

ST. MARY CATHOLIC SCHOOL

Handbook 2022-2023

www.stmaryschoolgc.com

INTRODUCTION

Parents have the first obligation in the education of their child (ren), and the teachers, who are professionally trained, will assist you in this important work.

The respect and attitude parents show for the school and the individual teachers will be exhibited by their child (ren). Therefore, it becomes crucial that the school and the home have a good working relationship at all times.

This handbook will outline some specific policies and practices of St. Mary School. We hope that it will serve as a link in the cooperation between the home and school.

We ask that you study this handbook with your child (ren), and keep it handy for reference. Please note that your child (ren)'s Accelerated Reader Reading Log is included in the back of this planner.

SCHOOL MISSION

We share in the mission of our parish to educate the whole child, to serve, and to grow with God in accordance with the teachings of the Roman Catholic Church.

SCHOOL VISION

We.....

- **Promote** Christ's teachings, spirituality, faith and example among our students, parents, staff, and parish community.
- **Provide** a welcoming and safe environment in a Christian setting.
- **Encourage** students to develop good work habits, acquire a healthy self-image, and become productive individuals.
- **Collaborate** with parents, in order to provide students with an excellent Catholic education that nurtures the whole child.
- **Recruit** and maintain educators who practice their faith and hold themselves to high moral and professional standards.

THE CURRICULUM at St. Mary includes Religion, Mathematics, English, Reading, Phonics, Spelling, Handwriting, Science, Social Studies, Library, Art, Physical Education, Music, Band and Computers. In cooperation with USD 457, our students participate in Title 1 Reading, Gifted Program, Speech, special educational programs.

SCHOOL HOURS

School hours at St. Mary will be from 8:00 to 3:30, for grades K-6. Doors will be opened at 7:45 a.m. Supervision prior to this time, and after 3:45 p.m., is the responsibility of the parents. A student will be considered **tardy**, if he or she is not in the building at 8:00. See tardy policy on page 4.

WEATHER POLICY

St. Mary will follow USD 457's policy regarding bad weather and dismissal for tornado warnings. St. Mary **will not** dismiss for heat days, since our school is air-conditioned. We will send out messages via "remind" text and on Facebook. You will also find the information regarding inclement weather, school closings, early dismissals, etc., on the TV on NBC. If it starts to snow during the school day-please do not call the school about early dismissal. The announcement will be on the TV and "remind" as listed above. If it is raining or snowing at dismissal time students with the last name beginning with A-E who dismiss in the North parking lot will need to be picked up on the east side of the school building.

ADMISSION POLICY

In as much as the parishioners of St. Mary Catholic Church are the principle contributors to the financial support of St. Mary School, their children have prior right to admittance. However, the school does not discriminate on the basis of sex, race, color, or national origin. The following is the admission's policy at St. Mary School:

1. **First priority shall be given to students who are current in payment of tuition and thereafter on a first come, first serve basis determined by the date and time of payment of pre-enrollment fees.**

2. In the event the number of students enrolled for any grade exceeds the maximum class size for any grade, enrollment eligibility shall be determined on the following priority basis:

- A. All returning students to St. Mary School
- B. Catholic students who have a sibling that is attending St. Mary School or has attended the previous year.
- C. Catholic students who are attending for the first time.
- D. Non Catholic students who have a sibling that is attending St. Mary School or has attended the previous year.
- E. Non Catholic students who are attending for the first time.

3. The class size policy at St. Mary School states that there shall be a maximum of twenty-five (25) students for all grades K-6.

MASS ATTENDANCE

Since the Holy Sacrifice of the Mass is the central act of Catholic worship, Mass will be celebrated twice each week. St. Mary School Mass days are Wednesday and Friday, with the addition of Holy Days. All students will be required to attend. Parents are invited to share in all celebrations with us. (* Please see Dress Code section for appropriate Mass attire.)

TUITION AND FEES

Parish Family Tuition Rates per Year:

Tuition

1 st Child	\$2104
2 nd Child	\$1093
3 rd Child	\$502
4 th child	\$263

Non-Parish Family Tuition Rates per Year:

1 st child	\$2921
2 nd child	\$1327
3 rd child	\$664
4 th child	\$332

School fees for all students are as follows:

Book Rental	\$100 per child
Technology/Library Fee	\$100 per child

The entire year's tuition and fees will be added together, with 10% of the total due at **pre enrollment** (May) to reserve a place for your child. The second payment will be due at **enrollment** in August.

