

Parent-Student Handbook

2009-2010

St. Mary's School
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St. Mary's School is a Catholic Parochial School of the Austin Diocese School District.

The school is dedicated to the Christian education of boys and girls from Pre-kindergarten through Grade 8.

St. Mary's School is accredited by the Texas Catholic Conference Education Department (TCCED) through the Texas Commissioner of Education of the Texas Education Agency.

Member of the National Catholic Education Association (NCEA)
Participant of the Education Service Center, Region 12

St. Mary's School complies with all applicable State and Federal laws on discrimination. Preference may be given in admission of Catholic students.

The Principal and School Pastor retain the right to amend this Handbook for just cause at any time. Parents receive prompt notification of any and all policy changes made during the school year.

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Prayer for Our School

Almighty God,

From You we come; You are the destination of our journey on earth.
Give Your blessings to our school, that through it young men
and women may grow up who will bring honor to
Your name and be a credit to themselves, their families and our country.

May all the children in this school be guided by Jesus Christ, Your Son,
Who is the Way, the Truth, and the Life. Illumined by the
Holy Spirit may they look up to the example of Mary,
The Mother of God, in whose patronage we have placed this school.

Grant that these your children be protected against the false wisdom
of the world and the snares of the devil and lead them
to the Vision of You, their Heavenly Father,
Who lives and reigns with the Son and the Spirit, world without end.

— Amen

Letters to the Parent and Student

Dear Parent,

Thank you for supporting Catholic education by supporting St. Mary's School. Catholic education serves the mission of the Church through the educating of its students and its development of student faith and spirituality.

As parents, you act as the primary educators of your children. As a school, we desire to reinforce the values learned at home. Catholic schools function most successfully as a community of believers dedicated to a common cause, that of educating the youth. Without your support, we are not able to do our jobs effectively. Our hope is to work collaboratively with each other in a positive, constructive way.

Let us act as witnesses to the faith in everything that we do. We must provide an example for students to emulate and continually bring Christ into our daily lives.

Please review the contents of this handbook and discuss important points with your children. To fit the ever changing needs of the school, certain rules and procedures may have been altered. Please be mindful of these changes and bring any concerns that you may have to our attention.

Thank you once again for your support and trust in us as we educate your children.

Dear Student,

Being a student at St. Mary's provides you with an excellent opportunity to succeed both in and outside of the classroom. We have complete confidence in your abilities as a student and know that you are going to serve as a valuable asset to our community. We ask you to follow the rules of the school so that the faculty and staff can best help you throughout the year. We are all members of the same Christian family, and we must work together to create a safe and healthy school environment. May God bless you and all that you do.

-Mr. James Melone, Principal

Mission Statement of Catholic Schools of Texas

The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic Schools is its ability to respond to the needs of the whole person, to serve the Church in time of transition, and to demonstrate to the world a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which pupils can experience the presence of the Holy Spirit. The School's focus is on the individual's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, pupils and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, pupils are challenged to work to the best of their abilities. In a world of diversity and absolutes, pupils need to be "free" to appreciate and understand the planet Earth, the people and cultures that inhabit it, and to develop global perspectives by which lives and consciences are formed. Pupils are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its pupils to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

- From the Texas Catholic Conference Education Department

Goals of Catholic Education

The school promotes a community of believers and active learners in the spirit of Jesus Christ to become responsible citizens in today's society.

The school provides instructional leadership and maintains an effective and efficient program of studies.

The purpose, design, and implementation of the curriculum represent the school mission that is shared by teachers, parents, and students.

Mission of St. Mary's School

The primary role of St. Mary's School is the continuous formation of our students through a Catholic program of education committed to a standard of excellence.

We help students to develop their spiritual, moral, intellectual, social, emotional, and physical abilities within a community dedicated to living the gospel.

In cooperation with the family, we help students to form character, so they will accept responsibility to fulfill their personal potential and learn to share their gifts through love for all.

Philosophy of Education of St. Mary's School

We believe that each child is loved by God and uniquely created for a sublime purpose. Therefore, we must help our students to love God and neighbor with a whole heart; to think, judge, and act with right reason; and to use their education to better embrace Catholic teachings and the example of Christ.

To accomplish this aim the school strives to create a Christian atmosphere of care and concern in which all

children may grow toward their full potential spiritually, morally, intellectually, socially, emotionally, and physically. The very nature of the child requires a coordinated education, which is the product of a cooperative effort by home, church, and school. It is through this harmonious partnership that the aim of Catholic education is achieved.

We believe that the “effective Catholic School must call its pupils to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.” (Texas Catholic Conference Education Department)

Education Objectives of St. Mary’s School

A. The school fosters:

1. A Catholic identity through the religious atmosphere, which permeates the total instructional program.
2. Gospel values as modeled in school procedures and actions of staff and students.
3. A faith community expressed through religious experiences through classes; programs for personal spiritual formation; opportunities to worship; service to others; sacramental preparation; and the sponsoring of adult programs.
4. Active interaction between the school and parishioners.
5. The formation of behavior in accord with Christian standards.
6. Sensitivity and responsiveness to social concerns and economic justice.
7. Development of Christian attitudes towards life, human sexuality, and the family.
8. Formation of students to set goals and attain them, to be self-disciplined, responsible, responsive, compassionate, and empathetic to the feelings and needs of others, and to respect individual differences in others.

B. The administration and staff will:

1. Communicate on a regular basis about school activities and general accomplishments.
2. Provide systematic reporting to parents about student progress.
3. Communicate expectations for student academic performance to students and parents.
4. Organize opportunities for the school and business community to advise and support the school.
5. Provide a safe and orderly environment with a clear disciplinary code.
6. Inform parents of school policies and regulations concerning rights and responsibilities of staff, students, and parents: grievance procedures; discipline code; school policies; grading system; and compliance with applicable laws and regulations.
7. Provide a guidance program through all grades.
8. Provide school facilities that project a positive image and environment for teaching and learning.
9. Provide programs of instruction to meet students' diverse learning needs.
10. Develop excellence in education through compliance with TCCED and diocesan guidelines.

C. All students should:

1. Develop a knowledge and understanding of the Catholic faith and personal relationship with God as evidenced by attitude and practice.
2. Develop proficiency in language arts and mathematics in the lower grades followed by studies in advanced mathematics, technology, science, social studies, fine arts, English, and foreign language.
3. Develop higher order level thinking skills of research, analysis, evaluation, and problem solving.
4. Develop proficiency in the use of basic communication skills and technology, as well as the ability to recognize propaganda in their lives.
5. Develop skills of problem solving for integrating information and a framework within which to sort out the diverse values present today.
6. Acquire knowledge and appreciation of the culture of the ethnic groups of our American heritage.
7. Develop an understanding and appreciation of cultural diversity together with skills needed

- within the global community.
8. Acquire an understanding of the importance of physical and mental health in one's life by developing healthy attitudes regarding human sexuality, nutrition, and healthy life skills.
 9. Acquire knowledge of the democratic process and develop an understanding of the privileges of citizenship and learn to assume its responsibilities.
 10. Develop an understanding of human geography and world cultures of today.
 11. Be knowledgeable in government practices, political principles and current activities suitable to grade level.
 12. Be aware of the principles of consumer economics.

History and Tradition of St. Mary's School

St. Mary's School was founded in 1897 under the name of St. Mary's Academy by Father Heckmann, pastor of St. Mary's Church. Under his direction, with the active support of a dedicated group of parishioners, Divine Providence Sisters guided the pupils for several years. The Divine Providence Sisters withdrew in 1912 and not until 1919 could teaching sisters be found to continue their good work. Sisters of the Congregation of the Incarnate Word and Blessed Sacrament from Houston, Texas, began their mission at St. Mary's School in 1919 and had a presence in the school until the retirement in May 1995 of long-time librarian, Sister James Philip Davison. In 1974, Mrs. Loris Edwards became the first lay principal.

Today, the school is staffed by lay teachers who together with the clergy, parents, and students - work for its uninterrupted growth and success to the greater honor and glory of God.

Administrative Staff

Rev. Ranjan Cletus	Pastor	254-773-4541
Mr. James Melone	Principal	jmelone@stmarys-temple.org
Mrs. Teresa Wynecoop	Financial Secretary & Registrar	finance@stmarys-temple.org
Mrs. Evon Vargas	Secretary & Registrar	evargas@stmarys-temple.org
Mrs. Charla Brown	Secretary	cbrown@stmarys-temple.org
Mrs. Bernadette Hickman	School Library Manager	ligrary@stmarys-temple.org
General Information		info@stmarys-temple.org
Mrs. Kathleen Broadwater	Cafeteria Manager	cafeteria@stmarys-temple.org

St. Mary's School Hours

The Instructional Day: 8:00 a.m. to 3:30 p.m., Monday through Friday St. Mary's School will not accept responsibility for supervision of students before 7:45 a.m. or after 3:45 p.m., other than through school-supervised activities such as clubs, sports, tutoring, or the Extended Day program.

Extended Day Hours: (Before-School) 7:00 a.m. to 7:45 a.m. No charge for a.m. supervision. **(After-School) 3:45 p.m. to 6:00 p.m., Monday through Friday.** (\$100 for the first child, see *Extended Day* for details.) Students who arrive before 7:45 a.m. or remain after 3:45 will be sent to the Extended Day program. **(For students not regularly enrolled in After-School Extended Day, the fee for this service is \$10 per child per day, beginning at 3:45 p.m. due immediately to the Program Supervisor upon retrieval of the student)**

Office Hours: 7:45 a.m. to 4:00 p.m., Monday through Friday

An appointment is necessary to see the Principal. School entrance doors will be locked at all times. Access for after-school activities will be through the Extended Day Program in the cafeteria.

Academic Program

St. Mary's School's academic program is designed to help students achieve their highest potential.

