT INFORMATION :**

The program accepts payment by Debit Card, Credit Card: Visa, MasterCard & Discover or Personal Check. Check Payments made payable to: Schoolhouse Fare and send to 919 Kushiwah Creek Drive, Charleston, SC 29412 Thank you for participating in the Schoolhouse Fare lunch program! Carol Fair & Bradley Morrow info@schoolhousefare.com 843-297-8030

**Thank you for participating in the Schoolhouse Fare lunch program! Carol Fair and Bradley Morrow Carol Fai and Bradley Morrow - info@schoolhousefare.com 843-297-8030**

**If students are not participating in Schoolhouse Fare lunches they are to bring a lunch to school. Fast food may not be delivered to the school or dropped off.**

## **MEDICATION POLICY AND FORMS**

A Medication Administration form is available in the school office.

In order for the school to administer medication during school hours, on school property or while attending school events it must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) that is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.
2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property, during the school day.
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school principal in advance of delivery.
6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.
7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The principal or principal's designee will reconcile the supply of all medication with the administration logs no later than the third school day of each month.

8. Staff members who assist in the administration of medication will maintain a log of such administration. Medication logs will be signed by the staff member and filed with the principal on the first school day of each month.
9. The first day's dosage of any medication must be administered at home before school personnel will administer it.
10. The school principal will designate a member of the school staff to administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.
11. A staff member chaperone will be assigned to carry medication (other than self-carry/self-administer medication) that must be administered during a field trip or other off-campus event. The staff member will be responsible for the proper storage and administration of the medication while off campus.
12. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.
13. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.
14. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.
15. Failure to register medication will lead to a presumption that such medications are not lawfully in the possession of the student.
16. The parent/guardian must agree to release the Catholic Diocese of Memphis, its Board, directors, employees and agents from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless the Catholic Diocese of Memphis from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

#### **NON-PARTICIPATION IN ACTIVITIES**

If a student cannot participate in physical education for medical reasons, please provide a written excuse explaining the condition. A doctor's excuse may be required for extenuating circumstances.

### **OSHA REGULATIONS**

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

### **PARENT INVOLVEMENT**

The first and primary educators of children are their parents. Parents/guardians are expected to support the administration and teachers of the school. The school values input of parents/guardians and uses survey information in forming long-term goals. In keeping with the process of subsidiarity, problems should be solved at the most direct level possible beginning with the classroom teacher. If the issue is not resolved, parents/guardians should try to solve the issue with the principal. If the issue remains unsolved the parents/ guardians may contact the pastor. Social Media (Facebook, Instagram, Twitter, etc.) is not the platform to air grievances to affect changes and may be detrimental to the school which would not be considered as support of the teachers and administrators of the school.

***\*\* The school and the parents are partners in the education of children. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school. \*\****

### **PARENTAL SUPPORT**

It is important that children be thoroughly convinced that their parents stand behind the school. Parents and teachers can best serve the students they jointly care about by working together, by investigating whatever misunderstandings might arise, and by supporting one another in all things. In the case of a disagreement, it is in a student's best interest that all come to some understanding which will safeguard the student's respect for parental and school authority.

### **PARENT/TEACHER CONSULTATIONS**

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, written notes, letters, e-mails, scheduled on-site meetings or classroom newsletters. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other school personnel must schedule the meeting in advance.

### **PARTENERSHIP OF PARENTS**

St. Mary's School strives to provide a Christ-centered Catholic education, with a focus on academic excellence, and the development of each individual child. To accomplish this mission we look to our parents for support and partnership in this fundamental task.

As partners in the educational process at Saint Mary's School, we ask parents:

1. to set rules, times, and limits so that your child:
  - arrives to school on time and is picked up on time at the end of the day
  - is dressed according to the school dress code
  - completes assignments on time
  - brings a lunch each day or ordered lunch from Schoolhouse Fare
2. to actively participate in school activities such as Parent-Teacher Conferences; the Parent's Club, fundraising, etc.
3. to treat teachers and administrators with respect and courtesy in discussing student problems
4. to notify the school when the student will be absent
5. to meet all financial obligations to the school
6. to inform the school of any special situation regarding the student's well-being, safety, and health
7. to complete and return to school any requested information promptly
8. to read school e-mails and to show interest in the student's total education
9. to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
10. to support the religious and educational goals of the school
11. to attend Mass and support the teaching of the Catholic Faith by word and example
12. to support and cooperate with the policies of the school as stated in this handbook

### **PROMOTION/RETENTION**

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. religion, language arts, math, social studies and science. If a student receives two F's, summer school or tutoring is required for promotion. If a student receives three F's, he/she is subject to retention.



Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during the entire elementary school years. If deemed necessary, retention shall occur within the primary grades.

Prolonged absences are not a basis for retention. If a student's achievement is affected due to these absences, retention may be necessary. Otherwise, alternatives may be pursued prior to the final decision, such as, homebound tutoring, supervised study and/or summer school.

When the **possibility** of retention exists, parents will be notified by the end of the first semester. Confirmation of retention shall be communicated in writing to parents.

### **PSYCHOLOGICAL SERVICES**

Upon request of the parent or guardian, the School Counselor can provide a list of resources for psychological services for students.

### **RESEARCH AND SURVEYS**

Outside organizations will not be permitted to conduct research involving the school or its students without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

### **REPORTING STUDENT PROGRESS**

Communications with parents shall include, but not be limited to, progress reports, standardized testing results, student assessments, parent-teacher conferences and periodic performance reports.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order.

### **REPORT CARDS**

Report cards are issued at the end of each nine-week grading period. Report cards are sent to parents or guardians electronically through Ren Web approximately one week after the grading period ends. Grades are based upon participation in class, assignments, quizzes and tests.

### **PROGRESS REPORTS**

Progress reports are issued to students in grades 1-8 in the middle of each nine-week grading period. These reports are sent to parents or guardians through Ren Web. Parents are

expected and encouraged to check Ren Web on a regular basis to keep track of the progress of their child in between progress reports and report cards. Parents should communicate directly with the teacher any questions or concerns they may have about grades, behavior or assignments.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order

### **GRADE SCALE**

Grades PK-2nd are assessed on basic skills appropriate for their age/grade level.

#### **Grades 3-8**

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	88-90
B-	86-87
C+	84-85
C	78-83
C-	76-77
D+	74-75
D	72-73
D-	70-71
U	0-69

### **CONDUCT CODE**

- O – Outstanding – excellent at all times
- G – Great – above average, good
- S - Satisfactory – above average; good
- N – Needs improvement – poor
- U – Unacceptable – conference necessary

### **SCHOOL BUS STANDARDS OF CONDUCT**

St. Mary's utilizes bus transportation on rare occasions, such as the 8<sup>th</sup> grade class trip. On any such occasions the following policies will be enforced.

Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by his/her driver or assigned chaperone will be followed.

- Students must be seated while a bus is in motion.
- Students must sit in their assigned seats, if the teacher or bus driver makes seat assignments.
- Hitting, pinching or other aggressive conduct toward others is prohibited.
- Students must keep personal items out of the aisle and otherwise out of the way of other passengers.
- Students may not take or otherwise disturb the property of other passengers.
- Students may not disembark at a stop without the permission of a chaperone.

A driver shall report to the principal as soon as possible, any student refusing to obey the driver or refusing to abide by bus conduct rules. The principal shall discipline the students according to disciplinary procedures for other misconduct.

In order to promote the safety and security of students and transportation personnel, video cameras may be used to monitor student behavior on vehicles transporting students to and from school, extracurricular activities or trips.

### **SAFETY COORDINATORS**

Students or parents with concerns about school security may contact the school safety coordinator appointed by the principal each school year.

The school safety coordinator's responsibilities include but are not limited to:

- Cooperation with the principal to insure the safety of the students
- Maintain the required notebooks concerning safety, blood-borne pathogens, hazard communication, and asbestos
- Conduct the monthly safety evaluation of the facilities and the property
- Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance
- Company and OSHA
- Inspect and restock the school's emergency bags
- Attend the meetings called by the Diocesan Risk Manager
- Conduct drills as required

### **SCHOOL DAY**

Saint Mary's schedule is as follows:

Cafeteria Doors Unlocked	7:30 AM
Morning Prayers	8:00 AM (students should be in their homerooms)
Dismissal	3:00 PM

No student will be allowed into the school building before 7:30 AM unless they are participating in morning tutoring. The school accepts no responsibility for any unsupervised student on the school grounds before 7:30 AM or after 3:30 PM. An unsupervised student is one who is not associated with a before or after school function and not under the supervision of an authorized adult.

All students unsupervised after 3:30 PM will be sent to after school care. Students on the premises after 3:30 PM, and not under the supervision of the after school care program, must be with their parent, guardian or adult responsible for their supervision.