Tuition payments are **due the 25th** of every month, with a grace period until the end of the month. A \$15.00 late fee will be charged after the 30th of the month. Late fees must be paid in full with the regular payment. **Families with two (2) delinquent months of which payments have not been paid in full by the end of first semester, will be removed from the St. Mary School attendance roster.** Report cards will not be sent home in May if account has not been paid in full. If tuition is not paid in full by end of April, your students spot for the next year will not be held. If your child will not be returning and the balance is not paid in full by May 15th, the account will be turned over for collections. If a tuition payment made by check is returned to the school as 'insufficient funds', the account holder will be required to pay all future tuition payments in cash or with a money order. The full check amount, the bank fee and an additional \$15.00 processing fee will be accessed and due in full. If a student leaves or enters St. Mary School in the middle of the school year, the parent is responsible for the total amount of fees for the year and the tuition for each month that the child is enrolled. Pre-enrollment tuition and supply fee are non-refundable unless student moves out of Finney County.

Families are required to complete 10 hours of Time Tithing beginning at the time of enrollment and ending in May. One bonus hour will be given to each family that makes ALL tuition and lunch payments on time every month or in full. **Parents are responsible for turning in completed hours.**

Uncompleted Hours (Please refer to Time Tithing in the PSO section of this handbook.)

SCHOLARSHIP INFORMATION

Scholarships are available to students of qualifying families who have been registered members of St. Mary Parish for at least 12 months. Scholarships will be given out at the beginning of each school year and no applications will be accepted after May 15th. Scholarship applications are available on a limited basis. **If payments become delinquent, the scholarship may be revoked. All kindergarten and new students are eligible for a separate scholarship. Please contact the office for more information.**

COURSE REQUIREMENTS

All students are expected to meet course requirements, with the exception of students who may be on a modified program for certain subjects through an IEP or ILP.

All students must assume responsibility for completing assigned work, and we ask for the support of parents in this regard. If a student refuses to complete an assignment, the teacher has every right to give an “F” grade for work not completed.

Grade cards are issued four times a year. Parent-Teacher Conferences are held twice a year. However, parents are asked and encouraged to visit their child’s teacher(s) whenever they have a concern.

CHEATING POLICY

When cheating has occurred, students will receive a failing grade on the assignment, test, or task and parents will be notified. A meeting will be set up between student, teacher, administrator, and priest.

RETENTION

No student will be kept from moving on to another grade, unless it is reasonably certain that the student will benefit from such retention. If parents choose to send the students on to the next grade, they are required to sign a statement stating that they know the student is being moved to the next grade level against professional advice. The student will thus be “transferred” to the next grade, rather than being “promoted”.

GRADING SYSTEM

The evaluation of student achievement is one of the most important teaching functions. In other words, teaching and evaluation go hand in hand.

Kindergarten evaluation will consist, in part, of a check-list to indicate skills and concepts mastered, rather than using letter grades.

Grades 1-6 will use the following system:

A+ 99-100%, A 96-98%, A- 94-95%

B+ 91-93%, B 88-90%, B- 86-87%

C+ 83-85%, C 82-80%, C- 78-79%

D+ 75-77%, D 72-74%, D- 70-71%

F = 69% or below

RIGHT TO RECORDS Under the Family Education Rights and Privacy Act of 1974, the parents of students enrolled in any school are given certain rights concerning the school records of their child, which includes seeing such records and questioning misleading information.

ATTENDANCE/TARDY POLICY

It is imperative that all students arrive to class on time. Students arriving late cause a disruption to the learning of all other students in the class. Additionally, tardy students miss valuable instructional time. Students who do not enter their classroom by 8:01 am are considered tardy. Tardiness is unexcused with the exceptions being medical appointments or extenuating

circumstance that are excused at the discretion of the school administration. A student must have a note from a doctor in order for his/her tardiness to be excused for a medical appointment.

If a student has been tardy 3 times, excused or unexcused, within a semester, a message will be sent home reminding the parents/guardians of the importance of being on time for school and classes.

If a student has been tardy 8 times, excused or unexcused, within a semester, the student will lose morning recess and then will lose recess for every tardy after the 8th tardy. A parent/principal conference will also be scheduled to try and resolve the issue.

If a student continues to be tardy after the plan and contract have been implemented, additional consequences will be put in place, such as loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration.

All absences, excused and unexcused, are recorded on each student's personal record. Absences from school will be excused for illness or injury of a student. An absence will also be excused for serious illness or death of a family member. Absences for medical appointments will also be excused with a note from a physician. All other absences will be considered unexcused. Any illness that results in an absence of 3 or more consecutive days will require a note from a physician in order to excuse absences after the 3rd consecutive day a student is absent from school.

If a student has 7 or more absences in a year beyond those for appointments or illnesses that have been excused with a note from a physician, a meeting will be scheduled with the administration to address the pattern of absences. A plan and contract will be created to ensure that acceptable attendance is achieved for the remainder of the school year. If the plan and contract are not adhered to, additional consequences will be put in place, such as loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration.

Vacations need to be scheduled during the breaks on the calendar or over the summer. This applies to all medical and dental appointments-please schedule over breaks or after school.