Our students are given a challenging curriculum. Students receive instruction in band (Grades 4-8), art, and computer literacy. Electives in Junior High include band, advanced computer, and foreign language.

Extracurricular Activities for students in grades 6-8

Extracurricular activities include: athletics, MathCounts, National Junior Honor Society, interscholastic competition (in particular, Private Schools Interscholastic Association meets), student council, art, church choir, concert choir, and play rehearsal.

*Students must maintain passing grades (70+) in all subjects and have a **conduct grade no lower than (C)** to participate in school extracurricular activities, including sports.*

PSIA competition is also open to elementary students.

Enrichment Activities

These include field trips, classroom presentations by outside consultants, participation in community events and programs at the Cultural Activities Center.

Placement Level

The Principal, in consultation with faculty and parents, decides a student's placement level. Such decisions rest upon consideration of the student's (1) past performance, (2) achievement test scores, (3) placement test scores, when appropriate, and (4) emotional and physical needs.

Semester Exams

Semester exams are administered in Grades 4 through 8 at the end of each semester.

Grading Policy

Teachers' grading policies are based upon class participation, tests, assignments, projects, reports, and other criteria.

Students receive report cards at the end of each academic quarter (nine-week block). At the midpoint of each quarter, parents receive a written progress report of their student's general academic standing and conduct.

Grading Codes (Pre-K through Kindergarten)

<u>Outcomes Measurement Codes</u>
M - Mastered
S – Still Developing
N – Needs Improvement
NR – No Recognition
PR – Partial Recognition
GO - Good
SA - Satisfactory
NA – Not Yet Introduced

Grading Codes (Grades 1-8)

	<u>Knowledge Scholarship</u>	<u>Skills Initiative</u>	<u>Skills Individual Improvement</u>	<u>Attitude General</u>	<u>Attitude Cooperation</u>
“A” A 100-96 A- 95-93	Thorough, outstanding	Contributions exceeding assignment	Actual and noticeable	Positive benefit to class	Bringing ahead all group activity
“B” B+ 92-91 B 90-88 B- 87-85	Accurate and complete	Stimulating some desirable achievement	Showing marks of progress	Proper and beneficial	Effective in group work
“C” C+ 84-83 C 82-80 C- 79-77	Exceeding minimum requirements; fair understanding of subject matter	Lacking in independence and showing slight originality	Gradual, perceptible over a period of time	Generally neutral but not objectionable	Occasional support of group activity & assumption of leadership
“D” D+ 76-75 D 74-73 D- 72-70	Barely meeting assignments	Uncertain, not usually manifest	Slight, if any	Not objectionable, usually neutral	Not positive, ineffective
“F” 69 or less	Work of this quality may not be counted toward promotion	Work of this quality may not be counted toward promotion	Work of this quality may not be counted toward promotion	Work of this quality may not be counted toward promotion	Work of this quality may not be counted toward promotion

Promotion Standards

The Diocese of Austin and The Texas Catholic Conference Education Department prescribe the following standards:

Elementary Grades (1 – 5)

To be promoted from one grade level to the next, a Student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, social studies, science, and religion. A student must also attain an average of 70 or above in language arts and in mathematics for the year.

Middle School Grades (6 – 8)

To be promoted from one grade level to the next, a Student shall attain an overall average of 70 or above for the year in all courses taken. In addition, a Student shall attain an average of 70 or above in four of the following subjects: language arts, mathematics, social studies, science and religion.

Assistance to Individual Students

St. Mary’s School is not able to employ special teachers to assist individual students, nor do the principal or teachers formulate Individual Education Programs (IEPs). The teacher will alert the parents when students are having difficulty achieving a passing grade. After a consultation with the principal an assessment may be obtained through the student’s local public school at no charge.

In some instances, after consultation with the principal, teacher(s), and parents, St. Mary’s School may make reasonable accommodations to assist individual students as long as there will be no altering or lowering of standards or expectations in either the instructional or assessment phases of a course of study.

St. Mary’s School’s teachers offer tutoring after school to assist students.

Accidents

Injuries receive first aid treatment. The school notifies an injured student’s parent or guardian at home or at that person’s place of business. The parent or guardian decides whether the child should remain at school

for the remainder of the day.

Admissions

As a condition of admission, parents agree to submit their child to the rules and regulations adopted by the school. The application process includes an interview with the Principal for grades 5 – 8. Any student in grades 5 – 8 will be placed on a probationary period for the first nine weeks.

By 1 September of the academic year, a child must be ...

- ... 3 years old (**and fully toilet-trained**) to enter Pre-Kindergarten 3
- ... 4 years old (**and fully toilet-trained**) to enter Pre-Kindergarten 4
- ... 5 years old to enter Kindergarten* (**and fully toilet-trained**)
- ... 6 years old to enter Grade 1*

Age must be documented with an official birth certificate.

(* Indicates regulation of the Diocese of Austin.)

Fees

The fees are collected at the time of registration. The full registration fee is required for students who transfer to St. Mary's at any time during the school year.

IMPORTANT: ALL FEES AND TUITION PAID ARE NON-REFUNDABLE.

Catholic families qualify for reduced tuition rates, if they participate in a local parish. St. Mary's School will verify a family's active status; the school will assign appropriate rates —standard or reduced— if this status changes during the year.

Documents Required

- Completed SMS Application form
- Completed SMS Medical History form
- Official Birth Certificate
- Current immunization record
- Social Security Card
- Record of good conduct
- Current report card
- Current achievement test scores
- Official certification of level of achievement from the previous school
- Custody section of divorce decree or proof of guardianship, if applicable

Parents of Catholic students must also present sacramental certificates for Baptism, First Reconciliation, and First Communion.

Testing

Any student seeking admission from a non-accredited institution or from a Home School program will provide proof of achievement testing prior to admission.

Admission Restrictions

St. Mary's School does not accept students on a part-time basis.

St. Mary's School may not accept children with behavioral problems, as they may require attention of specifically trained personnel that we do not provide.

The Principal determines if a student will be accepted into the school; therefore, the school may accept a student with a special physical or learning need but only after a conference to ascertain the exact nature of the child's need. The Principal may require parents of a student with special needs to agree to enrollment on a conditional basis.

St. Mary's School's staff deals with all students on an individual basis; however, certain needs may require professional attention of a kind other than the school provides. In the child's interest, we reserve

the right to refuse admission in such cases.

Should learning, behavioral, or physical problems surface later in the school year, we will determine whether the school can offer special programs necessary to the proper development of the student or if other arrangements should be made. Such action will be done through consultation with the parents and all involved staff members.

Payment Due Dates

All tuition payments and monthly fees (for Extended Day, etc.) are due in full on the 1st of each month and **must be paid no later than the 10th of each month**, unless otherwise arranged in consultation with the School Pastor (with written notice provided to the Financial Secretary). After the 15th of the month if a payment is not received, the custodial parent will be referred to the school pastor for collection of payment. For payments two or more months delinquent the family may be requested to withdraw the student(s) until the account is brought up to date.

A \$25 late fee applies to delinquent tuition payments, beginning the 11th of each month, and a \$25 fee applies to returned checks.

Readmission of a student for the following school year requires either payment in full of outstanding tuition, fees, and fines, or else a satisfactory arrangement with the School Pastor.

When a child is withdrawn from school the parent/guardian is responsible to pay for the entire semester in which the child is enrolled. Under certain circumstances the balance of the tuition owed may be waived if the family is moving a distance greater than 50 miles from the school. **No refund can be given on tuition paid in advance, or on any fees** (registration, resource, etc.).

Placement Testing for Math and Reading Levels

New student placement rests on the following criteria:

- Scores made on math and reading placement tests (Grades 2 through 8).
- Grade report from the transferring school

If placement test results or grade reports prove inconclusive, the school may place a student in an academic course on a temporary basis, reviewing the student’s progress before making a permanent determination.

School Supplies

Local stores receive a list of school supplies prior to the beginning of the academic year. The school office and web site also provide copies of this list.

Immunizations (SMS follows Texas Dept. of Health Immunization Guidelines)		
DTP/DT/DTaP: 5 doses, with one after 4 th birthday	HibCV (Haemophilus influenza type B): Primary series, or dose after 15 months of age for child under 5 years	Measles Booster: By Kindergarten entry date
Td (Tetanus/Diphtheria booster): within 10 years of DTP Tdap (Tetanus, Diphtheria & acellular pertussis-containing vaccine: all students in grade 7 th , required 1 dose. Students in 7 th grade will require a booster dose if it has been 5 yrs have passed. Students in grades 8 – 12 require booster dose if 10 yrs. have passed.	Varicella vaccine (chicken pox): all students entering Kindergarten and 7 th required 2 doses. Documentation of chicken pox in lieu of immunization.	PCV 7 (Pneumococcal Conjugate Vaccine): 1 dose before age 5
Hepatitis B: 3 doses before age 5	Polio: 4 doses, with 1 dose after 4 th birthday	TB Skin Test: St. Mary’s School requirement. Date and results must be recorded on Immunization record to be considered valid.
Hepatitis A: all students entering Kindergarten, required to have 2 doses	MMR: (Measles, mumps, rubella): all students entering Kindergarten, required to have 2 doses	Meningococcal Vaccine: all students entering 7 th grade, required to have 1 dose

Attendance

Attending a Catholic School is a privilege, not a right. The Principal can at any time mandate withdrawal of a child pursuant to the procedure for resolution of disputes when this is in the best interest of the school and/or the student. The Principal reserves the right to determine the acceptability of excuses for missing school.

