

Saint Mary's Catholic School



Student and Parent Handbook 2010-2011

Revised June 2010

St. Mary's Catholic School...

Providing Catholic Education in a Christian environment since 1948.

St. Mary's Catholic School
Student and Parent Handbook
2010-2011

<u>SECTION</u>	<u>PAGE</u>
Welcome	7
Business Information	8
<i>School Schedule</i>	
<i>Important Phone Numbers</i>	
<i>Disclaimer</i>	
St. Mary's School Background	9
<i>History</i>	
<i>Philosophy</i>	
<i>Mission Statement</i>	
<i>Accreditation</i>	
<i>Goals</i>	
<i>Campus Initiative</i>	
Parents as Partners	11
Parent Responsibilities	13
<i>Tuition and Fees</i>	
<i>Fundraising Obligation</i>	
<i>Required Service Hours</i>	
<i>Service Opportunities</i>	
<i>Change of Address and Phone Numbers</i>	
<i>Communicable Disease</i>	
<i>Communication with Parents</i>	
<i>Time and Talent</i>	
<i>Volunteer Opportunities</i>	
<i>Volunteer Rights</i>	
<i>Volunteer Responsibilities</i>	
<i>Volunteer Confidentiality</i>	
<i>Volunteer Training</i>	
<i>Supervisor of Volunteers</i>	
Admission Policies	19

Age Requirements
New Students
Returning Students
Application
Registration, Tuition, and Fees
Student Records
Visitors

Curriculum Offerings

22

Religion
Sacramental Preparation
Mass and Prayer
Language Arts
Mathematics
Physical Education/Health
Spanish
Social Studies
Science
Fine Arts
Computer Literacy
Co-Curricular Activities
Guidance
Character and Virtue

Academic Standards

25

Standardized Testing
Progress Reports and Report Cards
Pre-AP Courses
Progress/Evaluation/Conferences
Special Needs - Testing
Grading Policy
Homework Policy
Absentee Policy
Academic Eligibility
Retention Policy
Academic Probation
Honor Roll
Honor Society
Homework
Educational Excursions - Field Trips
Summer Assignments

Student Activities	30
<i>Student Council</i>	
<i>Athletics</i>	
<i>East Texas Little League Football</i>	
<i>St. Mary's Football</i>	
<i>National Junior Honor Society</i>	
<i>Cheerleaders</i>	
<i>PSIA (Private Schools Interscholastic Association)</i>	
<i>School Sponsored Contests</i>	
<i>Assemblies</i>	
Code of Conduct	32
<i>Philosophy of Christian Conduct</i>	
Student Behavior Expectations	33
<i>General Guidelines</i>	
<i>Before School Arrival</i>	
<i>Classroom Etiquette</i>	
<i>Hallway Etiquette</i>	
<i>Church Etiquette</i>	
<i>Playground Rules</i>	
<i>Playground Games/Use of Equipment</i>	
<i>Assembly Behavior</i>	
<i>Unacceptable Behaviors</i>	
<i>Bullying/Harassing Behavior</i>	
Disciplinary Procedures	36
<i>School Disciplinary Consequences</i>	
<i>Referral</i>	
<i>Disciplinary Probation</i>	
<i>Detention</i>	
<i>Isolation (In-School Suspension)</i>	
<i>Suspension (Out-of-School Suspension)</i>	
<i>Expulsion</i>	
<i>Discipline Philosophy</i>	
Dress Code	38
<i>Philosophy</i>	
<i>Grooming</i>	
<i>Jewelry</i>	
<i>Make-Up</i>	
<i>Hair</i>	
<i>Uniforms</i>	
<i>Consequences</i>	

