



2019-2020

**ST. MARY'S CATHOLIC
SCHOOL**

“A Christ Centered Education where faith and knowledge meet.”

**PARENT – STUDENT
HANDBOOK**

School Year 2019-2020

MISSION STATEMENT

St. Mary's School mission is to provide a Christ-centered education where faith and knowledge meet in the tradition of the Catholic Church. St. Mary's strives to provide educational excellence so that students may utilize their full potential to become self-motivated lifelong learners who are responsible, contributing members of their churches and communities.

PHILOSOPHY

St. Mary's Catholic School is committed to its educational ministry of teaching the Gospel message of Jesus Christ through a school community of the principal, teachers, and parents working together through care, prayer, and worship. We believe St. Mary's School should foster spiritual, academic, and character development to the full potential of each student.

From the philosophy of St. Mary's School evolves the following goals and beliefs:

1. To develop a personal and communal relationship with God.
2. To develop a respect and reverence for human life and Catholic Christian living.
3. To develop social and leadership skills.
4. We believe in the uniqueness and value of each individual.
5. We believe all students can learn and be successful.
6. We believe in maintaining a safe and caring school environment.
7. We believe in individual accountability and responsibility.
8. We believe parents play a vital role in the educational process.
9. We believe in preparing students for the academic and spiritual challenges for the future.
10. We believe in holding the highest expectations of learning.

All the moral teachings of the Catholic faith are taught and followed at St. Mary's Catholic School.

THE PASTOR

All parish administration and supervision are under the jurisdiction of the Pastor of the parish. The Pastor's duties toward the school are of a spiritual, administrative, and financial nature. Where there is a Parish School Board, the Pastor is the chief administrative officer of the parish school. The Pastor delegates his authority to the Principal of the school as a professional educator who is responsible to him and to the Parish School Board for the implementation of adopted policies.

THE PRINCIPAL

The principal is the delegated administrator or executive director of the school. As Catholic educational leader of the school, the principal is responsible for its organization, effective operation, supervision, discipline, and implementation of the approved educational program.

Safe Environment Policy

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. St. Mary's School complies with the diocesan safe environment policies and procedures. In accordance with the U.S. Bishop's *Charter for the Protection of Children and Young People*, the program *Protecting God's Children – Teaching Touching Safety* (commonly referred to as "Virtus") is used in the diocese. Students in grades K-12 receive two lessons each academic year (one in the fall and one in the spring).

The safe environment policy of the diocese includes training in how to recognize, prevent, and report abuse. All employees and volunteers who regularly work with minors receive this initial training as well as ongoing training and background screening. The *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors* as well as the *Charter for the Protection of Children and Young People* are available at the diocesan website, www.dioscg.org. An overview of the training is also available on the diocesan website. Parents may view copies of these documents as well as the child safety curriculum by contacting the school.

New families are given the *Virtus Teaching Touching Safety* booklet and annual child safety information. We are happy to partner with families to keep children safe. Children are truly God's gift to all of us.

Parent Behavior

The Catholic Church and St. Mary's School recognizes parents as the primary educators of their children. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his/her student from our school. In addition, the administration reserves the right to deny any future enrollment of a family member's acceptance to the school if a student or parent's behavior is deemed contrary to the expected code of ethics of the school. **Conflict:** Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

Non-discriminatory Statement

St. Mary's does not discriminate on the basis of race, sex, color, national or ethnic origin, age, or a handicap condition.

St. Mary's does give preference in admission first to Catholic students living within the parish boundaries; second, to Catholic students living outside the parish boundaries; third, to non-Catholic students.

Confidentiality

The Family Educational Rights and Privacy Act of 1974 ensures that all information concerning a student's behavior, academic standing, or home life will be confidential. See FERPA, Rights of Families page 6.

Asbestos Management Plan

Asbestos containing building materials are located within St. Mary's School. In their present condition they present no hazard to school occupants. An asbestos management plan has been developed to prevent the asbestos from becoming a hazard and is on file in the school office. This plan is available for inspection upon request and by appointment.

Wellness Policy

The school wellness policy can be found on the Diocesan website page and/or in the school office. Parents may request a copy of the wellness policy from the school principal.

FERPA – The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

PARENTS NOTIFICATION OF FERPA RIGHTS: Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors, and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. This is your notification from St. Mary's Catholic School.

For school planning purposes, St. Mary's School may share directory information with our local parish school board and our school finance committee. If you do not want personal information about you or your student shared, please notify the principal.

School Records: All schools in the Diocese shall collect, maintain and disseminate all school records with care, responsibility, and in a professional manner. It is important that adequate and updated school records be kept.

Recorded information is to be either typed or written legibly. No personal information should be collected about a student of minor age without the consent of a parent or guardian. No one but school personnel may have access to a student's file.

REGISTRATION AND ADMITTANCE

Registration: Pre-registration will be held in the early spring of each year to facilitate planning for the coming school year. Final registration will be held in August of each year.

Enrollment: Parents need to complete a family record form for each child. Students enrolling for the first time must provide the school with a complete immunization record as required by the State Health Department. If a student is transferring from another school, parents need to sign a form of release of records for the school the student last attended.

Entrance Age: St. Mary's is open to the children of registered members of St. Mary's Parish. Catholics from other parishes and members of other faiths are welcome, space permitting. Age requirements are based on the Public School Laws for the State of Missouri. Either birth or baptismal certificate must certify date of birth.

1. Preschool: A child whose third birthday occurs on or before July 31st..
2. Pre-Kindergarten: A child whose fourth birthday occurs on or before July 31st.
3. Kindergarten: A child whose fifth birthday occurs on or before July 31st.
4. First Grade: A child whose sixth birthday occurs on or before July 31st.