In accordance with the Texas Catholic Conference Education Department and Diocesan Board policies, the following shall apply:

1. A student will be subject to failure in a class if he has more than **ten (10)** absences from that class in a year. Attendance at Mass is part of religion class.
2. All absences (without telephoned or written notice from a parent or guardian) are considered unexcused. The office must receive a written excuse on the day the student returns to school.
3. To be counted present, a student must be in attendance at school for a minimum of two (2) hours in the morning and two (2) hours in the afternoon.
4. An absence may be excused for illness of the student, death in the family, doctor and dentist appointment, or school activities that necessitate absence. Students with excused absences will be given an opportunity to make up work within an established time frame determined by the teacher. The school reserves the right to classify an absence as unexcused.
5. The school requires a doctor's note for any student absent due to illness for more than three days in a row.
6. Absent students shall be responsible for making up class assignments. The work must be completed by a deadline arranged by the teacher. *Students absent the day before a test are not automatically excused from taking the test.*

Doctor/Dentist Appointment

Only doctor/dentist appointments *in writing* are considered excused. The procedure follows:

1. At the appointed day and time, the parent signs out the student from the school office.
2. Upon returning to campus, the student must report to the school office, sign in, and receive an admittance slip to present to the classroom teacher.

Tardy to School

The first bell rings at 7:55 a.m. School begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. must report to the School Office to get a tardy slip; **late students may not enter class without a tardy slip**. Unless a parent provides a written excuse or telephones the school office, the tardy is considered unexcused. Excessive tardies, (**more than three (3) in a 9-week period**), will result in a detention to be scheduled by the School Office.

Tardy to Class

Roll call will be held in the homeroom periods and at the beginning of each class period. Teachers notify the school office of students who are not in class and have not been excused. A student known to have arrived on campus who does not attend class is marked as truant, and the school notifies the student's parents.

Each class period begins when the teacher closes the classroom door and begins prayer. (A late student may not enter the classroom until the prayer ends.) To join the class after this time, late students must present a pass from the office or previous class.

Absent from Campus

A student who leaves the campus without permission will be considered absent without excuse. The school will notify the student's parents and may take disciplinary action. This policy extends to breaks, lunch period, and after-school extracurricular activities.

Family Vacation

The school strongly discourages absences for reasons of personal travel or family vacation. However, if the parent/guardian decides, the family should provide the Principal a written request *at least one week in advance*. If the Principal approves the absence, the student must complete missed homework and must complete a written report of the educational aspect of the trip before receiving class credit.

Students who are absent shall be responsible for completing any work missed. The work must be completed to a satisfactory degree by a deadline arranged by the teacher. (*Diocese of Austin, Policy 303*)

Attendance at School Events

Certain evening events are “mandatory for all students”, for example, PTC presentations, awards assemblies, concert and theatrical performances, and athletic practices and games—are “mandatory for students directly involved”. The school will notify parents and students of all such events well in advance; **only in emergency situations or extenuating circumstances may a student’s absence be excused.**

Students in Grade 8 must attend the Graduation Mass scheduled on a Sunday at the end of the school year. Students and parents of Grade 7 host the reception following Mass.

Awards

Honor Rolls

At the end of each grading period, St. Mary’s School recognizes students in Grades 1 through 8 who have demonstrated academic excellence in the core classes (Language Arts, Math, Religion, Science, and Social Studies) and who have maintained conduct grades no lower than “B” in all classes.

- *Pastor's Honor Roll* (5 "A"s in the core subjects)
- *Principal's Honor Roll* (4 "A"s and 1 "B" in the core subjects)
- *Elementary Honor Roll* (grades 1-3), encompasses all subjects except Conduct

Other Awards

Additional awards, including *Perfect Attendance*, may be given in recognition of outstanding contributions at the discretion of faculty with approval of the Principal.

Eighth Grade Awards

Outstanding Achievement

Each year, one Grade 8 student receives the *Outstanding Achievement Award* based on the following measures: Academic Excellence, Honor, Leadership, Respect, and Service. The second-ranked student receives the *Merit Achievement Award*. The Catholic Life Insurance Company sponsors these awards.

Star Awards are presented to 8th Graders who have been enrolled at St. Mary’s School since Pre-K or Kindergarten.

The Kiwanis International presents the *Top Boy and Top Girl Awards* to qualified 8th graders.

Band Program

St. Mary's School offers an entry-level band program for beginners in Grade 4, Intermediate Band for students in Grade 5, and Advanced Band for Grades 6 through 8.

Payment

Payment of the Band Fee is due in full at the beginning of the school year. Band fees cannot be refunded or credited after the first week of September.

Intermediate and Advanced Band

Students must qualify to enter Intermediate and Advanced Band in Grades 5 through 8. A student may be accepted “conditionally”, with the understanding that the student must advance his or her skill by completing scheduled practice sessions. “Conditional” students are encouraged to enroll in private lessons.

Performances

Public performance is the test of the band student. Band members must participate in all recitals scheduled by the Principal and Band Director. Failure to participate for other than medical reasons will result in a cut in grade or dismissal from the band. The Principal and Band Director determine the dress code for band performances.

Instruments

St. Mary's School furnishes some instruments; other instruments may be rented or purchased from local music stores. Students are responsible for the security and care of band instruments.

Practice

The student takes responsibility to follow a regular practice schedule to develop competency. Failure to practice or to turn in required reports of practice will directly affect the grade for the course and may result in dismissal from band.

Conditions for Removal from Band

A student who wishes to drop band must have a parent provide notice, in writing, to the Principal. To drop the first semester of band, notice must be received no later than the third week of the school year; to drop the second semester, notice must be received by the end of the first semester. Dropping band in mid-semester results in no course credit.

At any time during the year, the Band Director—in cooperation with the Principal— may ask for a student's removal from band for *lack of practice* or *detrimental conduct*. The parent will receive notification from the Band Director, and the student will be given an opportunity to correct the behavior before removal.

Bulletin Boards

The Principal must approve all material posted.

Cafeteria

FEDERAL REGULATIONS PROHIBIT BRINGING IN “FAST FOOD” OR ITEMS FROM OTHER RESTAURANTS BEFORE, DURING, AND AFTER SCHOOL LUNCHEAS ARE SERVED. CONSULT THE CAFETERIA MANAGER FOR DETAILS

NO CANDY, TREATS, ETC. MAY BE GIVEN TO STUDENTS BEFORE, DURING, AND IMMEDIATELY AFTER SCHOOL LUNCHEAS ARE SERVED.

Students may purchase a hot lunch or bring lunch from home. All students must eat lunch in the school cafeteria, unless excused for special class activities. The school's hot lunch program provides well-balanced meals for students.

During meal times, students should use appropriate table manners and should refrain from loud talking or laughing.

Collection Procedures

1. Email notification to parent that account is low.
2. Phone call as a reminder of negative balance.
3. Account referred to the principal.

To access your child's lunch account follow these steps using your family's own login and password.

1. Pull up an Internet browser.
2. Point your browser to <https://stmarys-temple.eduk12.net/>
3. Click on User Login
4. Type in your User ID and Password
5. Press Longin
6. Once you are logged in, click on View Family Lunch Payment Info

The school encourages parents and family members to eat lunch with the students. Please make lunch reservations the day before the visit (or, at the very latest, by 9:00 a.m. the day of the visit.) Call 254-778-6995 or e-mail: cafeteria@stmarys-temple.org.

St. Mary's School is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), the Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). If you feel that you have been discriminated against by this agency, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call 1-800-795-3272 to lodge a complaint.

Care of School Property

Care of School Books

Books and materials checked out to a student are the responsibility of that student. Fines are assessed for lost, damaged, or misplaced property.

Lost school books remain the property of the school and must be returned to the school if recovered.

Every textbook must be protected at all times by a cover that does not adhere to the surface of the book.

Damage to School Property

It is the duty of teachers and students alike to safeguard and protect the school's property. If a student defaces or destroys school property, he/she will be subject to administrative action, the severity of which will be based upon the degree of the damage and culpability of the student. At the very least, the parents will be contacted and the student asked to pay for the damage out of his own money.

Contact Information and Family Status

Any change to the Emergency Notification sheet—including address, telephone number, parents' marital status, and changes in employment, guardianship, or custody arrangements—must be made known to the school office as soon as possible *in writing with the appropriate documentation*.

Collections

All monies turned in by students for whatever purpose must be brought from home in a sealed envelope clearly identified on the outside with the name of the student, grade, amount of money envelope contains, and purpose of collection.

Community Service Requirement (Junior High Students)

To underscore the importance of learning the value and pleasure of serving God through serving others, St. Mary's School requires its Junior High students to provide community service during the school year.

Expectations

"Community service" is any activity benefiting an organization or leading to an improvement of the quality of life of an individual *other than a member of the student's family*.

Students must perform a variety of community service projects with three or more diverse activities. Any credible, needed work for established organizations or institutions is acceptable. However, routine activities done by the student do not meet the criteria, such as being an altar server. Up to 5 hours of *non-paid* baby-sitting (other than for relatives) can be accepted. When in doubt about eligibility, consult the

school office.

Community Service must be documented on a form provided by the school; the signature of the person in charge of each activity is required.

Deadlines

Between June 1 and March 30, each Grade 6 student must complete 15 hours of community service, and each student in Grades 7 or 8 must complete 20 hours. A student must complete at least half of the hours before Christmas break at the end of the first semester. Students should try to acquire as many hours as possible during the first semester, as few service opportunities arise in the spring.

If half of the community service requirement is not met by 15 January, the student may not participate in Spirit Day activities (including wearing spirit clothes) or after-school activities. These restrictions remain in place until outstanding hours are completed.

If the community service requirement is not met by the end of the year, opportunities may be assigned by the school.

Exceeding Requirements

Grade 6 students who give at least 25 hours by April 1, and Grade 7 & 8 students with 35 or more hours of service by the same date, receive the American Citizenship Award. Students who exceed service requirements may become eligible for other awards throughout the year.

Conduct and Discipline

Acceptable Use of Communications Technology

The purpose of use of electronic media and telecommunications at St. Mary's School is for education and research. Parents of children in all grades will be asked to sign the *Statement of Acceptable Use*, which applies to educational use of electronic images and the Internet. Instructional applications may include distance learning and video-conferencing. "Acceptable use" includes proper e-mail etiquette, prevention of copyright violation or access of non-approved materials, and other potentially harmful actions. Teachers will supervise and instruct students in these areas to achieve high moral, ethical, and social practices in use of electronic communications.