### **SCHOOL SAFETY**

Generally accepted practices that promote the safety of students while in the custody of schools are followed. The practices are based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

### **SCHOOL SCHEDULE/RELIGIOUS INSTRUCTION**

The length of the school day shall meet accreditation requirements and be determined at the school level to permit religious instruction, which is required daily for all students. The school schedule shall also provide for daily prayer and regular celebration of the Eucharistic Liturgy. The students attend Mass every Wednesday and Friday (8:10) and pray the Rosary together every Tuesday (8:10). The Stations of the Cross are done on Tuesdays during Lent.

### **SERVICE OPPORTUNITIES**

Parents are considered partners of the school in the education of their children. In addition to encouraging their children in good study habits and proper sleep, nutrition and exercise, parents are encouraged to volunteer their time in any of the following ways:

- assisting in the library
- assisting with classroom parties and special events
- assisting with fund-raisers
- serving as drivers for field trips

Parents who volunteer in any school related capacity, where they are placed in a position of having responsibility over children, are also required to have a Virtus training certificate and background check on file in the school office. This training is scheduled when there is a need.

### **SMOKE-FREE ENVIRONMENT**

No one is permitted to smoke or use tobacco products in school facilities or on school grounds, including inside vehicles on school property. Saint Mary's School and campus are non-smoking areas.

During athletic events, smoking is not permitted in the seating areas or the areas around the playing fields.

### **SOCIAL EVENTS**

**There will not be any school sponsored dances held for the elementary and middle school students. (This is a Diocesan directive.)**

Schools shall sponsor simple and appropriate social events that contribute significantly to the total development of the students' personalities. In planning social events, the cost factor will be seriously considered.

### **SOCIAL MEDIA**

No one may use the school name, logo or motto on any type of social media or in any other way without the express written permission of the principal. Engagement in and postings on blogs, social media, YouTube, etc. may result in disciplinary action if the content includes threatening or defamatory images or comments regarding the school, faculty, staff other students or the parish.

### **CONSEQUENCES**

Notification will be made to the parent or guardian of the student involved in any violation of the technology guidelines. Any of the following consequences may be imposed:

- appropriate legal action
- conference with parent or guardian
- revocation of access privileges
- loss of technology use for a determined period of time
- school disciplinary action according to school policy

### **SPECIAL EDUCATION**

Limited modifications and accommodations can be made for students in grades K-8. The extent and frequency of support for each student is determined by the administration and teachers in consultation with parents and other educational specialists.

After consultation with a student's teachers and the school counselor, the principal may require that a student have an academic or behavioral assessment or counseling in order to remain at St. Mary's school. Such an action is taken only to benefit the student and to help improve his or her likelihood of success at St. Mary's. The school regrets that it is not able to administer this assessment nor to assume financial responsibility for any costs associated with the assessment or counseling. Parents may request an assessment, which is provided free of charge, through the public school system or they may choose to have the assessment done through a private, certified third party. School personnel will be available for meetings requested by the testing agency.

The school counselor or administration will need to be able to communicate with the educational specialist or psychologist in order to gain a better understanding of the needs of the child. The school will provide reasonable accommodations for the child as required by law. If the administration believes that the school cannot provide the recommended accommodations, parents will be notified and both parties will meet with the testing or counseling personnel present, if available.

If the school has requested academic or behavioral evaluations, parents who choose not to have their child tested or assessed may be asked to withdraw their child.

### **STUDENT RECORDS**

The school will keep an up to date cumulative record of each pupil from Kindergarten through grade eight. These records shall be typed or written in black ink.

The following records shall be kept for each student in the cumulative folder:

- Initial application forms and student entrance test
- \*Permanent/cumulative record cards
- Birth Certificate
- \*Achievement Test Scores
- \*Health/immunization Records
- Report cards (current year and previous year)
- Transfer information and records (if appropriate)
- \*Baptismal and sacramental records
- Emergency information on student
- Reading/math records (grouping information)
- Field trip permission slips
- Custody information

\*Indicates information forwarded to another school

All records will be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and will remain the property of the school.

If a school should close, all records will be sent to the Catholic Schools Office.

### **SUPERVISION OF STUDENTS**

Students shall be supervised during the entire time they are on the school premises during the school day and for school activities.

### **TECHNOLOGY GUIDELINES- GENERAL**

Saint Mary's students will occasionally have access to the Internet, with the supervision of a faculty member, through the Saint Mary's School T1 line. The use of the Internet is restricted to educational and research purposes, and/or the exchange of educational information. No student accounts will be allowed. Saint Mary's makes no warranties of any kind, either express or implied, that the functions or services provided by or through the network will be error-free or without defect.