Medical Examination: According to State law, children enrolled in Kindergarten are required, within thirty days following admission, to submit a medical examination report signed by a licensed physician or nurse practitioner and completed not more than twelve months prior to admission.

Immunization: Parents must also have the child's/children's immunization up-to-date with a current copy of the record in the school office on or before the first day of school. See page 12.

It is the general policy of St. Mary's School that all students must present documentation of up-to-date immunization status as required by the State of Missouri, including month, day, and year of each immunization, before attending school. A four-day grace period from the first day of school, or at the time of enrollment, may be granted to students as needed.

We permit the following exceptions to our general policy:

1. Medical Immunization Exemption
2. Immunizations-in-Progress ("in progress" means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept, and an updated record must be provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant.)
3. Religious Immunization Exemption. To qualify for the above exemptions, it is the parent's responsibility to provide the school with the appropriate completed form or exemption card. Forms may be obtained by contacting a medical provider, local public health agency, or the State of Missouri's Bureau of Immunizations. Students, who are unimmunized, regardless of the reason, are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. The occasion or instance of an exclusion and the term will be determined at the discretion of the pastor or principal in consultation with public health authorities.

Class Size: St. Mary's Catholic School desires not to reject any student meeting enrollment requirements because of class size. However, certain limits must be imposed on class size so the educational process will benefit students to the greatest extent possible. The maximum number of students per room shall not exceed 30 in grades kindergarten through eighth at the close of registration. If total students registered for any grade exceed this limit, another class will be created.

Pre-School and Pre-Kindergarten: Students must meet the requirements below for these programs.

1. Pre-School – A child whose third birthday occurs before August 1st. They must be toilet trained.
2. Pre-Kindergarten – A child whose fourth birthday occurs before August 1st. They must be toilet trained.

Cost: \$16.00 per day for Practicing members of St. Mary's Church
\$18.00 per day for non-parishioners (members of a surrounding Catholic parish)
\$20.00 per day for non-Catholic

Parents must pay for the full day even if child is not in attendance all day.

AMENDMENTS TO HANDBOOK

Since this handbook cannot possibly handle all situations that may arise, decisions or revisions will be made at the discretion of the principal.

TUITION AND FEE POLICIES

Tuition: Practicing members of St. Mary's Church will pay tuition of \$1300.00 for the first child and \$1150.00 for each additional child. Members of other parishes will pay \$1,830.00 per child per year. Non-Catholics enrolling their children at St. Mary's Catholic School will be required to pay the annual tuition cost of \$1,880.00 per child.

Lunch Fees: Lunch fees are \$2.50 each day. Extra entrée is 75 cents, extra milk is 50 cents and extra fruit or vegetables 25 cents. Lunch fees are due prior to the beginning of each month. Each student is required to participate in the school lunch program. See lunch program for more information.

Bus Service: Since our students ride the local school district buses, we are bound by their rules and regulations. Students riding the bus must abide by the local school board policy regarding bus rules. A monthly fee is assessed for students as follows:

- One Student \$17.00
- Two Students \$28
- Three Students \$33

For more than three bus students, contact the school.

If a student only rides one way, morning or afternoon, the cost is \$8.50 per student.

If families change the status of their bus service (students quit riding or students go to half time), the family must notify our school office immediately. A charge for busing services will occur regardless of whether or not the child rides once a month or every day. Families will be charged for busing until the school is notified of any changes.

Bus fees are due on the tenth day of each month. We are billed monthly. Anyone encountering difficulty in paying the bus fee will be asked to find another way to school and will be taken off the bus list until the fee is paid. There will be no reimbursement. The telephone number for the Pierce City Bus Barn is (417) 476-2313.

Any **outstanding bills** MUST be paid by the close of the school year. Report cards and records will not be issued or transferred until full payment is made. All fees are assessed annually by the local school board. Any family having financial difficulties is encouraged to contact the school office so other arrangements can be made.

TUITION MANAGEMENT PLANS: St. Mary's School has contracted with Praxi School in order to best serve our school and families. Each family will have an account with Praxi School, with this account a family will be able to pay tuition, and/or make other payments, via a credit or debit card or by an automatic withdrawal from your bank account. If a family would choose to pay their bill up front they may still pay in full in the school office with cash or a check. Otherwise, payments made with a card or automatic withdrawal will be made by using the Praxi School program. If you have questions about the program, please contact the school principal.

LUNCH PROGRAM

Lunch Program: St. Mary's provides the services of the cafeteria for the convenience of the students. It offers a varied menu at reasonable prices. **Students are required to purchase lunch through the school hot lunch program.** Students are not allowed to bring or purchase sodas for lunch. Lunches must be paid for on a monthly basis. The cost per lunch is \$2.50 a day. Seconds are 75 cents for the entrée and 25 cents for extra fruit/vegetables. Extra milk is 50 cents. Seconds are not paid for by the free/reduced lunch program. **Seconds are the responsibility of the parent.** Each student will have their own lunch account. When they eat lunch or get seconds the money will be deducted from their account. Parents should check their Praxi School accounts to make sure there is ample money in the students lunch accounts. Reminders will be sent when a students account is running low. When a student reaches -\$5.00 they will receive a peanut butter and jelly sandwich until there is money in the account to cover lunch and/or seconds costs.

Free and Reduced Lunch Program: St. Mary's participates in the Free and Reduced Lunch Program offered by the Federal Government. Applications are sent home at the beginning of each school year. We ask that each family complete the form even if you do not feel you will qualify. The importance of this form is imperative to school funding. **The strictest confidentiality is practiced with regard to the information on the application for the free and reduced lunch program.** Forms can be filled out at any time and can be picked up in the office throughout the year. Seconds are not included in the free/reduced lunch program. Parents must pay for seconds, including a second milk.

ATTENDANCE POLICY

School will start at 8:00 a.m. end at 3:30 p.m. School will be in session 152 days for the 2019-2020 school year. Students can be dropped off at 7:30 a.m.