Consequences for a serious or repeated violation of Acceptable Use Policy will result in banning the student from all computer use for a designated period. Alternative assignments will be provided if regular computer use is part of class work.

Student Conduct

St. Mary's School is committed to the principle that teaching students to conduct themselves properly in all situations must be a shared effort between parents and educators. This effort is vital to both the student's academic progress and self-discipline.

All students have a right to an educational setting that is orderly and free from disruption of a normal teaching/learning situation. In order to do this, all students must respect principles of good conduct.

Regulations governing student conduct apply to all school sponsored activities whether on or off campus. Teachers and administrators have the authority to enforce conduct standards at all school-sponsored functions. Conduct detrimental to the school, whether in or outside of school, is ground for expulsion.

Respect for those in authority must be shown at all times. Rudeness, discourtesy or disobedience will not be tolerated.

Disciplinary consequences shall be applied to students who violate conduct standards. In general, consequences shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior, in keeping with the maturity level of the student. Some examples are listed below under Section A *Consequences*.

Disciplinary action will depend upon a careful assessment of all circumstances, including the nature and severity of the offense.

Bullying and/or Harassment

St. Mary's School considers learning and providing a safe environment for all individuals as the highest priority. St. Mary's School strives to provide all students with an educational setting that is orderly and free from disruption of a normal teaching/learning situation. In order to accomplish this, all students must respect principles of good conduct.

Bullying or harassment of any kind, matter, or means is taken very seriously and will not be tolerated by this School, its staff, or administration.

Bullying is:

- expression of any kind, whether written, oral, or physical conduct, that is determined to have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or property; or
- any conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for a student.
- Further, any conduct designed or likely to result in causing physical, emotional, or psychological harm of a persistent nature will be considered bullying.

Bullying occurs when an individual or group whether seriously or in jest, actively or passively, uses strength or power to cause harm, either physically, verbally, or emotionally, by intimidating or demeaning others. It is usually persistent and is often covert, and is a conscious attempt to hurt, threaten or frighten someone.

Bullying includes, but is not limited to, the following types of conduct:

- Physical assault against a person or group of people because of some perceived physical, economic, intellectual, cultural or racial difference.
- Derogatory name calling of an insulting and/or personal nature designed or likely to result in offending a person.
- Verbal abuse and/or threats of any kind.
- Demanding money, material, goods or favors by means of threat or force.
- Ridiculing an individual because of physical, economic, sexual, intellectual, cultural, or racial difference.
- Graffiti designed to intimidate or embarrass.
- Incitement of others to commit acts of bullying.
- Racist, sexist, anti-gay, and/or anti-homosexual behavior.
- It may involve the use of any electronic form such as mobile phones, computers, or the internet.
- Deliberate exclusion or isolation of an individual or group for any reason not rationally related to any activity approved by the School.

Students or faculty are to report all allegations or believed cases of bullying, or harassment, of any kind to the Principal. All allegations of bullying, harassment, and cyber-bullying will be taken seriously and promptly investigated. The student found in violation of this policy will face disciplinary action including possibly in-school suspension, out of school suspension or expulsion. The proper disciplinary action will be determined by the Principal at his or her discretion based on whether it is the student's first offense or second offense, and/or depending on the severity or pervasiveness of the offense, among other factors.

Cyber bullying is defined as sending mean texts, email, or instant messaging, posting inappropriate pictures or messages about others in blogs, on websites, on cell phones or PDA's, or chat rooms, or home pages, or by any internet means, or electronic, or using someone else's user name to spread rumors or lies or other information designed to embarrass, harass, or threaten someone.

Students engaging in such cyber-bullying behavior (seriously or in jest or online) will face such disciplinary action as would be appropriate for any other type of bullying conduct.

Parent/Staff Conduct and Responsibilities

Staff, parents, and other members of the school community are called upon to model good standards of behavior both in School and out of School as well. Adults in the school community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation. All members of this School community know that the examples of the adult members are the best teachers of student conduct for the future.

Volunteers on the campus are especially reminded to keep conversation positive and limited to appropriate topics.

A special word is needed about the goal of inclusiveness, since this principle is frequently violated among children and in schools. Students of all ages will be taught that name-calling, bullying, ridiculing, teasing, and excluding have no place at School and that these actions are not only unnecessary, but also intolerable. Parents are expected to reinforce these ideas at home.

Students, faculty, and parents/guardians will regularly participate in the School's anti-bullying program.

Offenses Involving Property

Lockers, desks, and other storage spaces are school property. The School reserves the right to search possessions at any time. Prohibited items may be seized and retained in the School Office for pickup by parents.

Students are prohibited from vandalizing or otherwise damaging or defacing any personal property belonging to, rented by, or used by the school or parish personnel. No student shall steal any property; likewise, no student shall take or borrow any property that does not belong to him or her, without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy property of the owner. (*Texas Penal Code 828.04*)

Student Standards

A fundamental aspect of educating our students is to teach them to treat others with love and respect. School standards of behavior help the student learn self-control and proper social behavior. Our students are expected to meet school standards at all times throughout the day.

The following examples are prohibited both at school and school-sponsored activities:

- Failure to comply with school policies, standards, and regulations, or with directives issued by school personnel.
- Showing disrespect for others. This includes rude behavior or insubordination.
- Spread of gossip or slander.
- Giving verbal abuse (such as name calling, ethnic or racial slurs, or derogatory statements.)
- Use of profanity, vulgar language, or obscene gestures.
- Use of physical or verbal intimidation of others through threats, bullying, harassment, pushing, hitting or lifting up students or any other demeaning behavior.
- Participating in classroom disturbances.
- Throwing of objects.
- Chasing or running in rooms or halls.
- Pushing, tripping, or fighting in school or on school grounds.
- Chewing gum, eating candy, or eating/drinking outside designated areas.
- Bringing toys, CD players, or other electronic entertainment items not used for class work to school.
- Use of electronic organizers unless required by class.
- Selling, bartering, or trading of goods.
- Tardiness, truancy, or skipping classes or other scheduled activities.
- Leaving school grounds or the classroom without permission.
- Cheating or copying the work of another student.
- Any public display of affection, or other inappropriate physical contact.
- Sexual harassment (verbal or physical.)
- Gambling.
- Forgery.
- Extortion, coercion, or blackmail (i.e., using force or threat of force to obtain items of value or to cause

- harm to an individual)
- Possession or use of fireworks, explosives, weapons or any other items that may considered a weapon.
- Unauthorized distribution of group letters, newspapers or other unofficial publications on school grounds, and posting of signs (permission must be obtained through the school office.)
- Possession of vulgar pictures or pornography of any kind.

Cell phones and other electronic devices must be turned in to the school office immediately upon entering the school building. They are not to be carried or operated during the school day, which includes checking text messages.

Cell phones and other electronic devices taken up from students, lockers, backpacks, etc., must be picked up by the student's parents from the Principal. They will not be returned directly to the student.

Discipline

The purpose of discipline is to teach the student to make correct choices that are consistent with the Christian principles taught in family, church and school. Discipline involves the molding, strengthening, and correction of pupils through restraint and by encouraging them to make the best choices.

By creating an atmosphere of orderly activity, discipline makes work possible and develops character in the exercise of virtue. It has the spiritual basis of authority and obedience: *"All authority comes from God."*

Students who violate the school's standards of conduct bring about the negative consequences of their own choices. **In most cases, consequences can be progressively administered so that penalties increase due to the severity or persistence of the misbehavior.** This gives the student opportunity to learn to make better choices.

A. Consequences

Disciplinary consequences may include, but are not limited to, these approaches:

1. Verbal reprimands
2. Time out to reflect and pray on the problem
3. Special assignments or duties, including written reports
4. Strict supervised study
5. Withdrawal of privileges
6. Temporary removal from class
7. Lunch detention
8. Detention after school
9. Saturday morning detention, \$65 fee required
10. Partial or complete denial of attendance or participation in extracurricular, or other special activities
11. Behavioral contracts
12. Staff counseling
13. Individualized behavior modification program
14. Probation
15. Suspension from school
16. Expulsion from school for remainder of year
17. Other reasonable actions necessitated by unforeseeable special circumstances

The Principal is the final resource in all discipline situations and may use discretion to modify or waive any disciplinary rule for just cause.

B. Physical Restraint

Any school employee may, within the scope of the employee's duties, use and apply such physical restraint to a student as that employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.

4. Remove a student refusing a directive of a school employee.

General Classroom Policy

A basic responsibility of the classroom teacher is to help students to develop self-discipline in studies, personal organization and good behavior. A student who disturbs the learning of other students is literally stealing time from education, and must be taught the moral value of self-disciplined study.

Teachers are responsible to communicate their expectations of appropriate classroom behavior to the students. When a student fails to maintain proper behavior the teacher will work with the student and parents in order to develop an approach in common to help the student learn to work in the classroom.

Normally disciplinary consequences are handled in the classroom. Serious transgressions that fall outside the classroom scope of instructive disciplinary action or repeated warnings will result in a meeting with the Principal.

Detention- After School

A phone call stating the reason and setting the day/time for the detention is made to the parent.

The fee for Saturday morning detention will be \$65, which helps compensate the detention monitor for providing supervision. The fee can be paid in advance to the school office or on the day of detention to the detention monitor. The school encourages parents who pay this fee to require the student to work for compensation until the debt is repaid.

Suspension

A student may be suspended from school when other disciplinary measures have failed to bring about desirable behavior, or when a student has made serious transgressions of school rules.

A parent conference will be held where the situation is explained and specific requirements for the suspension and reinstatement of the student are outlined in a written contract.