### **Terms and Conditions**

By using the network, students and their parents agree to all policies, procedures, and conditions applicable to such use, and waive any and all claims against the campus/school arising out of such use, including, but not limited to, claims for breach of any right to privacy.

### **POLICIES**

Students at Saint Mary's School are expected to comply with the following policies:

1. Students will follow the acceptable use statement.
2. A student is only allowed to use material that has been assigned to them by a member of the Saint Mary's school faculty or staff.
3. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited on the network.
4. The use of the computer to transmit or view pornography or any other information generally considered inappropriate in a Christ-centered learning environment is forbidden.
5. A student must obtain permission to use technology from a member of the administration, faculty or staff.
6. The school does not assume any responsibility for lost or damaged electronic devices that are brought to school.

### **PROHIBITED USES OF THE SCHOOL'S COMPUTERS**

The following are a few, but not all technology abuses that are subject to disciplinary action:

1. Plagiarizing copyrighted material. Students are expected to follow all guidelines related to plagiarism.
2. Viewing threatening or obscene materials, materials protected by trade secret, or classified government information.
3. use of Saint Mary's network technology for commercial activities by students or for-profit institutions.
4. use of Saint Mary's network technology for product advertisement or political lobbying.
5. vandalism/destruction of another's student's work
6. stalking, harassment, bullying, discriminatory remarks, and any anti-social behavior
7. theft
8. violations of privacy
9. transmission and/or viewing of any material in violation of any U.S., state, or local law or regulation
10. Students at school may not download software, shareware or freeware. No software, shareware, or freeware will be brought into the school and loaded onto the computers by students without the express permission of the technology coordinator.
11. Students must never give out personal information such as a last name, home address, school attending, or telephone number over the Internet.
12. If Saint Mary's incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

### **CONSEQUENCES**

Notification will be made to the parent or guardian of the student involved in any violation of the technology guidelines. Any of the following consequences may be imposed:

- appropriate legal action
- conference with parent or guardian
- revocation of access privileges
- loss of technology use for a determined period of time
- school disciplinary action according to school policy

### **TECHNOLOGY CONCERNS**

**APPLE WATCHES** – Students are not permitted to wear Apple Watches to school.

**BLOGS** – Engagement in online blogs such as, but not limited to Facebook, Instagram, Snapchat, Twitter, etc. may result in disciplinary actions (including expulsion if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook, Instagram, Snapchat, Twitter page without the written authorization of the principal. Negative



or defamatory comments about the school, the faculty, other students or parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**CELL PHONES** – The practice of students bringing cell phones to school is strongly discouraged. However, if a student needs a cell phone for pick up after an after-school event, students may bring the cell phone to school. Cell phones should at no time be ON during the day. If a student brings a cell phone to school they must be turned off and given to their homeroom teacher as soon as they arrive in the morning. The cell phone of any student not following this policy will be taken away and the student will be sent to the office. Parents will need to come to the office to get the student's cell phone. The Administration reserves the right to search the contents of a confiscated cell phone.

**FACEBOOK, INSTAGRAM, TWITTER, TIKTOK AND OTHER SOCIAL MEDIA POSTINGS OF STUDENTS** – Saint Mary's School work hard to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Mary's School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Mary's are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook, Instagram or any social media page. Such postings are a violation of Saint Mary's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Holy Cross School.

**INSTAGRAM** – Photos and captions on a student or parent's Instagram account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

**SEXTING** – Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic device face suspension and/or expulsion. In accordance with the law, the Jackson Madison County Police Department will be notified.

**TEXTING** – Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**VIRTUAL REALITY SITES** – Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home

via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension or expulsion.

### **TELEPHONE**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

### **TEXTBOOKS AND SUPPLIES**

The tuition includes a school supply fee that covers the cost of individual student school supplies. The school then purchases these supplies. The fee does not cover the cost of pencils/pens, book covers, certain Pre-School items (see Pre-School Handbook), parties, field trips, special events and other activities that take place at the school. Textbooks, either print or electronic, will be issued to or purchased by all enrolled students. Students will reimburse the school for loss of or damage to textbooks or electronic equipment.

### **TRANSCRIPT REQUESTS**

Transcript requests must be submitted to the school counselor at least ten school days prior to the date by which the recipient requires the documents.

### **TRANSFER**

Any student transferring from another Catholic school must be clear of all financial obligations and in good standing at the previous school.