HOMEWORK

If your child misses one or more days of school and you would like to pick up his/her homework, we ask that you call in the morning so the teachers will have time to get it ready by 3:30 (dismissal time). When a student has an excused absence, he/she is given one day to make up the work for each day missed. In other words, if he/she misses on Tuesday and is back on Wednesday, the work is due on Thursday, or it is a zero grade. Should this happen, the teacher will call the student's parents before giving a zero grade. Recess time will not be used to make up homework.

UNIFORM POLICY

All students must follow our uniform policy, please read carefully.

Our policy will be enforced and consequences will be given out for violations.

Please support our teachers, who are asked to uphold the school's uniform policy. The policy was prepared by the school board, in keeping with a Catholic school setting. Jackets **will not** be worn in the classroom. If a student becomes cold, red cardigans and St. Mary sweatshirts are for this purpose.

All uniforms must be clean without stains, holes or tears at all times.

Please **write your students name** on the inside back collar, with permanent marker, in all sweatshirts and cardigan sweaters. This allows you a better chance of return of the article should the clothing be misplaced in the classroom or on the playground.

CARDIGAN

Red cardigan from Schoolbelles Uniforms only.

ST. MARY SWEATSHIRTS

Families have the option to purchase in the fall. Sweatshirts are not allowed under cardigans at any time. They may, however, be worn in place of the cardigan in classroom and/or on the playground FOLLOWING Mass. This includes Mass days before or after October 1st. Sweatshirts cannot be worn to Mass.

Please write your child's name on the clothing tag or the inside collar in all cardigans/sweatshirts.

PANTS/SHORTS

Pleated or flat-front dress pants or shorts in navy blue. No denim or corduroy. Pants may not have a flared or widened leg; they may not have a low-rise waist and cannot have "outside" back or front pockets (the pockets must be sewn inside the

pants). Shorts are to be walking style; length should be just above the knee, but not longer than the knee, and must not be more than 2 inches above the knee. NO cargo shorts or Capri pants.

SHIRTS

Long or short sleeve shirts in solid red or white. Shirt style may be polo, oxford, peter-pan collar or turtleneck. Collars/sleeves are to be plain-no embroidery, scallops, or colored ribbing may be visible. Shirts are to be tucked in all day.

JUMPERS/SKIRTS

Hunter green and navy plaid from Schoolbelles only. Shorts may be worn under jumpers/skirts for modesty purposes as long as they are not longer than the jumper/skirt. Plaid skirts will be available as an option for girls in the 4th, 5th and 6th grades only. This may be used in place of the jumper or in addition to the jumper. Length is to be just above the knee, and not shorter than fully extended arm/fingertip length. No rolling of skirts is allowed. Leggings can be worn under jumper/skirts for warmth but they must be full length and a solid color that match the uniform: black, grey, white, navy blue, red or dark green.

SOCKS & SHOES

Shoes must be neat and clean, and if they have laces they must be tied. Socks (red, white, navy, black or gray solids only, unless purchased from Schoolbelles), must be worn with all shoes including sandals and be visible at all times. Tights/leggings must be full length and same solid colors. Tennis shoes are required on P.E. days (Monday & Wednesdays). Flip flops are not allowed.

Hair Accessories:

Accessories must match with the colors found in the uniform. Red, Navy Blue, White, Dark Green or black. This includes: hair bows, head bands, clips and barrettes. Beads, feathers, or fake colored hair are not allowed.

All students' clothing should be neat, clean, pressed, and mended as necessary. Hair must be well groomed and out of the face. Buns, ponytails or mohawks are not allowed on male students. Hair feathers, fake colored extensions or beads are not allowed.

Jewelry: Earrings must be small with no words or flashing or moving parts. Necklaces and bracelets must be religious. Necklaces must be worn inside the shirt. Earrings on male students is not allowed.

School Mass Days Wednesdays & Fridays (Includes ALL students, kindergarten through 6th grade):

Girls: Jumpers and cardigan sweaters.

(4th, 5th & 6th graders may wear the plaid skirt in place of the jumper.)

Boys: Slacks and cardigan sweaters.

NOTE: Cardigan sweaters are optional for both boys and girls until October 1st and after May 1st. Jackets and non-St. Mary sweatshirts are not allowed to be worn in the classroom except on dress down days.

Sweatshirts are not allowed under cardigans on mass days. They may, however, be worn in place of the cardigan in the classroom and/or on the playground FOLLOWING Mass. This includes mass days before or after October 1st.

Because we have a uniform policy we have a uniform violation code in place to ensure that all students follow it daily. A note will be sent home to parents when a student has a uniform violation. Consequences will be handed out for violations.

Dress-Down Day: Jeans or shorts may be worn. Uniform dress will not be required on these days. **Students may not wear spaghetti straps and skirts/shorts cannot be more than 2 inches above the knee. Dress-down Day will be the first Tuesday of the month beginning in September through April.**

Track Practices/Pictures/Track Meet:

Shorts must be at the knee for both boys & girls. Shorts can be worn below the knee but cannot be more than 2 inches above the knee. Shirts must be of regular length with no belly showing.