School Uniform Guidelines	40
<i>Requirements</i>	
<i>Shorts</i>	
<i>Shoes</i>	
<i>Sweaters/Sweatshirts/Hoodies</i>	
<i>Additional Requirements</i>	
<i>Free Dress Guidelines</i>	
Student Support Services	43
<i>Library</i>	
<i>Sick Bay</i>	
<i>Health Records/Immunization Policies</i>	
<i>Medication</i>	
<i>Food Service</i>	
<i>School Lunch Rules</i>	
<i>Snacks</i>	
<i>Special Milk Program</i>	
General Information	45
<i>Absences</i>	
<i>Absentee Policy</i>	
<i>Tardy Policy</i>	
<i>After School Care Program</i>	
<i>Attendance</i>	
<i>Birthday Parties/Invitations</i>	
<i>Child Abuse and Neglect</i>	
<i>Classroom Interruptions</i>	
<i>Classroom Parties</i>	
<i>Communication: School Staff & Students / Social Networking</i>	
<i>Concerns</i>	
<i>Dismissal</i>	
<i>Rainy Day Procedures</i>	
<i>Drug-Free/Gun-Free School Zone</i>	
<i>Eighth Grade Graduation</i>	
<i>Electronics/Cell Phones/Personal Property</i>	
<i>Emergency Procedures</i>	
<i>Fire Drills</i>	
<i>Disaster Drills</i>	
<i>Intruder Alert Drills</i>	
<i>Grievance Procedure for Students and Parents</i>	
<i>Diocese of Tyler Policy</i>	

Inclement Weather
Lockers
Lost and Found
Parking Lot Procedures
 Morning Drop-off
 Afternoon Pick-up
Property
Safe Environment Policy
School Pictures
Soliciting on Campus
Supply List
Textbooks
Transfers and Withdrawals
Use of School Facilities
Visitors
Withdrawal from School

School Related Organizations

58

Alumni Association
Home and School Association
School Board
Longview Catholic School Endowment Fund

Welcome to
St. Mary's Catholic School

405 Hollybrook Drive
Longview, TX 75605
(903) 753-1657
Fax (903) 758-7347
www.stmaryslgv.org

Dear Parents and Students,

Welcome to St. Mary's Catholic School. We appreciate the opportunity to work as partners with you as parents, the primary educators, for the academic, spiritual, and moral growth of your child. If at any time you have any questions, please feel free to contact the school office. We are delighted to have you join us as a member of our school family.

This handbook offers information about the operation, rules, and procedures of St. Mary's Catholic School. the handbook, should sign the to the school office. Parents future reference, to ensure an year.



Students and parents, after reading acknowledgment form and return it should keep this handbook for enjoyable and informed school

May God bless you,
The Faculty and Staff
St. Mary's

Catholic School

St. Mary's School...
Academic Excellence in a Christian Environment

Business Information

School Schedule

Daily School Hours

Escort by Teacher to Classroom from Parish Center or Gym 7:50am

Tardy Bell 8:00am

School Day 8:00am - 3:30pm

Early Morning Care

7:15am in Parish Center for EC-3rd grades

7:15am in the Gym for 4th-8th grades

After School Care

Extended Day EC Care - 12:00 noon until 3:30pm

After School Care EC - 8th - 3:30 until 6:00pm

School Mass

Tuesdays and Holy Days of Obligation 8:00am

(Tardy slips will be issued in the church foyer)

Other dates and times as announced

Important Phone Numbers

School Office - (903)753-1657

Amy Allen, Principal ext. 117

Pauline Beaumier Green, Administrative Assistant ext. 116

Marcia Ross, Registrar ext. 118

Kelli Garcia, Bookkeeper ext. 502

School Fax - (903)758-7347

Church Office - (903)757-5855
After School Care Pager - (903) 232-0286

Email Address:
school@stmaryslgv.org

DISCLAIMER

The purpose of this handbook is to serve as a source of information for parents, students, and teachers of the school.

St. Mary's Catholic School Administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook after providing students and parents sufficient notification of change.