Children will not be allowed in classrooms before 8:00 a.m. unless special permission is given by the teacher. Please plan to have your student on time each day. For the safety of all students, students must be picked up within 10 minutes of dismissal time unless they are staying for the after school program.

Tardiness: Tardiness interferes with a child's progress in school, disrupts the learning of others, and contributes to the formation of undesirable character traits. Students need to be in class at 8:00 a.m. Students who leave school

after 12 noon and prior to 3:00 will be counted as one-half day absent. **If a student arrives late to school, the parent must sign the student in at the office.** Students who arrive thirty minutes after the start of school will be counted as one-half day absent. Students must be at school at least 4 hours to get a half day of attendance recorded.

Perfect attendance means being in school from 8-3:30 each day and no tardies.

Parents are discouraged from picking students up prior to 3:30 except for appointments.

Absence Requirements: When a student must be absent from school, a written excuse signed by a parent **MUST** be presented upon the student's return to school. Written excuses must include both the date/s and reason for the absence. Excuses will be kept on file. Maximum absences of ten days per semester are considered as excessive absenteeism. Excessive absenteeism, among other factors, may be grounds for considering retention of a student if the absenteeism has caused the student to fail academic classes.

Since we do not have school on Mondays, we ask that parents try, when possible, to schedule appointments on Mondays so that students will not miss a school day.

*To help staff verify an absence, please call the school office to notify the school if your child will be absent for the day. As a safety concern, we feel that this needs to be done as early in the school day as possible.

Attendance and Sports: Students must be in attendance on the day of a game or practice unless prior arrangements have been made with the school principal. See Sports Policy.

Extended absences for trips, etc. during the school year are discouraged. When an extended absence is necessary, the principal should be notified in advance in order for the student to be excused. Failure to notify the principal may result in the loss of classroom credit, and the student will not be considered as excused. The classroom teacher should also be notified in advance and the student/parent should ask for assignments for the time period of the absences.

Early Dismissal: Professional appointments (doctor, dentist, etc.) should be scheduled outside of the school day. In the event that a child must leave school early, the parents should notify the office and the teacher in advance. At the time of dismissal, a parent must sign the child out at the school office and be given authorization for release from the classroom. Teachers will not release a student from class without authorization from the office. This regulation is necessary to protect both the pupil and the school and to conform to state law.

School Closing Due to Inclement Weather: Conditions may exist at times that will dictate the closing of school. Announcements of closings will be made on local television stations. Please listen for announcements under the "St. Mary's Pierce City" heading or Pierce City Public School. If it is necessary to close the school during school hours, we will try to contact each family. It is the responsibility of parents to give the office updated phone numbers and emergency contact information.

* We will post cancellations on our school Facebook page as well as communicating information through the Remind app.

If Pierce City Public School cancels due to weather, St. Mary's will also cancel. Ballgames or other school events will be cancelled when school is closed due to weather.

Delay of School: Pierce City Public School may run a 2 hour delay of school because of weather conditions. When this happens, St. Mary's will also run the 2 hour delay. School will dismiss at 3:30. The delay will be of the morning. School would start at 10 a.m. instead of 8 a.m.

After School Program: St. Mary's will be offering after school care for the convenience of our families. Care will be offered from dismissal until 5:30 p.m. at a rate of \$4 per accumulated hour. Parents may pick-up their children at any point by signing out in the after school room. The time will be figured from dismissal to pick up each day, the total accumulated time will then be multiplied by \$4 per hour to find the monthly fee for the family. PS and PK students will be able to enter after school care at 3:00 p.m. while K-8 students will enter at 3:30 p.m. There will be a \$5 late fee assessed if a student is not picked up by 5:30 p.m.

ACADEMIC POLICIES

Curriculum: The following curriculum is required by the Springfield-Cape Girardeau Diocese.

Religion

Math

Science

Social Studies

English Language Arts (Reading, Writing, Spelling)

Specials Classes are optional. While they provide unique learning experiences for our students situations sometimes limit the availability of Specials Classes. These classes may include: Music, Art, Physical Education, Computers.

Report Cards: Mid-quarter progress reports are sent at the dates indicated on the monthly school calendar. Report cards for grades K-8 are issued quarterly.

Missed Work: Students are responsible for work missed during an absence. **Make-up work may be made up during recess or during special classes. This includes unfinished work from class. Make-up tests will be administered at the discretion of the teacher.** Make-up work may be picked up after school or the following day or may be sent home with a sibling.

Grade Scale for Kindergarten

I = Independently performs the skill

P = Progressing toward, but not yet achieved

B = Beginning the skill

N = No skill observed

= Skill not assessed this quarter

Grade Scale for Grades 1 through 8

A + 100

A 94-99

A- 93

B+ 92

B 86 - 91

B- 85

C+ 84

C 77-83

C- 76

D+ 75

D 71-74

D- 70

F Below 70

Grade Codes

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Reading Instructional Level

5 -Above Grade Level

4 - High Grade Level

3 -Grade Level

2 - Low Grade Level

1 - Below Grade Level

Homework: Homework is essential for the full scholastic development of the child. Children are expected to do a reasonable amount of home study. It is the responsibility of the parents to supervise this work, being careful, however, not to promote dishonesty or forestalling learning that results from actually doing the homework for the child. Students are expected to fulfill all assignments given by teachers, and it is the student's responsibility to ask questions of the teacher if an assignment is not understood.

Retention: If a student appears in danger of not passing, the student and parent will be notified in writing of this possibility. The teacher must inform the parents and the principal no later than the beginning of the second semester. Periodic conferences between the teacher and the principal and between the teacher and the parents should be set up to maintain positive communication. Conferences should be documented with signatures. After much deliberation with all involved, an agreement should be reached by the close of the school year giving consent for retention by the parents, teacher, and the principal. This signed consent will be placed in the permanent file of the child.