The following materials will be requested directly from any prior school when a pupil applies for transfer into the school:

- Permanent Record Card
- Health record
- Achievement test scores
- Baptismal record (Catholic)
- Student withdrawal form
- Last report card

Transfer records will not be accepted from the parent or pupil.

All new and transfer students will be placed on a nine-week probationary period. At the end of the probationary period, the current academic status, academic achievement and conduct of the student will be reviewed by the teachers and the principal to determine the

appropriateness of his/her placement in Saint Mary's School and in the assigned grade. At the end of the probationary period, one of three things will happen: The student is accepted, the student's probationary period is extended or the student is no longer allowed to attend Saint Mary's School.

### **TUITION AND FEES/FINANCIAL ASSISTANCE**

Tuition rates and fees are published yearly, and as such are not quoted in this handbook. All Catholics must be registered in a parish to receive the Catholic tuition rate. A parishioner is registered, attends Mass and contributes to the parish where they are registered. You must have a verification form signed by the Pastor of the parish in which you are registered and present it to the Admissions Director to receive the Catholic tuition rate.

\*\*\*In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Tuition may be paid in full at registration, or through automatic draft on the first or the fifteenth of each month. The first payment is drafted July 1<sup>st</sup> or 15<sup>th</sup> and the last payment May 1<sup>st</sup> or 15<sup>th</sup>.

A \$25.00 fee will be charged to your account if funds are not available at the time of the automatic draft. After the second NSF you will be placed on a cash only status where you must pay with cash or money order.

Whenever the responsible party becomes more than 90 days past due in tuition and/or fees owed, the student(s) may not be allowed to return to school until the payment is made. It is the responsibility of the parents to communicate with the school about any situation that may arise.

Students with outstanding account balances may not be able to participate in end of the year activities. Eighth grade students may not be eligible to participate in the class trip or graduation events if there are any outstanding financial obligations. Transcripts and diplomas are held at the end of the year until account balances are paid in full.

Each family is responsible for earning \$200 for St. Mary's School by utilizing the Scrip program. Any remaining balance will be deducted from your account by May 31st.

## **DELINQUENT TUITION POLICY**

- Families whose draft is returned for any reason will be sent a letter and a statement requesting payment within 10 days by cash, certified check or money order including the \$25 return fee.
- Families **30 days** delinquent will be sent a past due letter notifying the parents that their tuition is past due. The parents will be asked to bring their account current within **10 days** and that payment must be in the form of cash, certified check or money order.
- Families **60 days** delinquent will be notified that their tuition account is past due and that they must pay the amount due within 10 days. The parents will also be notified that report cards, progress reports and access to Ren Web will be withheld until the account is current or arrangements have been made to do so. Students will not be allowed to participate in any extra –curricular activities.
- Families **90 days** delinquent will be sent a letter requesting that parents bring their account current within 10 days. The parents will also be notified that if they do not bring their account up-to-date within 10 days, their child(ren) will be suspended from school and that payment must be in the form of cash, certified check or money order. Those families who do not respond will be notified via email that their child(ren) have been suspended from school as of that date.
- The children of a family with **any past due balance, from the previous year or current year, will not be allowed to begin the school year until the tuition account is brought current.**
- Report cards, transcripts and progress reports will be withheld and will not be made available for families who are not current with their tuition.

## **FINANCIAL ASSISTANCE**

Financial assistance is available for qualifying students. Information and application forms may be obtained through the Admissions Director. Applications must be made each year.

## **REGISTRATION FEES**

Registration fees are paid at the time of enrollment or re-enrollment. No portion or total amount of the registration fee is refundable.

## **USE/PROTECTION OF SCHOOL FACILITIES/PROPERTY**

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

Scheduling for the use of any school facility must be requested and coordinated with the school principal. The gym/athletic fields must be scheduled through the athletic director. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

### **VISITORS**

- All visitors and volunteers are required to sign in at the office and wear a visitor badge. This is for the safety of the children and to let the administration know who is in the building at all times.
- For academic reasons, for the privacy of each student, and to avoid general disruption, classroom visitation will not be allowed without the special permission of the principal. For the good of the classroom itself, this permission is not readily given. Cooperation regarding these matters throughout the school year is appreciated. Visitors should not linger in the hallways near the classrooms.
- Items brought to the school to be delivered to the classroom are a disruption in classroom learning. Therefore, items brought to the school after 8:00 A.M. will be kept in the office and the child may pick them up either at lunch or recess time. Children should learn the responsibility of bringing their lunches, books and other items to school as assigned.
- If a parent wishes to provide cupcakes or cookies for the class for their child's birthday they must be brought to the office to facilitate getting them to the child's classroom.
- Flowers and balloons may not be delivered to school for a child.