St. Mary's School History

Catholic schools have provided private Christian education in Longview since 1948. St. Mary's Catholic School, dedicated December 8, 1968, on the feast of the Immaculate Conception, is the outgrowth of the former St. Anthony's Catholic School built in 1949 and staffed by The School Sisters of Notre Dame. With the realization that the facilities were inadequate, in 1958 Monsignor Szapka purchased a 42-acre site for a new school, leading to the building in 1965 of the campus at its present location, including eight large classrooms, administrative offices, library, science lab and lecture room, and a large cafeteria. In these new surroundings, the students and the school program grew, prospered, and realized the fullest measure of Catholic education.

Several additions and improvements have since been made to the campus buildings, including an annex of four classrooms, a gym, a band hall, and a Parish Center encompassing new middle school classrooms, a large Science lab, and a well equipped Computer lab, along with additional meeting rooms, a full kitchen, and cafeteria/stage/assembly area. The original building was remodeled to include additional office areas, extra classrooms, a larger library, an art studio, an adult reading room, and a separate computer lab for use by lower elementary classes.

Philosophy

St. Mary's Catholic School believes that formation of the human person is best rooted in the biblical understanding of humanity. As Christians, we share with students a commitment to the command of Jesus Christ to "Love God with their whole heart, mind and soul and love their neighbor as themselves." (Mark 12:30-31) We strive to provide an environment which fosters an enthusiasm for lifelong learning. An environment where each student can develop to their fullest potential and practice respect for those of faith traditions and cultures other than their own. We want to provide students the tools they need to excel, to teach them to be grateful to God for their accomplishments, and to be generous in sharing their gifts and talents with others.

Mission Statement

St. Mary's Catholic School is committed to partnering with families in forming children who actively participate in the Kingdom of God through faith formation, leadership development, academic scholarship and a dedication to service.

Accreditation

St. Mary's Catholic School is accredited by the Texas Catholic Conference Accreditation Commission (TCCAC) which is recognized by the Texas Education Agency (TEA).

Goals

St. Mary's students will be educated in the following areas. Experiences will be selected to direct the child's learning towards the following objectives:

Faith Formation

- ! Grow in knowledge and appreciation of spiritual values
- ! Gain a sense of values and a capacity for right judgment

Scholarship

- ! Develop intellectual skills such as critical thinking, problem solving, and open-minded understanding
- ! Develop each student's individual academic potential

Leadership

- ! Learn wise use of leisure time
- ! Discover and develop imagination, originality, and creative abilities
- ! Practice the principles of democratic living
- ! Learn to work with others

Service

- ! Give witness to the faith
- ! Form a social conscience with a zeal for the common good

Campus Initiatives for 2010-2011

After careful disaggregation of year end IOWA data, faculty and staff have made a decision to:

1. Know the assessment tool
 - A. Curriculum and assessment must be aligned. This is not teaching to the test.
2. Plan and implement at least one cross curriculum unit per 9 weeks
3. Writing across the curriculum
 - A. Use writers workshop daily in Language Arts Classes
 - B. Embed Writing TEKS in all written assignments across curriculum
 - C. Hold students to age appropriate writing standards across the curriculum
4. Build Reading Stamina
 - A. All students should have silent, independent reading time daily at school and at home
5. Increase Drill Practice in Math and Grammar
6. Use Cohesive Curriculum Calendars

Parents as Partners - The Parents' Role in Education

We believe that God entrusts parents as the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Mary's Catholic School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

The strongest teacher is a good example. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school can not become well rooted in the child unless these are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

As models for our children, we strive to be living examples of character and virtue. At St. Mary's Catholic School, we incorporate character education, rooted in the teachings of Christ, into all areas of our daily curriculum. We recognize that consistency and prayer are necessary in forming virtue, the foundational habits of a good life. Because we feel this is such an important mission for us and for our children, we fully support parish and community efforts at character building.