FIELD TRIPS

Field trips are a link between school and community. Field trips are to be educational and directly related to the curriculum. Field trips are planned in conjunction with and approved by the principal. Field trips are privileges. They can be taken away from any students whose behavior deems it necessary. Students will not be allowed to participate in any field trip without a signed permission slip. Students are responsible for returning their permission slips in due time.

Failure to Return a Signed Field Trip Request

If a student fails to return a signed field trip request form, the school may contact his/her parent or guardian and receive permission verbally, as long as the general permission slip sent out at the beginning of the year is on file.

SPORTS POLICY

Grades 3-8

Permission and Physicals: Students must have a permission slip, a completed physical form, and proof of insurance in order to participate in either practices or games. Without these three pieces of information, students will not be allowed to join the athletics program.

Eligibility Requirements: Eligibility to participate in extracurricular St. Mary's sponsored sports activities shall be based on the following criteria:

- A. Christian conduct in and out of school.
- B. Respect for teachers, staff members, coaches, referees, and players at all times.
- C. All participating players must maintain a 70% (D-) or higher in all subjects to be eligible to play in games. If a student does not maintain the 70% (D-) in all classes, the student will not be able to participate in games until grades meet criteria.
- D. Eligibility will be determined on a weekly basis. The first eligibility will start at mid-quarter of the first quarter. Grades of students in athletics will be turned in weekly. The student will be placed on probation the first week that his/her grades fall below eligibility requirements. If grades have not improved by the following Tuesday, the student will become ineligible until his/her grades improve. The student will be required to attend practices and games even if he/she is ineligible to play until notified by the coach. Second semester eligibility continues from first semester grades.
- E. Teachers will turn in grades to the principal every Tuesday morning during sports seasons. The principal will then make eligibility decisions. The principal will inform participants, coaches, and parents of ineligibility or probation.
- F. If the student remains ineligible, the student will be excluded from any participation in that sport or from recognition of having participated in the sport for the academic school year.
- G. The possession, use, or sale of controlled substances (drugs, alcohol, tobacco products, etc.) will not be tolerated. Violation will result in a minimum of one-year ineligibility.
- H. Students must be in attendance on the day of a game or practice for at least one-half of the day in order to participate in the scheduled game or to participate in practice.
- I. The principal will make all decisions concerning overall eligibility.
- K. In case of the cancellation of school due to inclement weather, all games and practices will be cancelled.**

HOME AND SCHOOL ASSOCIATION

The St. Mary's Home and School Association exists to provide a medium for close relations between the Christian home and the school environment. Through the association, teachers and parents may share more fully their responsibilities of educating our children.

All parents of St. Mary's students, the principal, teachers, and the parish priest are members. Meetings are scheduled throughout the year and will be listed in the school newsletter. Each parent is urged to attend meetings regularly.

Home and School Association is in charge of concessions and ballgames during the school year as well as many other important fundraisers to support the school. Home and School funds field trips and other activities that we participate in throughout the school year.

HEALTH AND SAFETY

Immunizations: Immunization requirements must meet all state regulations. Documented proof must be on file in the school office for each student. Files will be checked regularly to make sure all records are current and correct. Children not in compliance with the immunization requirements as mandated by the Missouri State Health Department may not attend school until the requirements are met.

Medications: Prescription medications may be brought to school but must be stored in the office. All medications, prescribed or over-the-counter, must be brought to school in the original bottle or package. A permission slip must accompany all medications. Medications brought to school in envelopes, plastic bags, or other containers **WILL NOT BE DISPENSED!** Such medications must be picked up from the school office by the parent or guardian. Medications will not be sent home on the school bus. For those students who keep Tylenol, Advil, or other medications for headaches, minor aches, or pains, parent permission must be granted each school year. New paperwork is required to be signed at the beginning of the school year, which allows school officials to administer medications. Due to legal issues and safety concerns, this policy must be followed. It is the parent's responsibility to notify the school if changes need to be made to medications. The parent form is found on page 29.

Chronic Illness: If your child is on medication for a chronic illness or condition, please contact the school principal. If possible, please inform the classroom teacher. Students who miss school regularly due to a chronic illness are required to have a doctor's note on file describing the illness and reason for missing school.

Injuries/Sickness: When a child is sick or injured at school, the principal or a faculty member will provide emergency first aid or comfort. If the child may need medical care, the parents will be notified. Parents will transport the child to required medical facilities. Only when the parent cannot be contacted will the school assume the responsibility for transporting the hurt or injured child.

Physical Problems: If your child has a specific medical problem such as hearing, sight, speech, allergy, etc. please notify the principal and teacher at the beginning of the school year about any special treatment or considerations.

Illnesses/Communicable Diseases: Because the classroom presents a prime opportunity for the spread of disease, your child should stay home from school if he/she has had a temperature higher than 99.6 degrees prior to school. Please notify the school in all cases of communicable diseases or conditions your child may have. **Children should not be sent to school with in 24 hours of vomiting.**

Please use the following guidelines for the return of students with the following conditions:

1. **Chicken Pox:** Student should not attend school for 7 days and have no weeping lesions.
2. **Conjunctivitis (Pink Eye), Ringworm, Strep Throat, Impetigo:** Student must have a note from a physician stating that the student is not contagious. Usually within 48 hours after antibiotics have been started, the child may return to school.
3. **Head Lice:** Students may return to school after thorough treatment with appropriate medication and with no sign of infestation and no nits. An authorized person appointed by the school must examine students before students will be readmitted. Parents **MUST** bring students to the office when returning. Students **MAY NOT** be dropped off without prior approval.
4. Children with **temperatures exceeding 99.6 degrees** will be sent home. Please do not send children back to school until the temperature has subsided for **24 hours** without the aid of medicine.
5. Children should not be sent to school if they have experienced **vomiting or fever within the last 24 hours.**

Health & Physical Education: Physical education is an integral part of our total formative package, and all students will be required to participate. If a physical problem prevents participation, please provide a note to that effect from your physician. Proper appropriate attire, including gym shoes, must be worn. No shower facilities are available.