When the suspension begins, the student will remove all possessions from the school locker (or desk or bin) and not retain any possessions at school. The student will not be allowed to ride the school bus or attend any extracurricular activities while on suspension.

The fee for in-school suspension is \$65 per day, to compensate the school for providing all-day monitoring of the student in a quiet setting.

For an out-of-school suspension, parents will take the pupil from school with books and belongings and will bring the child back at an appointed time to meet with the Principal before re-entering school.

Repeat offenses will result in a longer suspension. Further transgression of the school rules will result in the student being expelled from school.

Expulsion

The expulsion of a student from a Catholic school is invoked only as a last resort. When it becomes apparent that the pupil's behavior continues to disrupt the learning situation in the school or presents a serious moral problem, the Principal, with approval of the School Pastor, will expel the pupil from the school. This serious disciplinary action will be entered in the student's record and the Superintendent notified.

Due process will be followed with a hearing.

Counseling and Guidance

St. Mary's School is involved with the whole child; therefore, his spiritual, moral, intellectual, and social growth and adjustment are of as much concern to us as is his physical well being. Classroom teachers are instructed in guidance techniques. The Principal, Pastor, and the Associate Pastor are ready to provide counseling. If referral is indicated, the parents through consultation with the school decide on an appropriate choice among the private and public resources.

Directory Information

The school directory entry for a student consists of:

- *Name and grade of student*
- *Name(s) of parent(s) or Guardian(s)*
- *Home address(s)*
- *Home telephone number(s)*
- *Email address(s)*

Families who do not wish to be included in this directory must notify the school office in writing within the student's first week of school.

Disputes and Conflict

Disputes or conflicts can arise in the educational setting. It is important that such matters be resolved as quickly as possible. **If the dispute/conflict is with a teacher, the first step for parent/guardian is discussion of the problem with that teacher.** If the problem is not resolved satisfactorily, the parent/guardian may proceed to the second step and request a meeting with the Principal.

If the dispute/conflict is with the Principal, the first step for parent/guardian is discussion of the problem with the Principal. If the problem is not resolved satisfactorily, the parent/guardian may proceed in the second step and request a meeting with the School Pastor.

Dress Code

The Principal has sole authority to determine the school uniform/appropriate dress and enforce standards for all St. Mary's students as the need arises during the school year.

St. Mary's students must be in full uniform before the first bell rings and until they leave the school campus. For students not following the dress code, first offense will result in discussion with student. Repeated violations will result in disciplinary action.

Skirts and Shorts/Culottes

Skirt (Jr. High) and Culottes (Elementary) must cover the knee. Shorts are permitted for Elementary boys only on non-Mass days. Pants must be worn to mass.

Vests for Junior High Girls

Vests are worn daily. Ties in the back of the vest must not dangle loose; rather, they must be tied with a knot, crossed and held in place by a stitch, or removed entirely by taking out the stitching.

The school emblem is worn on upper left side of the vest, and on the school sweater.

Ties and Belts

Ties are to be pulled up to cover the shirt collar button. If boy's pants have belt loops, a belt must be worn. Belts are to be solid black, brown, or navy.

Junior High boys and girls wear a tie daily unless permitted otherwise. Elementary boys must wear their mass shirt, pants and a tie on Mass days. Elementary girls must wear their button-on ties every day.

Shirts

Elementary boys may wear the optional polo shirts on **non-Mass** days. The oxford, blue and white striped shirt must be worn on Mass days.

Junior High students must button the top button of their shirts/blouses for Mass. The top button may be left opened otherwise, provided that the tie covers it.

Shirts are to be tucked in at all times with sleeves not pushed or rolled up when students are on campus or at school-sponsored activities.

Hair

Boys and girls must keep their hair clean and well groomed, with bangs above the eyebrows and hair kept off the face.

Boys' hair must be cut above their shirt collars and trimmed above the ears and off the face. Girls may wear plain, solid-color headbands, ribbons, and bows for the hair. Hairstyles or ornaments that are distracting in the classroom are not permitted. Hair must be a natural hair color.

Makeup, Fingernails, and Body Decoration

Junior High girls may wear light makeup, clear lipstick, and clear nail polish. Heavy makeup, tinted lipstick, and colored nail polish are not allowed. No writing, painting, stickers, or tattoos may be visible on the body or clothing.

Piercing and Earrings

Body piercing, other than ear piercing (as described here), is not permitted. A **single** piercing of the earlobe—not in the cartilage—is allowed. **Only one earring of a matched set** may be worn in each ear and must be a stud, a button, or a tiny hoop that stays close to the ear. (**Large hoops and dangling earrings pose a hazard and are prohibited at all times.**) If earring violations continue after a warning, the student will be asked to surrender the earrings to the office, where a parent may retrieve them.

Necklaces and Pins

A thin chain or cord, with a cross, crucifix, or a single medal may be worn outside the shirt/blouse. All other chains must be worn under the shirt; **“chokers” are prohibited.** Pins or buttons are allowed if they relate to a school-supported activity or cause.

Rings, Bracelets, and Watches

One ring and one bracelet per hand are permitted. Watches may be worn but must be kept silent.

Shoes and Socks

Socks must be high enough to cover the ankles, crew length socks for boys and knee high socks for girls. Only closed toe and heel leather oxford or loafer styled shoes may be worn at school. Solid colored shoes that are black, brown or navy are appropriate. Heels are to be no more than 1” high. Gym or tennis shoes are worn only in P.E. class, or on Spirit Day.

Consequences of Dress Code Violations

- 1st offense: Verbal warning - student counseled by teacher/adult**
- 2nd offense: Written warning – parent signature required**
- 3rd offense: \$10.00 fine**

Spirit Day: Only the following are permitted:

Spirit Day dress is as follows: a “spirit shirt” or a shirt related to a school club or activity (MathCounts, band, PSIA, etc.); blue jeans, khakis, or knee length shorts if they are *plain* (i.e., with no decorations, bleaching, no cargo pants, etc.) and *properly fitted* (i.e., not tight, not baggy, not too low on the hip or too high above the ankle); school shoes or clean, plain tennis shoes (i.e., no flashing lights).

To alleviate some of the confusion about what is permitted to be worn on Spirit Day, we provide the following rules:

St. Mary’s spirit shirt or a polo/ T-shirt with the logo of a school-sponsored club or group (Band, Math Counts, DARE, sports, etc.) Shirts must be tucked in.

Properly fitted plain blue jeans, khaki, or knee length skirts or shorts or below the knee Capri pants. All pants must be hemmed, without holes or ragged edges. **Clothing that is too tight, too short, too skimpy, or too baggy is never allowed.**

Solid colored black, brown, or navy belt must be worn.

Indoors, only school sweaters or fleece jackets may be worn. **“HOODIES” ARE NOT ALLOWED.**

As usual, only light makeup may be worn. Large hoops or dangling earrings are never permitted.

Hats/caps may not be worn in the school building.

School shoes or clean, plain, tennis shoes are to be worn. (No “Roller” shoes and flashing lights, etc.)

Dress Down Days: These are days designated for fundraisers only.

Any attire worn must be in good taste and modest. No pajama-type clothing or loungewear.

Shirts/blouses/tops must have regular sleeves, collars (no low-cut necklines), and must be tucked in.

Pants/skirts/shorts are the same as for regular Spirit Days.

On Themed dress-down days, exceptions may be permitted, depending on the theme (such as Crazy Hat Day) as long as they don't disrupt classroom activities. Disruptions from attire or conduct will result in the student(s) being assigned detention and/or losing Dress-down Day privileges.

As usual, a student may opt to wear the regular school uniform.

Remember, Spirit Days and Dress Down Days are a privilege, not a guaranteed right!

School Logos

The school office must approve any fashions representing St. Mary's School.

Cold Weather Wear

Students may wear their school sweaters or school-emblem windbreakers or fleece jackets in the church on cold days, and also in the classroom if it is too cool. Girls may also wear white or navy cotton tights.

St. Mary's School Uniform

	Girls From Parker Uniforms*	Girls From store of choice	Boys From Parker Uniforms*	Boys From store of choice
Pre-K – K	<ul style="list-style-type: none"> • Middy blouse; solid white or white with navy trim, and tie • Navy culottes • Navy cardigan sweater (w/ school emblem) 	<ul style="list-style-type: none"> • Plain white or navy knee high socks or white tights; no pantyhose • Navy, black, or brown dress shoe, leather tie shoe, or saddle oxford 	<ul style="list-style-type: none"> • Soft navy pull-on shorts/pants or navy walking shorts/pants • White polo shirt • Navy cardigan sweater (w/school emblem) 	<ul style="list-style-type: none"> • Navy, black, or brown leather belt • Solid navy, black, or white knee high • Navy, black, or brown oxford shoes
Grades 1-5	<ul style="list-style-type: none"> • Middy blouse; white with navy trim, and tie • Navy culottes and • Navy cardigan sweater or fleece jacket (w/ school emblem) 	<ul style="list-style-type: none"> • Plain white or navy knee high socks that cover the ankles, or white tights; no pantyhose • Navy, black, or brown dress shoe, leather tie shoe or saddle oxford 	<ul style="list-style-type: none"> • Blue/white striped oxford shirt • Option: white polo shirt on non-Mass days • Solid navy tie (for Mass & special days) • Navy pants or walking shorts • Navy cardigan or fleece jacket w/emblem 	<ul style="list-style-type: none"> • Navy, black, or brown leather belt • Solid navy, black, or white knee high socks • Navy, black, or brown oxford shoes
Grades 6-8	<ul style="list-style-type: none"> • Glen plaid skirt • Plain white oxford blouse • Tie (navy with red striping) • Navy vest (w/ school emblem) • Navy cardigan or fleece jacket (w/ school emblem) 	<ul style="list-style-type: none"> • Plain white oxford blouse • Plain white or navy knee high socks or tights; must cover the ankle • Navy, black, or brown saddle oxford shoes, loafer, dress shoe, or leather tie shoes; heels no higher than 1” 	<ul style="list-style-type: none"> • Gray pants • Navy with red striping tie • Navy cardigan sweater (w/ school emblem) • Option: navy blazer, sweater vest, sweater, or fleece jacket with school emblem 	<ul style="list-style-type: none"> • Plain white oxford shirt • Navy or black leather belt • Solid navy, black, or white knee high socks • Navy, black, or dark brown oxford shoes, dress shoe, or leather ties

Junior High P.E. uniforms are available at local sports centers (*see Physical education*).