Once you have chosen to enter into partnership with St. Mary's Catholic School, we trust you will be loyal to this commitment. We ask that you respect our smoke-free environment on campus and on school sponsored field trips. During formative years your child needs constant support from both parents and faculty in order to enhance his/her moral, intellectual, social, cultural and physical development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never lead to positive results. To divide authority between school and home or within the home will only teach disrespect

for all authority. If there is ever an incident at school, you as parents should make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be held accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absences.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As parents in the educational process at St. Mary's Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- ! Gets to bed early on school nights;
- ! Arrives at school on time and is picked up on time at the end of the day;
- ! Is dressed according to the school dress code;
- ! Completes class assignments on time;
- ! Has lunch money/account credit or sack lunch everyday.
- ! Has all needed materials and is prepared to learn.

To actively participate in school activities such as Parent-Teacher Conferences, Home & School meetings and activities, and fund-raising.

To see that the student pays for damage to school books or property due to carelessness or neglect.

To notify the office if the child will be absent from school.

To notify the school with a note when the student returns to school after being absent or tardy.

To notify the school office about changes in address or important phone contact numbers.

To meet all financial obligations to the school, in a timely and responsible manner.

To inform the school of any special situation regarding the student's well-being, safety, and health.

To promptly complete and return to school any requested information.

To read school notes and newsletters and to show interest in the student's total education.

To support the religious and educational goals of the school.

To support and cooperate with the discipline policy of the school.

To treat teachers and staff with respect and courtesy when discussing student problems.

To treat other students and families with respect and courtesy.

This partnership is mandatory for your child's success. Failure to maintain a working partnership may result in a breach of contract on your part.

PARENT RESPONSIBILITIES

Tuition and Fees

The St. Mary's Catholic School current tuition and fee schedule is available on the Parish/School website or by contacting the school office.

Registration fees are NON-REFUNDABLE unless the child is not accepted for admission. Registration fees must accompany the registration forms. To qualify for the Catholic parish discount in tuition rates, Catholic families must be registered, practicing their faith and supporting their parish. Additional information on registration, tuition amounts, and possible tuition financial assistance is available through the school office (903-753-1657).

Tuition fees are due on the **FIRST** of each month and overdue after the **FIFTH** day of the month. **Late fees** will be assessed and **penalty charges** will occur for all insufficient debits or checks with insufficient funds. Tuition covers only a portion of the cost of educating each student. Additional school funds are generated from fund raising activities, parish tuition assistance and donations.

It is the responsibility of the St. Mary's School Board with the assistance of the School Finance Committee to set annual tuition and fees. The annual tuition does not completely cover the true cost of educating a student at St. Mary's Catholic School. Parents may choose one of several methods for paying tuition: **(1)** in full at August registration; **(2)** semester payments (at August registration and by January 5th); or **(3)** ten (10) monthly payments (August registration, and September through May). All ten (10) monthly payments are due the 1st of the month; **(4)** Automatic payment plan - tuition and fees drafted out of a bank account

on the 5th of each month.

Payments received after the 5th of the month will be assessed a \$25.00 late fee. There will be a \$35.00 fee for all returned checks. Questions regarding tuition payment should be directed to the St. Mary's School Business Office at 903-753-1657, ext. 502. All families are required to fulfill the entire year's contract.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following: (1) a school family will not be allowed to use After School Care if a tuition payment is thirty (30) days past due; (2) a student will not be permitted to attend class if a tuition payment is sixty (60) days past due; (3) no student will be admitted to school in August - no transcripts, report cards, or diplomas issued - until current and previous financial obligations have been met and all registration fees for the school year have been paid; (4) no transcripts, report cards, or diplomas will be issued until all library fines, lost or damaged textbook charges, restitution for damages to school property, cafeteria charges, graduation fees, tuition or administrative fees have been paid in full.

Other expenses and fees which parents may expect to bear are as follows: class activity fees, graduation fees, 5th-8th art fees, band instrument rental fees (if using a school instrument), 4th grade recorder/book costs, EC/K semester snack fees, monthly enrichment fees, uniform costs, P.E. uniforms, lost or damaged textbook, school material or athletic equipment charges.