Scout Uniforms: Boy or girl scouts may wear their uniforms on the day their troop meets as long as jeans are not part of the uniform.

DISCIPLINE PHILOSOPHY

Effective discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are antisocial.

Effective discipline is always fair, dignified, and in good temper, observing Christian principles at all times. Conferences with teachers, parents, and principal should be effectively employed, in order to bring about acceptable school behavior.

In maintaining effective discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, pastor, and school council.

School-wide Expectations

1. Observe the QUIET ZONE at all times.
2. Follow all staff directions the first time.
3. Keep hands, feet, and foreign objects to yourself
4. Raise your hand to speak, and then wait to be called upon.
5. Hand in all assignments on time, and complete.
6. Use equipment as it is meant to be used.
7. Respect personal and school property.

Consequences Disciplinary Steps

A staff member may redirect or re-teach the rule that a student is having difficulty with.

Step 1: Sent to the Principal, First Time

School expectations and rules are reviewed and emphasized. Conflict resolution and problem-solving conference is held with student involved. Student calls parents with principal. Student informed of steps 2-4.

Step 2: Sent to the Principal, Second Time

Student-teacher-principal conference required. Parent signature required. Student informed of steps 3-4.

Step 3: Sent to the Principal, Third Time

In-school suspension. Student calls parent with principal. Student informed of step 4. If a student retaliates against the student who made the bullying report, he or she immediately goes to this step.

Step 4: Sent to the Principal, Fourth Time

Parent required to pick up student and remove from school. Short-term suspension, long-term suspension, or expulsion required.

Hierarchy Consequences-Disciplinary Guidelines

Level 1 Behaviors	Level 1 Consequences
Pushing/kicking/hitting Gossiping/spreading rumors Embarrassing or making someone look foolish Mocking or mimicking Name calling Excluding from group Dirty (disrespectful) looks Taunting Harassment about clothing or possessions Threatening to reveal personal information Graffiti Publicly challenging to do something Defacing property or clothing Playing a dirty trick Cheating on assignments or AR tests	<u>Any of the following consequences:</u> *Making amends *Class meeting on topic *Loss of privileges *Parent notified In-school suspension (student assigned for part or all of the day to another classroom or principal’s office with work to Do) The Steps to Respect Model of Individual Coaching will be used to assist students in developing their own solutions. Pattern of Level 1 may result in consequences for Level 2 offenses.

Level 2 Behaviors	Level 2 Consequences
<p>Defacing property Stealing Spitting Demeaning physical acts that are not physically harmful Ethnic slurs Setting up to take the blame Humiliating publicly Social rejection Teasing about appearance Intimidating telephone calls Taking possessions (lunch, clothing, toys) Extortion Sexual or racing taunting</p>	<p>Parent contacted and any of the following consequences: Loss of privileges (progressively more severe than level 1)</p> <p>Making amends: *Repairing, cleaning, or replacing item (natural consequence) *Writing a report on the topic (race, theft, defacing property) *School or community service or monetary retribution</p> <p>In-house suspension (student assigned for a part or all of the day to another classroom or principal's office with work to do) Referral to one-on-one or small group intervention Sessions Short-term suspension The Steps to Respect Model of Individual Coaching will be used to assist students in developing their own solutions. Pattern of Level 2 offences may result in consequences for Level 3 offenses.</p>
<p>Level 3 Behaviors</p> <p>Physical violence/inflicting bodily harm Threatening with a weapon Maliciously excluding Manipulating social order to achieve rejection Malicious rumor Threatening with total isolation by peer group Verbal threat of violence or inflicting bodily harm</p> <p>Threats of using coercion against family of friends Coercion Sexual or racial taunting Threatening with hand gang signs</p>	<p>Level 3 Consequences</p> <p>Required parent conferences with teacher and principal and any of these:</p> <p>*Student behavior plan *Referral to small group intervention *In-school suspension *Short term suspension 1-10 days, max 15 days for K-4 and 30 days 5-6 grades. *Long term suspension (5-6th grade) *Expulsion</p> <p>Criminal behavior will be referred to law enforcement for further action.</p>

St. Mary School has a “Zero tolerance” policy towards bringing weapons to school. Bringing any type of weapon is not allowed. A weapon being anything that could harm self or another person. Weapons: pocket knife, long knives, switchblades, straight edge razor blade, explosives, guns, throwing dart.

*Cyber issues that cause any behaviors/effects listed above will be dealt with accordingly.

The above are intended to be guidelines only; staff reserves the right to make judgment based upon discretion, allowing room for human thought/common sense. Student's developmental age will be taken into consideration with all behaviors.