### **VOLUNTEER CONFIDENTIALITY**

Volunteers must sign a confidentiality agreement prior to service in or for the school.

### **VOLUNTEER DRIVERS**

Parents who chaperone students on school-related functions or field trips have the authority to enforce the school rules of safety and good behavior. Because of this responsibility, it is a Saint Mary's policy that parents who chaperone for field trips may not bring siblings. Field trips are geared for the age of the class taking the trip and chaperones are to be responsible for those students.

To transport students, a copy of the volunteer driver's valid license and proof of insurance must be on file in the school office. Volunteer drivers must also participate in the Diocesan driving

class, have a Diocesan background check, a Virtus certificate, and must sign a volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not talk on their cell phones or text while driving. Unless travelling with their own parents or guardians, at least two adults must accompany any students in any vehicle used for trips related to school activities or events.

### **WEAPONS/DANGEROUS INSTRUMENTS**

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

### **WITHDRAWAL**

Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls. An exit interview with the Admissions Director is customary upon leaving Saint Mary's School.

### **WITHDRAW OF STUDENT ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to Diocesan or local policies and regulations
- Interference in matters of school administration or discipline
- Misconduct at any school function including sporting events

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the Pastor/Superintendent, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school and after school. Disciplinary action (2 demerits) will occur for students who are chewing gum during the course of the school day or during morning and afternoon carpool.

## **Policy for Students**

### **Educational Purpose SAINT MARY'S SCHOOL - Technology Acceptable Use**

Access to technology-based tools and information, and the development of Information Technology skills, are fundamental requirements for preparing students to take their place in a technological society. Our school, and the Diocese of Memphis, provides student access to technology systems, and to the Internet and other on-line services. This availability of technology and on-line systems is intended to enhance the educational process.

#### **Responsibility**

The use of our technology must be in the support of education and research activities consistent with the objectives and educational policies of our school. A student's use of our technology and on-line services is a privilege, not a right. It is our administration's intent to set reasonable requirements for student acceptable and responsible use of our technological resources. It is the student's responsibility to abide by these requirements.

#### **Content Management**

Along with a wealth of information resources, the Internet and its subsystems also provides the availability of material that may not be of educational value, or may not be appropriate in a school setting. Our administration has taken, and will continue to take, precautions to restrict access to information that it deems inappropriate for a school setting. Additionally, student Internet use in our school will be a supervised activity.

#### **Acceptable Student Use**

All users are expected to abide by general rules and network etiquette. These include, but are not limited to the following:

1. Be respectful of others in all communications. The use of inappropriate language, including vulgarities, profanities, obscenities, harassment, racial slurs, etc., will not be tolerated.
2. Do not reveal your identity, address, phone number, or other personal information. Do not reveal the identity or personal information of anyone else.
3. Comply with all federal, state, and local laws and regulations. The transmission or receipt of any material in violation of these laws and regulations is prohibited. This includes, but is not limited to:
  - 3.1. Deliberate violation of copyright, or other use of another person's intellectual property without his prior written approval and/or giving proper acknowledgements
  - 3.2. Accessing material that advocates violence or discrimination, such as hate literature
  - 3.3. Activities that are disruptive to our technology, systems, or services
  - 3.4. Accessing and/or transmission of obscene, pornographic, or sexually explicit material
  - 3.5. Attempts to access or enter areas of restricted information
  - 3.6. The use of our systems for commercial or political activities

**Privacy / Security**

Students should not expect that files that are sent or stored on our systems would be private. Files and technology-based activities may be reviewed and tracked in order to ensure compliance with this Student Acceptable Use Policy.

All students are responsible for any and all activities that can be traced to the student's user account. Therefore,

1. Never share your logon name or password with anyone
2. Do not leave your user account open and unattended on any workstation
3. Do not attempt to logon to our systems using an alias or any other logon except the one assigned to you by our system administrator.

If a student discovers an apparent breach in security, he or she is to notify a teacher or system administrator immediately.

Student e-mail, including accessing third-party e-mail accounts, is prohibited. On-line chat is prohibited.