Food Allergies: **Parents must notify the school if their child has a food allergy. A physician's letter is required stating the allergy and precautions needed to be taken by the school.**

State Child Protection and Reformation: St. Mary's staff members are state mandated reporters and each member abides by the State Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report the incidence to the Missouri Department of Family Services. This may not always be favorable to the parent, but we will abide by the law. Parents may or may not be notified in advance, depending on the situation and the availability of the parent.

St. Mary School complies with the Diocese of Springfield-Cape Girardeau Safe Environment Policy. Each employee who works in the school building and volunteers who have regular contact with children must undergo a background screening process through the diocese. Volunteers and employees must also attend the Virtus *Protecting God's Children* Adult awareness training. Employees and volunteers will annually review and sign the Code of Conduct for the Diocese. Students (Grades Kindergarten-8) receive two lessons each academic year using the Virtus *Touching Safety Program*. Parents may view the child safety curriculum by contacting the school office.

SAFETY GUIDELINES

Drills and Disaster Procedures:

The ability to ensure the safety of our students is dependent on proper preparation for emergency situations. Drills will be conducted frequently. A Crisis Management Plan has been devised and will be implemented in the event of an emergency. Board Policy requires the following 4 drills at least once per semester: fire drill, intruder drill, tornado drill, earthquake drill. If possible at least one bus drill will be practiced throughout the year. In the event that a disaster, accident, or emergency occurs during school time or at school functions, the principal is the first person in charge to make decisions. The police, fire department, superintendent, media (if needed), parents, and/or community volunteers will be notified immediately by the principal or by someone under the principal's direction to ensure the well-being of students. In the event that the principal is hurt, detained, or absent, the Pastor will be in charge. If the principal and pastor are unavailable, the teachers are to make the necessary decisions. If NO school personnel are present, a responsible adult/parent should take charge.

Locked Door Policy: To ensure the safety of students and personnel, all entrances to the school will be locked during school hours. Visitors must announce themselves at the front door by using the intercom. Visitors to the school or classroom should get approval by the administrator before entering a classroom or another area of the building.

Intruder Drills: Intruder drills will be practiced. Students are to remain quiet and hidden in the classroom. Teachers have been educated on how to handle the situation should an intruder be detected.

Tornado Drills: At the sound of the alarm, all students are to proceed to their assigned areas and assume a hunched position with their head against the floor until an "all clear" signal is given. Monthly tornado drills will be practiced with the city.

Fire Drills: The purpose of the fire drill is to teach students to evacuate the building quickly and safely. Students will exit the building in a safe and orderly manner. Students will line up at a safe distance in a designated area facing away from the building where roll will be taken. **There are fire exit maps in each classroom and in the school halls.**

Earthquake Drills: Students are to seek protection beneath a desk or table or crouch against an inside wall. Students will stay in protected position and follow the directions of the teacher.

Exit Diagrams are posted in each room of the building. Teachers and students should familiarize themselves with the exit routes.

COMMUNICATION

Parent-Teacher Conferences are required for all families at the end of the first quarter. Formal parent/teacher conferences will be held in October. A conference may also be scheduled in conjunction with the third quarter report cards if needed. These will be conducted as formal conferences. Parents, the teacher, or the principal may schedule other conferences. Please schedule conferences in advance to minimize disrupting class for your child and others.

Progress Reports: Halfway between each quarter, progress reports will be sent out to all students. Teachers will contact parents if extreme fluctuations occur in a student's grades at any time during the school year. Reports are sent home every 4-5 weeks.

Phone Calls: Messages will be accepted by the school secretary. Teachers will return your calls at their earliest opportunity (normally recess, lunch, or after school). Please do not call the school after 3:00 to change the way a student goes home unless it is an absolute emergency.

Grievances: The proper channels for grievances to be made on the conduct or classroom procedures of a teacher will be for the parents to first approach the teacher. The chain to be followed after receiving unsatisfactory results from the teacher will be as follows:

1. Principal
2. Pastor
3. School Board

Please keep in mind that teachers are professionals and deserve the respect of the school as a community. Please address your concerns with the teacher as soon as possible. Avoid talking to other parents or other teachers, as this will only cause unnecessary additional problems. Confidence should be kept at all levels of the school community.

Student Use of Telephone

Students will not be permitted to use the office phone without permission from the classroom teacher. Teachers are asked to screen calls so as to limit the calls to emergency situations. (Requesting permission to spend the night at a friend's house is not an emergency.) Calls to ask parents to deliver forgotten homework, gym clothes, instruments, etc. are to be made at the discretion of the teacher and/or principal. Calls after school will be limited and must be accompanied with permission. All long distance calls must be cleared through the principal first.

Student Cell Phone Usage: See page 21 under Rules of Conduct.

MORNING DROP OFF AND AFTERNOON

DISMISSAL PROCEDURES

PLEASE READ AND SHARE WITH THOSE IN YOUR FAMILY WHO DROP OFF AND PICK UP STUDENTS

Class Hours

PS/PK Times: 8:00 - (11:30) 3:00

K-8 – 8:00-3:30

Dropping Off students in the morning:

The entrance to the front of the school is a drop off and pick up area only.

If the adult needs to get out of the vehicle, DO NOT stop in front of the school. Please pull to the parking area. We have plenty of parking. Parents/adults who get out of their vehicles block traffic and cause delays for parents who need to get to work.