Cafeteria

St. Mary's School implemented a computerized debit system that allows you to pay in advance for meals and/or a la carte foods (juice drinks, milk, ice cream, snacks, etc.) if you choose to do so. Students are still able to pay cash on a daily basis as they have in the past.

All students will have an established debit account, although you will not be required to make advanced payments because the system still has the ability to act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the following options for making advanced payments. Please note that if your child's account balance becomes -\$10.00, he/she will be given a sandwich at a cost of \$0.50 and a milk at a cost of \$0.20.

Money will be deducted from an account when the student uses the account to purchase meals and a la carte items. There is no limit on the amount of money that can be deposited into a debit account. When account balances fall below \$10.00, the cashier will remind the student by providing him/her with a preprinted envelope. To make an advanced payment, fill out the information on the outside of the envelope, enclose the payment, return the envelope with payment to the school office in the morning, or submit an electronic payment the night your child receives an envelope using a credit card on the website: <http://www.CafePrepay.com>.

Fundraising Obligation

In order to keep tuition cost at a minimum, we require that every school family raise funds through Wunderfall, our major fund-raiser. The required amount of **\$300.00 per family** is nominal, and families are encouraged to support this fundraiser by raising as much over this amount as possible. This may be done by selling raffle tickets or making a donation to the school fundraising account. Any families that have not achieved their Wunderfall fundraising obligation may choose to pay the balance of fundraising owed in full or have the balance added to the monthly tuition (divided into two payments) on the December and January tuition statements.

Required Service Hours

Each family is required to complete **twenty-five (25) adult service hours**. **Families receiving Financial Assistance must complete an additional 40 hours (65 total)**. A minimum of five (5) of those hours must be served with qualified Wunderfall activities. The remaining twenty (20) hours may be met through any of the other suggested volunteer areas. Each family will pay as a Tuition Obligation the sum of \$20.00 for each service hour not completed during a school year. *All service hours not entered by a family member on the School Check-In Machine in the office lobby by the Monday after the Home & School Spring BBQ, will be added to the May tuition statement at \$20.00 per hour not served or recorded. The office staff reserves the right to verify hours entered with the project coordinator, teacher, or committee head in charge of the activity.* It is the responsibility of the family to keep a record of all hours served and record these service hours in the school office. Committee chairs or activity coordinators should not be expected to be responsible for turning in your family service hours. *These service hour fees must be paid with the May tuition or a late fee will be added. These fees may be reimbursed if the billed hours have been completed by the last day of school.*

Helping Our School – Helping Our Kids: Service Opportunities

Substituting for After School Program from 3:30 – 6:00 pm (Ethics Training required)

Assisting in Library (Anytime during school hours or after school for Book Fair)

- Re-shelving books and organizing shelves

- Repairing books (work at home)

- Doing inventory

- Processing new/donated books

- Check-out books to students and help keep library open for school family use

- Helping with Book Fairs

Assisting in the Cafeteria (Normally 10:30AM - 1:00PM)

- Preparing/Serving Food

- Scanning lunch charges on cafeteria computer (must receive special training)

- Cleaning

- Monitoring lunchroom and/or playground/recess (Lunch Duty)

- Organizing or assisting with special lunch events for classes or the entire school

Assisting Office Staff (Anytime during school day)

Copying

Assisting with First Aid and sick/injured child care

Answering phones

Stuffing envelopes

Collating/Distributing papers to send home

Helping with basic computer work

Helping prepare for school-wide event

Assisting Teachers/Classroom Aides (During school hours or at home depending on assignment)