**Vandalism**

For the purposes of this policy, vandalism is defined as any attempt to harm or destroy computer equipment, data, programs, configuration settings, or system functionality. This includes, but is not limited to, changing configuration settings, changing any system control settings, attempting to access system resources with a logon other than that assigned to you, or the release or use of virus programs or Trojan horse software.

**Failure to Comply**

Failure to comply with this Technology Acceptable Use Policy for Students will be considered a disciplinary infraction.

**Non-Liability**

We make no warranties of any kind, whether expressed or implied, for technical services, and will not be held responsible for any loss of data resulting from delays and service interruptions. We make no guarantee that our systems will be error free, and we are not responsible for the accuracy or quality of information obtained through our systems. All users make use of information at their own risk.



## **ST. MARY'S SCHOOL ORGANIZATION**

The **Bishop of Memphis** is the chief representative of the church's teaching authority and the head of the Diocesan School System. He is responsible for the educational policies of the Diocese. He delegates the administration of the school to the Diocesan Superintendent of Schools.

The **Superintendent of Schools** is the administrative arm of the office of the Bishop that administers the system of schools. In this capacity, the superintendent is responsible for the system's adherence to the various policies and regulations prescribed by the Diocese of Memphis, the various accrediting agencies, and the Bishop of the Diocese.

The **Pastor** is the chief administrator of the parish and, in this position, administers policies and regulations set by the Bishop and the Diocese of Memphis. The Pastor also oversees the parish school and ministers to the teachers, staff and school families. Pastoral responsibilities also include offering Mass and overseeing the Sacramental needs of the children enrolled in the school.

The **Principal** is the chief administrator of the school and, in this position, administers policies set by the Superintendent of Schools, the Diocesan School Office, and the accrediting agencies. Duties also include the supervision of faculty and staff, instruction, formal observations and evaluations, curriculum development, and professional development.

The **St. Mary's School Board** is advisory in its capacity and is responsible for offering insightful and professional advice concerning the needs of the school. The Board helps with formulating policies and helping the school to reach the goals that are set.

The **Administrative Assistant** is responsible for managing the school office including office staff and organization and maintaining of school records. Duties include ordering student and classroom supplies and textbooks, communicating with parents on a weekly basis and assisting teachers when needed. In the case of the Principal not being present, the Administrative Assistant picks up what duties necessary for the school to run smoothly.

The **Director of Admissions** reports to the Principal and directs the admissions process from point of inquiry through enrollment. Duties include presenting the school to prospective students and parents; handling of applications and communication with applicants and their parents; interviews with candidates and their parents; securing of necessary student credentials; and communicating final decisions to applicants.

The **Director of Advancement** reports to the Principal and oversees the fundraising and alumni activities of the school. The Director is responsible for planning and coordinating activities, programs and special events that support the mission of Saint Mary's School and cultivate relationships with alumni, donors, businesses, parents and other members of the community.

The **Director of Athletics** is the coordinator of all athletic events at Saint Mary's School. The AD has the responsibility of working with the Principal in planning the athletic program of the school. The Athletics Director will direct and administer the business affairs of the athletic program, including the preparation of the athletic budget. He recommends the coaches to the Principal; makes periodic reports on the operation of the athletic department; is in charge of general management, care and security of athletic facilities and gymnasium; assists in the evaluation of policies in athletics and makes recommendations of changes to the Principal; and places into operation rules and regulations for the athletic program.

The **Director of School Counseling** reports to the Principal and oversees all functions of the Guidance department and is primarily responsible for the daily activities of the department including Academic and Social Counseling.

**Teachers** are responsible for the spiritual welfare of students, academic instruction, the evaluation and grading of scholastic achievement, the maintenance and promotion of discipline, and the development of other qualities under the guidance of the Principal and in accordance with requirements of the school's accrediting agencies, the Diocesan School Superintendent's office, and the policies of Saint Mary's School.

The **Parents Club** is an organization of parents that assists teachers, the Principal, and the School Board in the accomplishment of projects relative to the building of the parent community on campus. Its major purpose is the development of events that will lead toward interaction with and the forming of a positive parent-school community.

The **Booster Club** is a group of parents with students enrolled in the athletic program. The Booster Club assists and encourages the development of the athletic program. The Boosters meet periodically and engage in fund raising activities for the purchase of uniforms, equipment and other improvements related to the athletic facilities.

## **Guidelines on the Reception of Holy Communion**

On November 14, 1996, the National Conference of Catholic Bishops approved the following guidelines on the reception of communion. The guidelines, seek to remind all those who may attend Catholic liturgies of the present discipline of the Church with regard to the sharing of Eucharistic communion.