SOCIAL MEDIA GUIDELINES FOR STUDENTS, PARENTS/FAMILIES, STAFF

St. Mary Catholic School has established the following Social Media Guidelines. These guidelines were developed after a thoughtful review and discussion. We hope that in the spirit of our school's faith, community, and values,

this policy is embraced with the understanding staff, faculty, administration, parents, students, and volunteers be cognizant that any use of social media is a reflection St. Mary Catholic School, its mission statement, and values. More importantly, we must set an example for our children about being responsible for what we choose to share on social media since it will be around for a long time, is stored, and can be monitored at any time. These guidelines suggest best practices of the publication of and commentary on social media. Social media means any facility for online publication and commentary, including, but not limited to, emails, blogs, wiki's, schoolnotes.com etc. Social networking sites including, but not limited to, Facebook, LinkedIn, Twitter, Flickr, Google+, Pinterest, Vimeo, Edmodo, Snap Chat, TikTok, Instagram, YouTube and any derivative apps. St. Mary follows the general laws that apply to on-line social spaces including the federal Children's Online Privacy Protection Act, which is a law that oversees how websites interact with children under age 13. Any content that is deemed to be prohibited or objectionable will be removed by the St. Mary administered sites by the Principal and/or the delegate assigned to maintain the social media presence. Further, it is the policy of St. Mary Catholic School that we will not post the names of any children associated with their photo on any Internet site unless permission has been granted from the parent/guardian via a signed release form collected in the beginning of every school year. Policies have been created for employees, students and parents/volunteers at St. Mary Catholic School.

STUDENTS AT ST. MARY CATHOLIC SCHOOL

The following guidelines are in place for our students at St. Mary Catholic School. Students must learn how to use social media responsibly and effectively. First, all online communications are stored and can be monitored. Once it is published, it will be around for a long time, so consider your content carefully. Second, do not blog anonymously, use pseudonyms or false screen names, but be smart about protecting yourself and your privacy. Be cautious about disclosing personal details. Finally, in light of our Catholic values, we respectfully ask the following of our students:

1. Respect the privacy of others by not sharing personal information or hurtful comments about classmates via social media including e-mail and texting.
2. Personal videos of individual class activities, concerts, sports, drama productions, class trips extracurricular activities, etc. which are shared on Facebook, Snapchat, YouTube or other sites must be appropriate and not libelous.
3. Photos of students taken during class activities, concerts, sports, drama productions, extracurricular activities, or trips which are shared on social networking sites must be appropriate and not libelous.

The following will not be tolerated by any student on any social media sites and the student is subject to school suspension or expulsion at the sole discretion of the Principal.

- Offensive language, including but not limited to ethnic, religious and racial slurs; profanity; sexually explicit language; use of acronyms of offensive expressions.
- Use of inflammatory or inappropriate language, or personal attacks of any kind.
- Cyberbullying of any kind, including insulting, targeting, embarrassing or excluding any individuals.

CATHOLIC SCHOOL PARENTS AND VOLUNTEERS COMMITMENT AND RESPONSIBILITY WHEN USING SOCIAL MEDIA

Social media is a great way to promote our school. We have so many wonderful things we do here that we need to celebrate and to promote. All content which is published by the St. Mary School Website, Facebook Pages, Google +, or other social media sites can then be shared on your own social media accounts. This provides St. Mary Catholic School with a tremendous amount of exposure and good will. We encourage parents and volunteers to engage in the following:

- Encourage participation and promote official St. Mary Catholic School events, activities, and programs.
- Distribute advance notices of St. Mary Catholic School events and programs.
- Encourage participation in fundraisers, food/clothing drives, and other events and initiatives.
- Inform St. Mary families, friends, alumni, and supporters about news, events or programs.
- Recognize special achievements or accomplishments of St. Mary students, families and staff members However, we respectfully ask that on your social media sites that you do not engage in the following:

- Converse about St. Mary Catholic School business or private discussions in a negative manner.
- Air grievances with fellow volunteers, school administrators, teachers, parents, students or other individuals.
- Use inflammatory or inappropriate language or personal attacks of any kind with respect to St. Mary Catholic School.

St. Mary does not seek to censor posts or limit freedom of speech on its social media platforms or yours. However, we ask that you carefully consider what you are posting as it may affect the livelihood of the employees and students at the school. We thank you for your consideration and cooperation in this matter.

BULLYING

Definition of Bullying: intimidating, aggressive, physical, verbal and/or emotional manipulative behavior - can be any or all of these components. Students who take part in bullying another student or students will face disciplinary action by the Classroom teacher, principal, and/or priest. Parents will be notified, and a meeting will take place. Multiple violations of this policy will result in expulsion.

POSITIVE BEHAVIOR AWARDS

In addition to consequences for antisocial behavior, the staff will make every effort to recognize students who display good citizenship. The reward may be a star, ticket, a favorable comment, or some other way to let a student know that his or her behavior is commendable.