The school office sells school emblems and spirit shirts. For club T-shirts, consult the appropriate sponsor.

Parker Uniforms is our official uniform supplier. See the Parker web site (www.parkersu.com) for Order information, and note that the St. Mary's School code is **AU150468**. A Parker representative attends the uniform sale held at St. Mary's School just before the beginning of the academic year; the school offers used uniforms at this sale, also.

Extended Day Programs

Before-School Supervision

St. Mary's School offers before-school supervision from 7:00 to 7:45 a.m. in the school cafeteria for students in Grades K-8. *There is no charge for this service.*

Parents are to drop off children with an adult stationed in the cul-de-sac near the cafeteria or drive into the church parking lot. Pre-K students are dropped off and supervised at the Pre-K building. No parking, dropping off or picking up students on Avenue K is permitted for the safety of our children and to ensure that the bus lane is clear at all times.

After-School Extended Day

St. Mary's School will not accept responsibility for supervision after 3:45 P.M. except when the student is enrolled in the After School Extended Day program. **All other students should remain with the after school-supervised activity for which permission has been received.**

After-School Extended Day ("Extension") is offered to parents who need supervision for their children from 3:45 to 6:00 p.m. on school days (with the exception of any half day of school). Students must be signed up in the school office. **The fee for this service is \$100 per child per month for the first child.** Discounts are given for additional children.

Any student (of any grade) left on campus after 3:45 p.m. will be sent to the After-School Extended Day program for supervision. **The charge for non-registered students who remain after 3:45 p.m. is \$10.00 per child per payable to the Program Supervisor upon retrieval of the child(ren).** The charge for leaving children in Extension past closing (6:00 p.m.) is \$1.00 per minute per child due to the Program Supervisor upon retrieval of the students.

A child may be picked up from Extension only by a parent or alternate whose name appears on the child's Emergency Notification form.

Extracurricular Activities

Students must maintain passing grades (70+) *in all subjects* and have a conduct grade *no lower than "C"* to participate in school extracurricular activities, including sports.

Field/Study Trips

Field/Study trips are planned by the teacher to be a valuable educational experience that fits into the curricular plan.

Field/Study trips are a privilege, not a right. Only students who act responsibly, wear the permitted uniform, and have returned a properly signed school permission form will be permitted to go.

Unless otherwise stated on the permission form, regular school attire will be worn on trips that primarily involve indoor activities, while spirit clothes may be permitted for outdoor field/study trips.

Field/Study trips are an integral part of the learning program; therefore, children who are not permitted to accompany the class on a field/study trip must spend the same period of time in school under the supervision of a teacher working on special assignments equal to the field trip experience.

Volunteers who go on a field/study trip must have an approved eAppsDB application and security clearance from the Diocese of Austin, and show proof of having attended the Diocesan "Ethics and Integrity" workshop. Drivers for field/study trips must possess a valid driver's license and show current proof of liability insurance before each trip.

Homework

Teachers assign homework on a regular and moderate schedule. It is always based on what has been taught in the classroom, and is of two kinds: *study* and *written*.

- *Study* homework consists of a mastering of certain facts and events such as Scripture and prayers, Math facts, spelling words, and historical dates. Parents can check this type of homework by having the pupil *recite*.
- *Written* homework consists of such activities as solving problems in Math, outlining a chapter in history, drawing maps, charts and diagrams, and writing compositions. Parents can check this type of

homework by examining the finished product.

Homework of both kinds is very necessary and varies in amount for the average pupil. Most students in the primary grades can complete the assigned work in 30 to 45 minutes of focused endeavor, intermediate grades in 1.5 hours, and Junior High up to 2 hours.

Illness

A child with a fever should not go to school. A child who has been sick is not to return to school until fever-free for at least 24 hours **without fever reducing medication**. We will call parents to pick up a child who develops a fever during the school day.

Conditions for keeping a child at home	Conditions for returning a child to school
Oral temperature of 100 degrees or higher	Fever-free for 24 hours without fever reducing medication
Vomiting, nausea or severe abdominal pain	Symptom-free
Marked drowsiness or malaise	Symptom-free
Sore throat, acute cold, or persistent cough	Symptom-free
Red, inflamed, or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage or ringworm of the body.....	Lesion covered, physician-diagnosed as noninfectious
Earache	Symptom-free
Other symptoms suggestive of acute illness.....	Written physician release
Bacterial Meningitis.....	Written physician or health dept. release
Strep Throat, Scarlet Fever.....	Keep home until strep test is negative, or 24 hours after antibiotic treatment
Head Lice.....	Student must be nit-free after treatment with Nix or permethrin product.
HIV/AIDS: Keep at home if open sores or lesions are present; if the student is incontinent; or, if there is an outbreak of measles, rubella, or chicken pox in the school.	

Inclement Weather

In case of ice or snow, St. Mary’s School normally follows Temple ISD’s determination for school closings and delays, *unless otherwise announced*. However, St. Mary’s School may announce a school closing during adverse conditions before Temple ISD does. Closings are customarily announced on local TV stations including the cable Weather Channel. If icy conditions occur early the preceding evening, announcements may be made at the ten o’clock TV evening news broadcasts or on the Weather Channel. Notice of school closings may also appear on the school website, www.stmarys-temple.org.

Insurance

The Austin Catholic Diocese will pay insurance for each St. Mary’s School student for accidents occurring while the student is on campus or engaged in an off-campus school activity.

Library

Our students are encouraged to frequently use the school library and to have a book checked out at all times.

Students are permitted to bring in outside reading materials if the librarian gives approval. Teachers may choose to give approval for the use of an outside book in a book report.

Library fines are to be promptly paid.

Liturgical Celebrations and Holy Mass

All students in St. Mary's School develop their understanding of religion through attending school liturgies.

School Mass begins at 8:05 a.m. Junior High students attend Holy Mass on Tuesdays, and Elementary students on Wednesdays. On Fridays, the entire student body participates in Holy Mass. Also, special liturgical celebrations are scheduled throughout the year. We encourage parents to participate at all of these events.

Standards for Mass Attendance

St. Mary's students are privileged to attend several school Masses each week. These are important school events where students must conform to all school standards of decorum for dress and behavior.

Lost and Found

Inquiries about lost, misplaced, or found articles are to be directed to the school office. Check with the office immediately and frequently if your child is missing an item. Items are not held over a long period of time and are usually donated to St. Vincent DePaul at least twice a year.

Please label your child's clothing, binders, and supplies to make it easier to return misplaced items to their rightful owner.

Medication

According to the Catholic School Office of the Diocese of Austin:

Only medication necessary for a child to remain in school will be given during school hours. No medication will be given to any child without a signed permission form from the parent or legal guardian.

Authorized school personnel will administer only medication prescribed by a licensed physician or dentist, and dispensed by a registered pharmacist. "Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will not be given unless prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions.

Students are not permitted to carry medication of any kind. Medicine must be brought to the school office by a parent or responsible adult. A student must not give any type of medication to another student nor accept such medication (not even aspirin).

Medications must be in a properly labeled container with the following information: student's name; physician/dentist's name; date; name of medication; dosage; directions for administration, including specific times (may not stipulate "as needed"); duration that medication is to be given. *Medications may not be kept by a student or in the classroom.*

Medications are kept under lock and key and may only be dispensed by previously instructed office personnel. Medicines that require refrigeration may not be kept at school.

Messages

The staff regrets that the school cannot give messages to students during school hours except in emergency situations (e.g., pertaining to illness or accident).

Parent-Teacher Conferences and Communications

Teachers are available to confer with parents regarding their child's progress. Conferences may be scheduled with the teacher.

Classes may not be interrupted in order to speak to the teacher except in case of extreme emergency. The easiest way to schedule a parent teacher conference is to send a written or email request to the teacher.

At the end of the first quarter, and shortly after mid-year, school-wide parent-teacher conferences will be scheduled. The homeroom teacher will present the report card and discuss the student's ongoing progress. Elementary and Junior High homeroom teachers conduct these conferences in their classrooms. Non-homeroom teachers conduct conferences at a designated area.

Teachers may communicate to parents through entries in the students' academic notebooks and assignment journals, phone calls, or via email. More personal communications are sent home in a sealed envelope.

Parent Involvement

St. Mary's School not only encourages parents to participate in the lives of their children at school but also depends upon that participation, requiring 25 hours of volunteer work per family each year*. In May, each family will be asked to contribute \$10 for each unfulfilled volunteer hour.

***If a family is unable or chooses not to volunteer, a \$250 tax-deductible fee will be assessed. You may pay \$125.00 in August and \$125.00 in April. Each family must complete at least half (12.5 hours) of the hours by December 1.**

The volunteer logbook is kept in the hallway outside of the school office. You are responsible for recording your hours. At the end of April, the volunteer coordinator will total the hours entered. Any outstanding hours will be billed at the cost of \$10 per hour.

Parties

No special parties or favors (birthday, special day) are permitted until after 2 p.m. to comply with the National School Lunch regulations. This includes private birthday parties during recess or lunch.

Each class will hold one monthly birthday party at the end of the day for all children having a birthday during that month. At the end of May, a party will be held for all students whose birthday falls in the summer months.

"Homeroom Parents" will be asked to contact parents to provide refreshments for the monthly birthday parties.

Invitations to parties outside of school may not be passed out in school unless all students are included.