### **For Catholics**

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (canon 916). A frequent reception of the Sacrament of Penance is encouraged for all.

### **For our fellow Christians**

We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad divisions that separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one" (Jn 17:21).

Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (canon 844 § 4). Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own Churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these Churches (canon 844 § 3).

### **For those not receiving Holy Communion**

All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

**For non-Christians**

We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.

## **SAINT MARY'S SCHOOL - Technology Acceptable Use Policy for Students**

### **Educational Purpose**

Access to technology-based tools and information, and the development of Information Technology skills, are fundamental requirements for preparing students to take their place in a technological society. Our school, and the Diocese of Memphis, provides student access to technology systems, and to the Internet and other on-line services. This availability of technology and on-line systems is intended to enhance the educational process.

### **Responsibility**

The use of our technology must be in the support of education and research activities consistent with the objectives and educational policies of our school. A student's use of our technology and on-line services is a privilege, not a right. It is our administration's intent to set reasonable requirements for student acceptable and responsible use of our technological resources. It is the student's responsibility to abide by these requirements.

### **Content Management**

Along with a wealth of information resources, the Internet and its subsystems also provides the availability of material that may not be of educational value, or may not be appropriate in a school setting. Our administration has taken, and will continue to take, precautions to restrict access to information that it deems inappropriate for a school setting. Additionally, student Internet use in our school will be a supervised activity.

### **Acceptable Student Use**

All users are expected to abide by general rules and network etiquette. These include, but are not limited to the following:

1. Be respectful of others in all communications. The use of inappropriate language, including vulgarities, profanities, obscenities, harassment, racial slurs, etc., will not be tolerated.
2. Do not reveal your identity, address, phone number, or other personal information. Do not reveal the identity or personal information of anyone else.
3. Comply with all federal, state, and local laws and regulations. The transmission or receipt of any material in violation of these laws and regulations is prohibited. This includes, but is not limited to:
  - 3.1. Deliberate violation of copyright, or other use of another person's intellectual property without his prior written approval and/or giving proper acknowledgements
  - 3.2. Accessing material that advocates violence or discrimination, such as hate literature
  - 3.3. Activities that are disruptive to our technology, systems, or services
  - 3.4. Accessing and/or transmission of obscene, pornographic, or sexually explicit material
  - 3.5. Attempts to access or enter areas of restricted information
  - 3.6. The use of our systems for commercial or political activities

**Privacy / Security**

Students should not expect that files that are sent or stored on our systems would be private. Files and technology-based activities may be reviewed and tracked in order to ensure compliance with this Student Acceptable Use Policy.

All students are responsible for any and all activities that can be traced to the student's user account. Therefore,

1. Never share your logon name or password with anyone
2. Do not leave your user account open and unattended on any workstation
3. Do not attempt to logon to our systems using an alias or any other logon except the one assigned to you by our system administrator.

If a student discovers an apparent breach in security, he or she is to notify a teacher or system administrator immediately.

Student e-mail, including accessing third-party e-mail accounts, is prohibited. On-line chat is prohibited.

**Vandalism**

For the purposes of this policy, vandalism is defined as any attempt to harm or destroy computer equipment, data, programs, configuration settings, or system functionality. This includes, but is not limited to, changing configuration settings, changing any system control settings, attempting to access system resources with a logon other than that assigned to you, or the release or use of virus programs or Trojan horse software.

**Failure to Comply**

Failure to comply with this Technology Acceptable Use Policy for Students will be considered a disciplinary infraction.

**Non-Liability**

We make no warranties of any kind, whether expressed or implied, for technical services, and will not be held responsible for any loss of data resulting from delays and service interruptions. We make no guarantee that our systems will be error free, and we are not responsible for the accuracy or quality of information obtained through our systems. All users make use of information at their own risk.

## **REQUIRED SIGNATURE PAGE**

**Dear Parents and Students,**

**By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and that I understand the consequences of any violations of the rules and policies of the school. I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook.**

**I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the discretion of the school with or without notice.**

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**Student's Printed Name**

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**Student's Signature**

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**Date**

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**Parent/Guardian Printed Name(s)**

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**Parent/Guardian Signature**

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**Date**





**PHOTO-VIDEO RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter

\_\_\_\_\_ to be photographed or videotaped at Saint Mary's Catholic School. I realize that the phot may be published in the newspaper, a magazine, the school website, the school Facebook page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at Saint Mary's Catholic School.

Printed Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