For the safety of our students, please do not let students out of vehicles and allow students to walk in the grass.

Afternoon Procedure:

PS & PK are to be picked up at the back door by the cafeteria and gym. Mrs. Gripka will bring students out at 3:00 (and for those who are half day at 11:30). If a parent is going to be late, please call the office and let us know. If there are older students to be picked up, parents will need to pull around to the front of the building and wait for K-8 to be dismissed at 3:30.

K-8 Students will exit through the front of the building. We will be loading three cars at a time this year. We will keep students inside until we see parents pull up for loading. We will call for students to come outside and load at that time.

Parents who park and walk to pick up their children will need to come to the front of the building. As soon as we see the parent, we will call for your children to come outside.

When picking up students, if you need to speak with a teacher, please park and wait for the teacher to be off duty.

Please do not block Elm Street. If needed, parents may line up on Front Street. The public school bus picks up our students at approximately 3:30. The driver must stop at the railroad tracks. If St. Mary's parents are blocking the road, the driver cannot get our students to the public school in time for their dismissal.

VOLUNTEERS, PARTIES, ROOM PARENTS

Volunteers: Volunteers bring practical expertise, experience, and talents that enrich the school program. Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. Volunteers may be used in different areas of St. Mary's School, freeing staff to concentrate on providing services. All activities by a volunteer take place with the supervision and permission of the principal. It is important that volunteers do not bring infants or toddlers when volunteering. Volunteers must also participate in the Diocese required "Virtus" class before volunteer work begins.

Volunteer Background Checks: The school requires volunteers involved in any school program or activity to undergo a background check.

Volunteer Code of Conduct: Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include but are not limited to, room parents, field trip assistants, office helpers, and other activities relating to the talents and gifts of the volunteer population. Volunteers are required to sign the Code of Conduct annually, as required by the diocese. It can be signed online or a copy can be obtained in the school office.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and diocese with proper respect for those serving in ministries. Volunteers work under the approval of the principal.

Volunteers and Confidentiality: Volunteers work in a collaborative role with others, ministering to the development of children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Room Parents: At the beginning of each school year, sign-up sheets are sent home asking for parents to volunteer as room parents. These room parents are responsible for coordinating activities and parties celebrated during the school year for a designated class. Communication should be between the classroom teacher and the room parents.

Parties: Individual grades celebrate the various holidays and other activities throughout the school year. Room parents coordinate the Halloween and Valentine's parties and last day of school activities.

See Board Policy 7400, Appendix F, on our school website or in the school office: Celebrations and Parties – In keeping with the overall nutritional guidelines, party and celebration foods and beverages will not include soda. Non-nutritional items will be limited to 25% (1 out of 4 items) of foods offered at special parties. The remaining party foods offered should meet the nutritional standards established by the USDA.

Birthday Celebrations: Birthdays parties will be held at the end of the day, depending on the classroom schedule. Deliveries of balloons or flowers will be kept in the office until the end of the day. We ask that parents help us adhere to our wellness policy. Sweets are discouraged. **See Board Policy 7400, Appendix F.**

DRESS CODE

Regulations: The appearance of any individual is primarily the responsibility of that individual and the parents. Because St. Mary's is a Catholic Parochial school, we feel it is our duty, as well as our right, to maintain a proper dress code for our students. Christianity involves the total person, including action and dress. As Catholic school students, students should be even more in evidence as Christians and their manner of dress should directly be reflected. It is important that students dress appropriately for various occasions. The dress code regulations stress neatness and appropriateness rather than fad or fashion.

The following are dress code regulations for grades PS and PK, K-8:

1. All attire must be clean, neat, and morally acceptable. Parents should see that students wear proper clothing for the season and the weather as outdoor recess will be used as much as possible. Students should plan on going outside for recess unless the temperature is at or below freezing.
2. Shorts may be worn throughout the school year. However, when we have outdoor recess or outdoor PE and students are dressed in shorts, students will still be required to go outside regardless if the student is wearing shorts and is cold. Shorts are to be no shorter than mid-thigh when sitting and must not be tight. Cutoffs must be hemmed. Students should plan to be outside everyday possible for recess and activities when possible.
3. All dresses and skirts must be no shorter than mid-thigh when sitting. Dresses and skirts must express a lady-like appearance when sitting, standing, stooping, and playing.
4. No spaghetti straps or midriffs are allowed. No Razorback or similar tank tops allowed. Clothing with less than one and a half (1 ½) inch shoulder strap is not allowed without something worn over the top. No cut off shirts that will allow undergarments or excessive skin to be seen will be allowed.
5. Leggings and/or tight fitting pants are only to be worn with long shirts or shorts/skirts that **cover** the student's bottom.
6. Clothing with unacceptable slogans or advertisements, including alcohol or tobacco, is not allowed. "Unacceptable" means offensive, derogatory, violent, drug related, gang affiliation, and actual or implied profanity.
7. For safety reasons, large dangling or hoop earrings may not be worn. Small stud earrings are allowed with pierced ears. No other form of body piercing is allowed.
8. Boys are not permitted to wear earrings.
9. Make-up may be worn by older students as long as it is natural in appearance.
10. No caps or hats may be worn inside the school building unless there is a school approved activity.
11. Hair should be clean and neat. Unnaturally, dyed or colored hair is unacceptable.
12. Shoes must be worn at all times. Flip flops are not allowed. Shoes must have a hard sole. Students in grades K-2 must wear shoes that have a back or back strap for safety reasons. Shoes with rollers are not allowed.

The principal and/or teachers may make other decisions if necessary if the learning process is interrupted due to dress. The final determination of appropriate dress rests with the principal. Students in violation of the dress code will be asked to change clothing. If a parent cannot be reached to bring the student appropriate clothing, the student may be given a change of clothing from the office to wear for that day.