Physical Education Classes

Medical Excuse

Students may be excused from physical education, for health or medical reasons, for a maximum of three consecutive days with a note from a parent. Excuses for more than three days require an official order

from a physician. In cases of non-participation in the program, or participation on a limited basis, a statement from the doctor must be on file, giving the reason and the length of time of the restriction.

P.E. Uniforms

Students in Pre-Kindergarten through Grade 5 wear their regular school uniforms to physical education. Tennis shoes will be permitted during the P.E. period.

Junior High students are required to have proper physical education uniforms. Students are required to be dressed out fully each day during physical education class. Students must be in school uniform before leaving gym.

If a student reports to class with an incomplete or improper uniform the student will sit out the period and will do other P.E. class work as assigned. If this becomes a recurring problem, the student will receive a class grade penalty.

Junior High P.E. uniforms are available at local sports centers.

Specifications: Royal blue, longer-leg shorts, and royal blue T-shirts for both boys and girls.

Physical education items must be carried in a small gym bag clearly labeled with the student's name. Items other than P.E. clothes may not be carried in the gym bag. Physical education uniforms must be placed in the gym bag and returned to the student's locker at the end of each PE class. Uniforms should be kept clean and fresh and must be taken home and washed regularly.

If hair is long enough for a ponytail, it must be held together or pinned up. Long hair could cause the student to have an accident.

For reasons of sanitation, students may not wear uniforms, shoes, or socks that are not their own.

Pictures

Parents will be given opportunities to purchase pictures made of their children during the school year. Individual and group pictures will be taken. Also, a yearbook will be available for purchase at the end of the school year.

Pre-Registration and Registration

By February, a letter of pre-registration is sent to parents of all students currently enrolled. For a specified time, these students will be given preference in registration including any applicable discounts and reserved placement for the upcoming year. Thereafter, placement for all registering students will be decided by date of receipt of the application form at the School Office.

Application fees for first-time enrollees and registration fees are required for all students at this time. If fees are not paid by the date specified in the letter, the application will be automatically placed on the bottom of our list—and a place will not be held for that student— unless the parent has initiated a special arrangement with the Principal or School Pastor.

On the first day of school the following forms go home to the parents – Emergency Notification form, Free-reduced lunch, Diocesan Family Survey, Parent-Student Handbook, Technology Agreement, After School Athletics, Medication Form, and Acknowledgement of School Policies. Except for the Parent-Student Handbook these forms must be returned on the next school day.

Progress Reports

A report on each student's general academic standing and conduct is sent to parents at the midpoint of each nine-week quarter.

At the end of each quarter, a report card is sent home. Report cards must be signed and returned to the student's homeroom teacher within 3 days. End-of-year report cards —indicating the student's promotion or retention— remain in the parents' possession.

Records

Student records are maintained as necessary for local needs according to district, state and federal requirements.

A student's parents or guardians are welcome to review these records during office hours in accordance with the Family Rights and Privacy Act. Requests should be made to the Principal one full working day in advance.

Sacramental Preparation (Catholic Students)

Rules governing Sacramental Preparation for First Reconciliation and First Communion will be sent to parents of Second Grade students each fall.

Safety

St. Mary's School makes every effort to ensure the students' safety. City and County personnel conduct regular sanitary and safety inspections. Teachers, staff, and administration are vigilant in spotting and correcting safety hazards.

Traffic Flow

At all times parents must protect the safety of all of our children by driving slowly and carefully on the streets around our school and parish facilities.

It is of *utmost importance* that everyone complies with posted signs and rules, so that the children's safety may be foremost. **Do not leave unattended vehicles blocking the traffic flow, including the school buses. All drivers must promptly follow instructions given by a school traffic guard.**

Our greatest concern is seeing students cross traffic. Parents should never drop off their children in areas where they have to cross in front of oncoming vehicles. St. Mary's School has established a drop-off point at the cul-de-sac near the cafeteria. **No parking, drop-off, or pick-up is permitted on Avenue K or in the bus lanes.**

Emergency Drills

Tornado drills are held periodically. Monthly fire drills are practiced where everyone leaves the buildings. For the students' safety silence must be maintained during drills and other emergency situations.

Asbestos

School facilities are in compliance with asbestos abatement standards. The Asbestos Management Plan is available in the Principal's office for public review.

Crisis Plan

Fire Alarm

Priority #1: Remove people from imminent danger. When the fire alarm rings, the teacher will **pick up the class grade book** and lead students to the class's assigned exit ***in a silent and orderly manner***. The route to the assigned exit will be posted prominently in the classroom. If the assigned exit is blocked by smoke, fire, or other danger, proceed to the nearest safe exit. The last person to leave a room: **takes the room's Fire Symbol** (to give to the Fire Marshal as proof that the room is accounted for) and **closes the door** (to prevent spread of fire and to indicate that the room has been evacuated).

The **teacher takes roll immediately** upon arrival at a designated outside area to ensure that all students are present.

For everyone’s safety during fire alarms, maintain silence at all times, so that any necessary instructions can be heard.

Tornado Watch The tornado watch signal will be sounded in the main building and notice given by telephone to the Pre-Kindergarten building. The teacher leads students to the class’s designated evacuation location. The list of evacuation locations will be posted prominently in the classroom.

Tornado Warning In the event we do not receive advance notice of an imminent tornado office personnel instruct everyone to “duck and cover” in the classrooms, or else, if time allows, to move into a hallway away from windows.

Bomb Threat Upon receiving a bomb threat, office personnel **send runners** to warn classes. **DO NOT USE THE INTERCOM, TELEPHONES, CELL PHONES, OR FIRE ALARMS**, as these may trigger a device.

Follow the Crisis Plan for Fire Alarm to evacuate students from the school buildings. Office personnel notify police (9-1-1) via off-campus telephone or by cell phone (if at a safe distance from the school buildings).

Gas Leak or Chemical Disaster Proceed according to instructions from emergency personnel.

The teacher should **take a class grade book and the Emergency Phone List** and move students from the danger area as quickly as possible, taking roll immediately upon arrival at a safe location. If evacuation to an off-campus location is indicated, all available vehicles will be used to transport students. Transportation priority is given to the youngest students, and teachers accompany their students. A parent wishing to pick-up a student must receive permission from office personnel and must also sign the student out.

Evacuation destination is determined by circumstances, source of the leak, and recommendations of emergency personnel.

Anthrax and Bio-Terror Suspicious parcels will be referred to the police before opening.

Staff will follow the advice of emergency personnel, in accordance with community emergency plans regarding terrorist activities. Evacuation of students proceeds as described in Gas Leak or Chemical Disaster, above.

Lock-Down Procedure All exterior doors remain locked. Announcement over the intercom: “Code Red.” Teachers are to keep all students in the classrooms with the hallway door closed until an “All Clear” announcement is made. No students will be taken out of the building during this time. Office staff will alert teachers in the Parish Hall, and Pre-K buildings.

School Board

Employees of St. Mary’s School and relatives of employees, may not serve as voting members of the School Board.

The purpose of a Catholic education board is to assist the Pastor and Principal in an advisory capacity, to ensure that the mission of the school is lived out and the needs of the students enrolled are met.

The Board is subject to the regulations that proceed from the Ordinary of the Diocese, the Diocesan Board of Education, and any other person or agency delegated with the authority to act in matters affecting education within the Diocese of Austin.

Policy may originate from the School Pastor, the Principal, or the members of the School Board. It may be formed in response to a need for action on a particular issue, when a solution to a problem is required, or

when changes are needed in order to bring the school into conformity with a diocesan policy or a state regulation.

When the board or committee appointed to the task has completed research and deliberation, the policy is presented to the full school board for a vote. A policy approved by the School Board is then sent to the Principal for his consideration and/or revision.

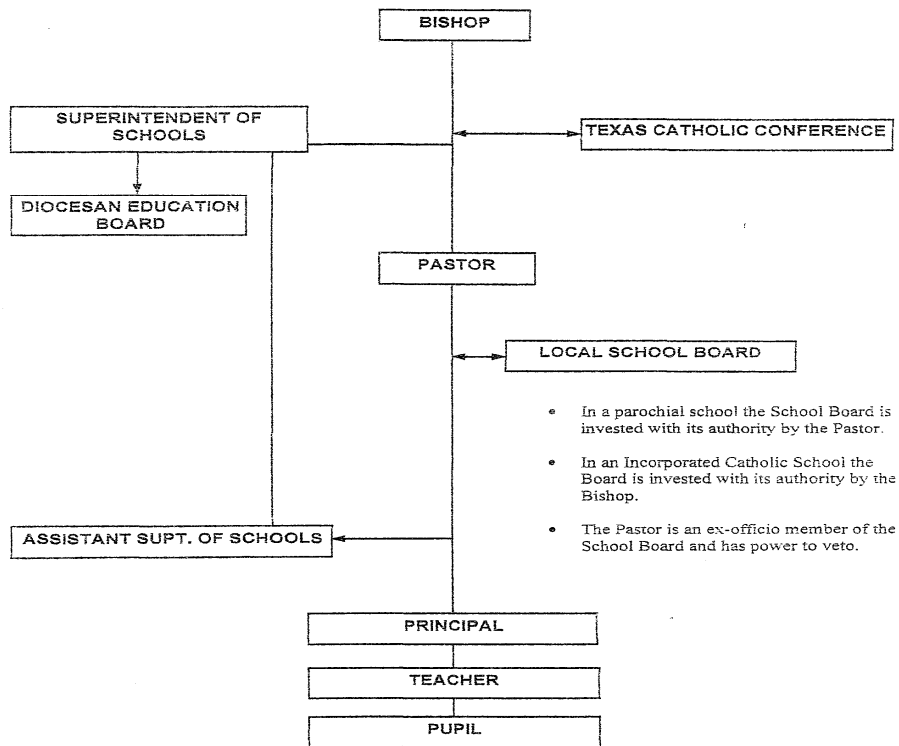
When the Principal approves a policy, the policy is presented for promulgation to the School Pastor.