DETENTION AFTER SCHOOL

If a student has to stay after school, the teacher will call the parents beforehand. No student will be kept after school if the parents cannot be located.

CORPORAL PUNISHMENT

Corporal punishment is not allowed at St. Mary School.

IN SCHOOL SUSPENSION

In school suspension is intended as a cooling-off period and a time to resolve the problem. The teacher and principal will determine when in school suspension is necessary. The parents will be contacted regarding in school suspension. Class work will be the responsibility of the student.

When a student has committed a serious offense or when warnings about chronic disciplinary problems have ceased to be effective, drastic action may be necessary.

OUT OF SCHOOL SUSPENSION, KSA 72-8901

1. The principal, in collaborations with the pastor, has the authority to suspend or expel a student.
2. Previous to any decision concerning expulsion of a student, there shall be a suspension that will act both as a cooling-off period and a time to resolve the problems under the following procedure:
 - a. The parents or guardians must be notified in writing of the problem that may lead to expulsion.
 - b. During the suspension period, the student, parents or guardians, principal, teacher or teachers; and pastor meet to discuss the problem and possible solutions.
 - c. After the process has taken place and a decision to expel the student has been reached, the principal shall inform the parents or guardians in writing of this decision.
 - d. A written report of all proceedings from the beginning should be made and mailed to the Diocesan superintendent.

EXPULSION, KSA 72-8902

A student may be expelled from school if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the school community. The student involved should be suspended from school while information is being gathered. A meeting will be held with the pastor, principal, teacher, and parents to gather all the facts in the situation. Prior to expulsion, the principal will confer with the pastor and superintendent.

Admission to St. Mary School is a privilege, not a right. Every student admitted to St. Mary is admitted with the understanding that they will abide by all of the school's rules and policies: will show courtesy and respect to other students, teachers and administration. Every parent is expected to support the school and student. If, in the judgment of the principal and pastor, a student and/or parent are unable or unwilling to abide by these rules, then the student will be expelled. Reasonable efforts will be made to keep the parents informed as to the student's progress through conferences, notes home and conduct reports. However, notifications to parents will in no way limit the power of the principal and pastor to immediately expel a student if, in their judgment, the situation warrants such action.

PARENT GRIEVANCE

Whenever a grievance situation arises, the steps listed below are to be followed:

1. Parent-Teacher Conference
2. Parent-Teacher-Principal Conference
3. Parent-Teacher-Principal-Pastor Conference

If a problem still exists, then ask the principal to place your concern on the school council agenda.

REQUESTING TO ADDRESS THE SCHOOL COUNCIL

All regular and special meetings of the School Council are open to the public. The Council wants to hear the viewpoints vital to the efficient operation of the school. The Council also recognizes its responsibility for proper governance, and therefore the need to conduct its business in an orderly and efficient manner.

SAFETY SCHOOL MEASURES

Fire drills will be done 4 times a year, tornado drills will be done 3 times a year, and safety drills will be held 9 times a year. This is following the office of State Fire Marshall.

SCHOOL LUNCH PROGRAM

St. Mary School participates in the Federal Free and Reduced Lunch Program, and all students are encouraged to eat hot lunch at school. Free and Reduced Lunch Program Applications are available at August enrollment and/or in the school office at any time during the school year.

The regular price of the meal is \$4.50 (school lunch fees are subject to change every year) and \$.40 for reduced. Extra milk will be sold only to students who bring a sack lunch. The cost of milk that is used for a sack lunch is \$.60 each. Students do not have to eat everything on their plate (state guidelines), but are encouraged to do so, including the drinking of their milk. State law prohibits any trading of food between students.

A menu is provided monthly. Our lunches are cooked on site following the protocol and procedures according to the State of Kansas Federal School Lunch Program. If there is something on the menu that your child cannot have, please plan on providing a sack lunch from home that day. If your child has an allergy to milk, the parent should contact the school office to obtain the appropriate form necessary so that accommodations can be made through the food service program. The form includes a section that must be signed by medical authorities. Water is available for students.

If you pack a sack lunch, please do not include a can of pop, or fast food. St. Mary School does have an active Wellness Policy. In accordance with that policy fast food (restaurant) meals may not be brought in to the school cafeteria. Rather we encourage students and guests to eat school prepared meals or healthy sack lunches brought from home. This includes Subway.

Lunch accounts must be paid in full each month by the 25th. Past due lunch accounts will result in the student not being served a hot lunch until the account is paid in full. Parents will be notified to bring payment or a sack lunch.

Parents are welcome to eat with their children at school; however, we ask that you phone in your reservation by 8:30 a.m. to the school secretary. All guest lunches are \$5.00.