Violations of Dress Code

If necessary, students will be sent home at any stage of violating the dress code.

First Offense: Student will receive a warning and will be asked to change clothing.

Second Offense: Student will receive detention and/or be assigned to community services. **Student will be asked to change clothing.**

Third Offense: Student will receive one day of in-school suspension and **will be asked to change clothing.**

Continual Offenses may result in the student being dropped from St. Mary's School.

CODE OF CONDUCT

Our goal at St. Mary's School is to teach our students self-discipline. This discipline must begin at the very earliest age possible and continue throughout the child's years here at St. Mary's. Self-discipline is defined as "the disciplining or controlling of oneself or one's desires, actions, or habits." In essence, this occurs when an individual knows what is expected of him or her and takes control of a given situation.

The classroom teacher has the responsibility of maintaining discipline in the classroom. Minor infractions of school rules will be handled by the teacher. Disciplinary action is to be commensurate with the violation. If major infractions occur, the teacher may refer students to the principal.

Show RESPECT at all times to people and property. Respect the school, teachers, students, school property, the property of others, and personal property. Treat others as you would like to be treated. Be respectful in all classrooms, in the hallways, in the restroom, in the cafeteria, during Mass, and during recess. Do not run inside the building. Pick up after yourself and others when needed. **Practice respect and discipleship on a daily basis.**

Classroom rules will be set by each teacher.

MASS RULES - Students will follow classroom rules going to and from Mass.

1. Students will be reverent in Mass, during Mass, and coming and going to Mass.
2. Students will participate in all responses, songs, & prayers in an articulate and respectful manner.
3. Students will genuflect and bow at appropriate times.
4. Students will say "Amen" when receiving the Eucharist or blessing.

5. Students will be respectful of all church property.

Mass Schedule: Mass is at 8:15 A.M. on Wednesday and Friday, unless a special Mass is scheduled.

Students are expected to dress appropriately for mass.

LIBRARY & COMPUTER LAB RULES – Students will follow classroom rules.

1. Use care in the handling of all library books and materials.

2. Return books to assigned areas.

3. Use computers within the confines of given task.

4. Internet usage and emailing require teacher's permission.

5. Students and parents must sign a technology agreement for technology usage.

*Infractions of Internet usage by any student may result in the loss of privileges for the remainder of the school year.

PLAYGROUND RULES & INDOOR OR OUTSIDE RECESS

1. Follow the directions of all teachers/supervisors.

2. Students will walk as a group until reaching the paved area of the playground.

3. Students will line up immediately when they hear the recess bell or whistle. Students will walk as a group.

4. During recess and breaks, no child is allowed to return to the school building without permission of the playground supervisor. If a child must return to the school, another child must accompany him/her.

5. When a car or truck passes through, students will all move to the playground side of the road and wait for the vehicle to pass.

6. The playground is located on both sides of the bridge. Students in K-2 are not allowed to cross the bridge. Students in grades 3-4 when playing an organized game are allowed to cross over the bridge with permission of the teacher on duty. Students in grades 5-8 are allowed to cross the bridge with teacher permission.

7. Fair play and good sportsmanship must be used in all recess activities. No arguing or fighting! Play together. **STUDENTS CANNOT REFUSE TO LET SOMEONE PLAY A GAME OR PARTICIPATE IN AN ACTIVITY WHEN THERE IS ROOM FOR THE OTHER PERSON TO DO SO.**

8. No rough play or tackling.

9. The person who takes balls, jump ropes, games, puzzles, etc. out of the classroom is responsible for bringing the items back after recess.

10. If a ball goes toward the creek, a student must get permission from a teacher on duty before retrieving the ball. Students are never to enter the water to retrieve playground equipment.

11. No playing in the creek.

12. No climbing on or going behind the Grotto.

13. Students may only throw items that were made to be thrown.

14. No playing tag while on any type of playground equipment.

15. Students are not to climb or stand on the swings, merry-go-round, or slide.

16. No jumping from the swings, merry-go-round, or slide.

17. No folding the swing to make it set up higher. Improper use may result in no use of swings.

18. Only one student at a time may use a swing. No running under the swings.

19. No going down the slide head first. No climbing up the down part of the slide. Students should go up the slide one rung at a time. Only one person at a time may go down the slide or be on the slide at one time.

20. Students must be seated all on times on the merry-go-round. Only one person at a time may push the merry-go-round. No hanging of arms or legs off the sides of the merry-go-round while in motion.

21. No playing chase in the hallway. No playing chase in the gym without teacher permission. No running or pushing in hallways or gym.

22. When tables and chairs are in the gym, stay away from them.

23. Stay off bleachers.

24. When indoors, play as quietly as possible as other students may be having class.

Students who break the rules of the playground may receive a time out or may not be allowed to play on playground equipment if problems persist.

RULES OF CONDUCT

1. Students are to move about the building quietly and in a safe manner, especially when other classes are in session. When using the stairs, students should keep to the right. No pushing or running is allowed. Students are not to throw, swing, or wave objects.

2. Classrooms are to be kept clean. Books should be placed neatly on shelves. Desks should be clean and neat. Papers should be kept off the floor.

3. Eating and drinking are only allowed in the classroom when permission is granted by the teacher.

4. Students are not to have in their possession matches, lighters, knives, or weapons. Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school related function will be a cause for suspension or expulsion.

5. Students should never leave the school grounds or the classroom without the permission of the teacher.

6. Students should not bring toys or electronics to school without teacher permission. The school is not responsible for lost or broken items brought from home, including cell phones.

7. Cell phones cannot be used by students during the school day unless permission is granted first by the teacher or principal.

First Offense: The phone will be taken away and returned at the end of the school day. Teacher will notify the parent.

Second Offense: The phone will be taken away and given to the principal. The phone must be picked up by a parent.

Third Offense: The student will lose the privilege of bringing a phone to school.