The school administration translates the policy into practice through forming regulations that are carried out on a daily basis in the school.

Note that the following areas do not fall under the auspices of the School Board: *disciplinary matters, curriculum development, approval of instructional materials, hiring and firing of staff, regulations, and grievances.*

Line of Authority

ORGANIZATIONAL CHART



- In a parochial school the School Board is invested with its authority by the Pastor.
- In an Incorporated Catholic School the Board is invested with its authority by the Bishop.
- The Pastor is an ex-officio member of the School Board and has power to veto.

Line Authority: —————

Consultative, or Staff Relationship: <====>

School Bus

The school bus routes are run by Holy Trinity Catholic High School (of Temple), and fees are collected through their office. Consult HTCCHS at 254-771-0787 for information on schedules, routes, and rates.

Students who ride the bus must abide by all rules set by both schools, and disciplinary action for our students who violate these rules may be brought about either by Holy Trinity or St. Mary's School.

Bus transportation is a privilege for those students who display safe appropriate behavior. A student who violates these rules may lose bus privileges.

Students shall conduct themselves with the same courtesy as if they were in school. They shall not fight, tease other students, use inappropriate language, or commit vandalism. Bus students must behave in an orderly manner and not cause undue noise or other disruption that could distract the driver. It could take only one instance of misconduct to cause an accident.

Basic rules:

- At all times, be courteous to the bus driver and promptly follow all instructions.
- Remain seated in assigned seats while the bus is in motion.
- No food, drinks, candy, etc. are allowed on the bus.
- Be careful not to leave any trash.
- Do not mark or otherwise deface the bus.

Important safety reminders:

- Remain seated while the bus is in motion.
- Never stick your head or hand outside the bus windows.
- Never throw anything inside or from the bus.

School Clubs and Organizations

All organizations, programs, and clubs that represent the school must operate according to school policies. The Principal approves all by-laws and operational policies. All organizations function under the auspices of the Principal. Examples are parent organizations, athletic programs, and booster clubs.

Projects undertaken by any one representing a school-affiliated organization must have the prior approval of the Principal. All solicitations, purchases, and expenditures must have prior approval of the Principal. Those responsible for collection of money will file a detailed balance sheet with the office. The Financial Secretary deposits all monies into the St. Mary's School accounts.

Parent-Teacher Club

All families are asked to become members of the Parent-Teacher Club and are encouraged to participate in its activities. Meetings are normally held on the second Tuesday of the month and will be posted in the newsletter. New officers assume their responsibilities at the beginning of the new school year.

The school is responsible for students on the grounds during all school-sponsored activities. During PTC events, students are not allowed to play outdoors or in any other part of the building unless directly supervised by an adult.

Sports

At all times, St. Mary's students will conduct themselves as Christian athletes. Athletes are expected to show "A" conduct during all games. Conduct inside or outside of school, unbecoming a Christian athlete will result in removal from the team.

The St. Mary's School After-School Athletics Program is open to all students in Grades 6-8. (Only in circumstances that there are not enough players to form a team will 5th grade students be invited to participate) Note that academic standing affects eligibility, as described below.

Before the first practice of the year, each student must supply the following:

- The “Athletics Participation Form” signed by parent(s) or guardian(s) who give permission to participate in practices and games.
- The “Medical History & Physical Examination for Student Athlete” form completed and signed by a physician
- The “Consent to Treat a Minor and Release of Liability” form signed by parent or guardian
- An up-to-date “Emergency Information and Notification” form
- Payment for any associated fees

At the first meeting, the coach will provide a schedule of practices and games. Updates to the schedule (especially games) are to be expected. Consult the St. Mary’s School website for current information.

Academic Eligibility Requirements

The St. Mary’s School guidelines for participation in extra-curricular activities, in particular the Athletics Program, require that a student must not have received, in the preceding quarter, a failing grade (below 70) in any subject. A student with a failing grade for a given quarter is restricted from participation in the activity – including attendance at practices – until the mid-quarter progress reports are issued, at which time the student may be reinstated in the sports program.

If a failed subject is an elective and dropped, a student must miss 3 weeks of practice/games before being reinstated in the sports program.

Policies

Our Athletic Program follows guidelines set forth by the University Interscholastic League (UIL) of Texas.

Teams participate in both “home” and “away” games. Whenever possible, hosts hire professionals to officiate, although sometimes non-professional adults serve; in no case may a minor officiate at a game. We encourage parents and friends to attend our games; attendance boosts team morale, and the small entry fee helps defray compensation of any officials.

Rules for Student Conduct

Attendance at practice and games is mandatory. Only personal illness or family emergency will be acceptable as an excuse. Unexcused absences from practice or games will result in removal from the team.

1. **Students must maintain passing grades (70+) in all subjects and have a conduct/citizenship grade no lower than “C” to participate in sports and other extracurricular activities. Junior High students must be up-to-date with their community service hours.**
2. Students who are absent from school on game days are not permitted to work out with the team or play that day.
3. Students are expected to report for practice and games on time. Repeat violations may result in a suspension.
4. Students who are not able to attend practice must present a written excuse from the parent to the coach prior to that day's practice. Students may miss practice only for personal illness or family emergency. Absenteeism may result in dismissal from the team.
5. There must not be any loitering in or around the school. Students must arrange to be picked up promptly after practice or games.
6. The Parish Hall will remain open during practice sessions so that students may use water fountains and restroom facilities. All other buildings are secured by this time.
7. **Only students enrolled in the athletic program are allowed in the facility.** The school’s Extended Day program is available for siblings or other students requiring supervision during this time. (See *Extended Day Programs*.)
8. Students purchase uniforms that are designated by the school. The coach assigns uniform numbers. Students will not be allowed to play without proper uniform.
9. Athletic attire may not be worn to class.

Student Council

Student Council will meet at least once a month. Elections for Junior High student council representatives are held in September. Election rules are stipulated in the constitution.

National Junior Honor Society, St. Mary's School Chapter

The National Junior Honor Society chapter of St. Mary's School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in scholarship, leadership, service, character and citizenship. Standards for selection are established by the national office of the NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school in the month of May each year.

Students in the 6th, 7th, and 8th grade are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 93% (A-) or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined method and schedule.

Following notification, a formal induction ceremony is held at the school to recognize all newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection. This obligation includes regular attendance at chapter meetings held on the second Wednesday of each month during the school year, and participation in the chapter service project(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, or call the principal.

--Quoted from the NJHS Handbook, 1998.

Telephone Calls

Students may not carry or use cell phones, or other electronic equipment during school hours. Cell phones and other electronic equipment brought for after-school use must be secured in the school office during the day, not kept in lockers, book bags, or given to the homeroom teacher, etc.

Students may make emergency phone calls in the School Office.

Testing

Students in Kindergarten through Grade 8 take the Iowa Test of Basic Skills (ITBS). St. Mary's School does not teach to the test nor modify diocesan curriculum to influence our standardized test grades.

Students in Grades 5 and 8 take the Assessment of Catechesis Religious Education (ACRE) in April.

Prior to enrollment, math and reading assessments are given to new students in Grades 2-8 to determine placement levels.

Students in grades 4-8 take semester exams at the end of each semester.

Transfers and Withdrawals

A parent who wishes to arrange for transfer or withdrawal of a student must inform the secretary/registrar *at least one week in advance* either by telephone or written note. The parent may then report to the Registrar's office during business hours for completion of the necessary forms. **No withdrawal or transfer will be completed if money is owed for tuition, fees, fines, books, or other items.** The school will withhold the student's academic record until all debts are paid. Parents must request transcript copies *in writing*.

When a child is withdrawn from school the parent/guardian is responsible to pay for the entire semester in which the child is enrolled. Under certain circumstances the balance of the tuition owed may be waived if the family is moving a distance greater than 50 miles from the school. **No refund can be given on tuition paid in advance, or on any fees** (registration, resource, etc.).

Valuables

Students are asked not to wear expensive jewelry or bring excess money to school. Cell phones, electronic equipment, cameras, CDs and other articles not necessary in classroom work are not to be brought to school.

If a bus student chooses to bring personal entertainment equipment to the school, the item is to be left at the school office for security and retrieved at the end of the school day.

Students, *not the school*, are responsible for their personal property.

Visitors

For our children's safety, ***all visitors must report to the school office*** and log in and out each time they visit the St. Mary's School campus, this includes lunch time.

The word "campus" as used here refers to any part of the campus including buildings, parking lots, and fields. A visitor is one who is on campus for any length of time during the school day. Requesting permission to come onto the campus is not of itself an automatic "permission granted" for the time requested, nor for future visits. Permission must be requested each time a person wishes to visit the school campus during the school day.

Parents may observe their children in the classrooms. However, the school asks that the parent make an appointment for observation through the school office before the date of the observation. The length of a visit should not exceed one class period.

Parents are not permitted to enter the classroom without approval from the school office.

School officials provide school tours.

For security and safety reasons, students are not allowed to open any doors for anyone.

Volunteers

Volunteers and parent instructional aides must have the approval of the Principal. Sufficient orientation training will be given for the activity in which they will be engaged.

Volunteers must gain clearance through completion of the on-line application ("eAppsDB"), which includes a criminal background check, and must have attended a diocesan "Ethics and Integrity" **workshop within the last three years.**

Parent Instructional Aides and volunteers must sign in and out during each visit both for insurance purposes and to gain credit for their work.

Drivers for field trips must provide a valid driver's license and proof of insurance **each time** they drive on a school function.

Confidentiality Concerns

Due to the confidential nature of much of the information in a school, volunteers are expected to adhere to the school's confidentiality policy. Any information pertaining to students, staff, faculty, and parents is confidential in nature and not to be discussed outside of appropriate areas. Violation of this agreement may result in losing the privilege to volunteer.