The lunch schedule will be as follows:

Grades K-2	Lunch	11:30 - 11:50
	Noon Recess	11:50 - 12:10
Grades 3-6	Lunch	11:45 - 12:05
	Noon Recess	12:05 - 12:25

Teachers will rotate eating with the students. It provides an opportunity for lunchroom supervision, as well as a time to convey good lunchroom habits.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have a speech disability may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail- U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, DC 20250-9410. Fax (202) 690-7442 or email: program.intake@usda.gov. This institution is an equal opportunity provider.

HOMEWORK

Homework has always been a necessary part of school and learning, and is assigned by the classroom teacher. So that your child will get the most out of school, we ask that you support the teachers' decisions regarding homework.

TESTING PROGRAM

Because we see testing (and the results received from it) as a valuable part of the educational process, and because state assessments are required by the state of Kansas for accreditation purposes, informal assessments are used frequently in all classrooms and formal state assessments are administered in grades three, four, five and six during the spring of the school year. Kindergarten through 6th grade ESL students will be given the KELPA assessment.

BOOKS

St. Mary School has a book rental system. Students must take care of the books loaned to them. Parents replace books lost or damaged beyond reasonable care at cost.

LIBRARY USE

The library is for your use. Children may check books out for a one week period, which may be renewed for another one week period. Books that are lost must be paid for. A copyright no older than 5 years will be cost of replacement; a copyright more than 5 years will cost \$15.

SCHOOL PARTIES

Each class may have a party at holiday times. Room mothers usually volunteer for these parties. For those who do volunteer, we ask that you work with the classroom teacher in this regard. Parents that help in the classroom must have attended a Protecting God's Children session prior to helping. **Treats/drinks must be healthy and follow our wellness policy.**

BIRTHDAYS

So that feelings will not be hurt, we ask that invitations to birthday parties be handed out in school only IF they are intended for everyone in the class. **Students may bring small HEART HEALTHY birthday treats on their special day. We ask that you do not bring drinks, only healthy snacks. Cupcakes, cookies, etc. are not allowed. Snacks must be brought to school by 2:00 pm. All treats brought in to the school for any reason must be heart healthy.**

The school will NOT accept flowers, candy, balloons, etc. to be delivered to the school.

This can hurt other student's feelings, can cause storage problems in the office and can be distracting in the classroom.

PERSONAL BELONGINGS

The school cannot be responsible for valuables brought to school by students. This includes money, toys, cell phones, and other items. Please leave these at home. If you really love it...don't bring it to school. All items of clothing, lunch boxes, book bags, and similar items should be marked with your child's name or initials

CELL PHONE/ELECTRONIC POLICY

Cell phones are not allowed at school for any reason. If a student is found with a cell phone, it will be taken to the office. Parents will be notified and a parent will have to come to the office to pick it up. This includes wrist watch phones. iPads and Kindles are for AR reading only. We must have permission from parents prior to bringing to school.

BODILY ADORNMENTS ON FEMALE AND MALE STUDENTS

Tattoos of any kind, artificially colored hair, colored hair extensions, beads, Mohawks, mullets, shaven hair designs, hair beads, and false fingernails are not allowed and earrings on male students are not allowed in school at any time. We ask that both male and female students keep hair well-groomed at all times. Earrings on female students must be small, with no words or flashing, moving parts. All jewelry must be religious. Earrings, ponytails and buns are not allowed on male students.

FOOD, CANDY & GUM

Food, candy, and gum are not allowed in the classroom, hallways, gym, and school grounds during the school day except for school parties and classroom rewards.

WATER BOTTLES

Students are allowed to bring SPILL PROOF water bottles to school to drink in the classroom. They must be "SPILL PROOF" and students are only allowed to bring water, sport drinks or flavored water are not allowed.

HOUSEKEEPING

Each student is responsible for maintaining an orderly desk, and helping to keep the classroom clean. Students are also responsible for the general cleanliness of the hallway, cafeteria, restrooms, and the playground.

TELEPHONE USE

Students may only use the telephone in an emergency situation. Teacher permission must be given.

RECESS

There will be an appointed faculty member to supervise at all recesses. In addition, all children are to go outside for recess, except on wet days. If a student has permission from home to stay in during recess, he/she will remain in the hallway during a recess period.

FIELD TRIPS

Parents must attend a Protecting God's Children session to be able to go on any and all field trips. We do not encourage parents to follow behind the bus but, parents are allowed to follow the bus to the destination if they have attended a PGC session. Going on a field trip does not count towards Care and Share (time tithing) unless the teacher asks you to chaperone.

ARRIVAL

Students are to be dropped off or walked to the door according to the first letter of their last name: A-E drop off at the West doors of the school. F-O drop off at the front doors and P-Z drop off at the East side doors of the school. Doors will be open at 7:45 am and tardies will begin at 8:01 am. To keep traffic flowing at drop off time, if you want to walk your student to the door we ask that you park across the street or in the North parking lot.