8. Students should not threaten, intimidate, or cause bodily harm to another student or to a school employee. Students who are fighting on school premises may be suspended and/or placed on disciplinary probation.

9. Name calling, gossiping, and using vulgar or abusive language or gestures are not acceptable. They are considered to be a form of abuse. The usage of such will result in a detention or other more severe disciplinary action, depending upon the seriousness of the offense.

10. Bullying will not be tolerated. Bullying is repeated and systematic intimidation, harassment, and attacks, perpetrated by individuals or groups. Bullying includes, but is not limited to physical violence, verbal taunts, name-calling, put downs, threats, extortion of theft, damaging property, and exclusion from a peer group. The Diocese of Springfield-Cape Girardeau defines bullying as unwanted, aggressive behavior that is target specific and repeated over time.

11. We will not tolerate verbal threats, physical threats, or sexual harassment within the school or on school property. Neither staff nor students will be allowed to bully someone.

12. Students are to refrain from inappropriate displays of affection.
13. Students are not to vandalize, damage, or steal school or private property.
14. Cheating is immoral and is not tolerated. Cheating has academic and disciplinary consequences determined by the teacher and principal.
15. Students are to be in compliance with the dress code. See the school dress code page.
16. Students will not use, possess, or distribute tobacco, alcohol, or drugs in the building or on school property or at any school activity.
17. The principal may make other rules for the proper and orderly function of the school.

STUDENTS WHO CHOOSE TO VIOLATE SCHOOL RULES WILL ACCEPT THE CONSEQUENCES OF THE ACTIONS.

CONSEQUENCES OF UNSATISFACTORY BEHAVIOR

1. Warning
2. Student will not be allowed to participate in the activity and/or recess.
3. Office Referral
4. Community Service may be assigned or possible ISS (In-School Suspension) or OSS (Out-of-School Suspension).
5. Should an unbecoming behavior continue, the first step would be ISS or OSS. All class work would be done in isolation. This may apply to a student who has two office referrals in one week. A second week with two office referrals may result in suspension from school for one day. This will be up to the discretion of the principal.
6. Parents will be notified by the teacher if the student is referred to the principal.
7. The principal may require the parent to attend a meeting if problems persist. Students could be expelled from St. Mary's School if unsatisfactory behaviors continue.

Technology

User Agreement and Expectations for Technology

Because electronic information services are now available to students and teachers at our school, we strongly believe in the educational value of such electronic services and recognize the potential of such to support the curriculum and student learning. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Schools will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and parents.

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will decide what is inappropriate use. The administrator may deny, revoke, or suspend specific user accounts at any time deemed necessary. This includes but is not limited to these violations in using the network:

- for commercial advertising
- using copyrighted material in reports without permission
- to access a file that contains pornography
- to send/receive messages that are racist
- to send/receive inflammatory messages
- placing a computer virus on the network
- to send/receive a message with someone else's name on it
- to send/receive a message that is inconsistent with the school's code of conduct
- to send/receive messages that are sexist and contains obscenities
- to provide addresses or other personal information that others may use inappropriately
- for sending and receiving a large number of personal messages

All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to disciplinary action and/or prosecution.

This section of the handbook will serve as the user contract, signing that you have read and understand the school handbook will signify that you understand your expectations for the use of school technology. When signed, it becomes a legal binding contract. Without signatures, students will not be allowed to access the school's internet or use electronic equipment at school. If any user violates these provisions, access to the information service may be denied and the student will be subject to disciplinary action.

Students in grades K-8 will be provided with a computer class that meets weekly and is taught by Julie Witt.

Student Responsibilities -

1. **Personal Responsibility** – As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All rules of conduct described in the School Student Handbook apply when you are on the network.

2. **Acceptable Use** – The use of my assigned account must be in support of education and research and with the educational goals and objectives of St. Mary's School. I am personally responsible for this provision at all times when using the electronic information service. Any violations of these guidelines will result in revocation of user privilege. Repeated offenses will result in disciplinary action.

Network Etiquette and Privacy – You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

A. **BE POLITE** – Never send or encourage others to send abusive messages.

B. **USE APPROPRIATE LANGUAGE** - You are a representative of the school and the Diocese on a non-private system. You may be alone with your computer, but what you say can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

C. **PRIVACY** – Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.

D. **ELECTRONIC MAIL** – Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

E. **DISRUPTIONS** – Do not use the network in any way that would disrupt the use of the network by others.

Publications, Website, and Social Media

St. Mary's Catholic School will from time to time wish to have information regarding the events of the school published in the local newspapers or the Diocesan newspaper, "The Mirror". The school has access to publicize events and information on the school and church website which can be found at www.stmaryspcmo.com. Also, the school will use various forms of social media for communications. As a student at St. Mary's it will be considered appropriate to use pictures, videos, or other forms of media in these publications, on the website, and on our social media platforms for the interest of marketing the school and sharing of information with the community. As parents, if you are opposed to this happening for your child, provide in writing to the principal that you would like to opt out of the release of any photos of your child(ren).

The school and church website is www.stmaryspcmo.com.

The school's Facebook page is - "St. Mary's Catholic School - Pierce City".

The school's Instagram account is - "stmaryspcmo".

Parent/Student Handbook Agreement

St. Mary's School

2019-2020

All parents and students must sign this for the student to attend our school. By signing this document, you acknowledge that you have read the Parent/Student Handbook and agree to follow the handbook of St. Mary's Catholic School. Along with this signature you agree to the technology use agreement, and are giving permission for St. Mary's Catholic School to take pictures and use in newspapers, the website, social media, and any other form of publicity that the school should choose, as stated in each section of the handbook regarding these topics.

If there is more than one student per family, additional students can sign at the bottom. This form needs to be returned to school by August 16, 2019.

Parent Signature		Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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