DAILY DISMISSAL

Students will dismiss in the same manner as drop off with the exception of A-E, these students will be picked up in the back North parking lot. When entering the parking lot to pick your child (ren) up, please enter through the **NORTH ENTRANCE**. We ask that you park your vehicle, and walk up to the sidewalk area where teachers will be standing with your students. Your child (ren) will be dismissed to you from there, versus having the students walk to the vehicles on their own. When exiting the parking lot, please leave through the **WEST EXIT GATE**. **We ask that you pick your children up promptly at 3:30. These policies are in place to ensure the safest possible environment for your children.** If it is raining or snowing at dismissal time, the North parking lot will dismiss from the East side of the school.

PARENT VOLUNTEERS

Please contact your child's teacher if you would like to help in the classroom or with school activities. You are actively invited and encouraged to help within our school. NOTE – All volunteers must have completed the Protecting God's Children class prior to being allowed to serve in any volunteer position. (Field Trip Drivers are under this stipulation as well.)

IMMUNIZATION

Kansas Law requires that each child entering school in Kansas for the first time shall, prior to admission, present to the school authority's certification from a licensed health service that the child has received or is in the process of receiving immunizations. All students must have complete immunization records on file at the school in order to attend school. Students without complete immunization records in their school file will not be allowed to attend school.

ADMINISTRATION OF MEDICATION TO CHILDREN IN THE SCHOOL SETTING

The following procedures are in force at St. Mary School regarding the administration of medications to students.

1. Written request from the physician or dentist should accompany all medication to be administered, including "over-the-counter drugs", such as aspirin, Tylenol, etc. (Cough drops are the exception to this rule, provided they are housed in the school office).
2. The physician request form should be dated and should identify the medication, dosage, reason for the medication, time of the day to be given and anticipated number of days to be provided.
3. Written request from the parent/guardian should accompany all medications.
4. The request form should identify the student, date, and parent signature.
5. The official prescription container **must** accompany all medication.
6. Only oral or topical (medications for the skin) medications will be administered except in emergency situations.

Exceptions - eye drops, ear drops

The above guidelines have been endorsed by the Kansas Department of Health and Environment.

St. Mary P.S.O.

(Parish School Organization)

General Information

All parents are encouraged to attend PSO Meetings. These meetings are held throughout the school year and are on the second Tuesday of the month in September, November, and April. St. Mary parishioners, including grandparents, aunts, uncles, etc. are also invited to attend.

PSO's responsibilities are 1) Student Activities; 2) Church Related Functions; 3) Teacher Support; 4) Fund Raising.

PSO is responsible for contributing \$40,000 to the parish every year to assist with school expenses and to allot \$10,000-12,00.00 for the PSO budget which provides money for our schools technology fund, library, playground improvements, testing snacks for students, bus transportation for field trips and much, much more.

Involvement

Attendance at Parish School Organization meetings and functions is an effective method of becoming acquainted with parents of your child's peers, and to keep informed of activities that are being planned throughout the school year. The number one goal of PSO is to promote unity between St. Mary School and Parish.

Time Tithing

PSO Meetings will count towards accumulated hours needed to fulfill the 10 hour obligation. Seven (7) of the required ten (10) hours must be acquired through helping at the school. **Going on field trips will not count towards completing these hours.** Teaching PSR classes, helping with other church functions or church cleaning can account for a total of 3 hours. (Refer to Time Tithing in Tuition – see page 3).

Volunteers for the auction must be at least 21 years of age; all other volunteers must be at least 18 years of age.

You are not limited to 10 hours; you can help out at the school as much as you wish. Any remaining hours not completed by May 16th, you will be charged \$20.00 for each of those hours, balance due in full by the last week of school. Again only 3 hours can be used for non-school activities.

Activities that count towards Time Tithing hours:

1 hour for every 12 raffle tickets sold, 1 hour for paying on time each month, 1 hour for each PSO or school council meeting you attend, assisting in a classroom, helping at track practices, family fun day, Magical Night in New Orleans, cleaning the school grounds, mowing, spur of the moment projects, St. Nick Day and helping with set up for the Christmas program.

Raffle tickets are sold as part of our fundraiser. All families are “required” to sell at least 12 tickets. Families who do not sell 10 will owe the value of each ticket not sold. If this had not been paid by pre-enrollment time, those students will not be able to pre-enroll and their spot will not be held for the following year. Parents can also earn Care and Share hours for getting donations or sponsors for the “A Magical Night in New Orleans” fundraiser.

Help is always needed; please phone the office to discuss additional Time Tithing opportunities.

RECEIPT OF HANDBOOK

Please read carefully and become familiar with our school policies. Please read and sign by the end of September. Thank you.

Date_____

I, the undersigned, have received and read the St. Mary School Student Handbook for the 2022-2023 school year.

Signature of parent or guardian_____

Signature of student_____

(Please do not tear this page out of Student Planner. *Thank you.*)