Serving as class room parent or assistant to organize volunteers

Help with field days and special school events

Baking/Bringing refreshments for classroom parties or school events

Sharing a hobby or arts/crafts project with classes or After School Care

Coaching/Working concessions for athletics

Providing transportation/chaperone for field trips/athletic meets

Substituting partial/full day for teacher

Sharing a musical talent with a class

Reading to a class or with a student

Assisting with special projects and clean up

Preparing for classroom activity - cutting out, assembling, etc. at home

Planning or decorating bulletin boards

Recording books or textbooks on tape

Assisting with Beautification/School Maintenance

Maintaining/Mowing/Cleaning grounds & flower beds

Running virus and spyware programs on computers

Doing computer maintenance

Cleaning/Decorating classrooms and hallways

Participating in Saturday campus work day once a month to do projects planned

Volunteering for projects involving general upkeep of the school buildings

Coordinating or Assisting with Special Events and Fundraisers

Chairing an event (Wunderfall, All Hallows' Eve, Stampede, Spring Barbeque, etc)

Co-chairing an event (find a partner, you don't have to do it alone!)

Chairing or Serving on a committee for an event

(Silent Auctions, Casino, Food, Underwriting, Publicity, Volunteers, Manners Meal,
Raffle Ticket Sales, Easter Egg Hunt, etc.)

Serving as a Home & School officers

Coordinating a fundraiser

(Bake Sale, Flower Sales, Concessions at an event, etc.)

Don't know how you can help with an event? Come to a Home & School Association meeting and find out where your talents and gifts can best be put to work for your kids and school.

Change of Address and Phone Numbers

The school office should be notified immediately concerning a change of address, phone numbers, or other vital information needed in case of an unexpected emergency. This is necessary so that we can care adequately for your child should an emergency arise, and so that we are able to communicate effectively with you concerning school information.

Communicable Disease

As members of the St. Mary's community, we have a responsibility to protect our children from illnesses as far as possible. Parents of students with a communicable or contagious diseases (such as chicken pox, measles, lice, pink eye, impetigo, and scabies, etc.) have a responsibility to phone the school so that other students who have been exposed to the disease can be alerted. Students with contagious diseases are not allowed to come to school while they are contagious and are not allowed to return to school without a doctor's release.

A student may not remain at school with a fever, diarrhea, or while vomiting. **A child must not return to school unless he/she has been free of symptoms for 24 hour.** If an illness requires an antibiotic, the child **should receive the medication for 24 hours before returning to school.** Please adhere to this rule for the protection of all our children and staff. You will be called to take your child home if they return to school before the 24 hour period expires.

Communication with Parents

In the last week of each month (except if this is a holiday week) a newsletter, a lunch menu, and lunch account statement, along with any additional notices necessary, are sent home in a large white family envelope. We would like to be aware that you have received your school communication in a timely manner, so please sign and return the family envelope on the next school day. Tuition payments may be returned in the family envelope to the school office, paid in the bookkeeper's office, or by bank account ACH debit (paperwork is available in the office to set this up).

In addition, information concerning the school can be found in flyers, the weekly reminders from teachers, in your child's agenda, in church bulletins, through Home and School meetings, by calling the school office, and on the Parish website (www.stmaryslgv.org). Ask your child for any special notices and communications on a daily basis.

Time and Talent

In the document *To Teach as Jesus Did*, the Catholic Bishops emphasized that one of the three interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian

community and the entire human community. Historically, the Catholic Church has depended upon the generosity and goodwill of its members in providing time, treasure, and talent to the achievement of its mission.

Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic schools in America. The tradition of involvement has been strong and each year grows stronger as more people become involved in more kinds of activities.

Volunteer Rights

1. You have a right to be treated as a member of our school community, being made aware of rules and regulations, as well as safety procedures, while acting as a volunteer at St. Mary's Catholic School.
2. You have the right to be treated with respect due any adult staff member.
3. You have the right to worship with us.
4. You have a right to the tools and information necessary to perform assigned tasks.
5. You have the right to ask questions.

Volunteer Responsibilities

1. The volunteer arrives on time, checks in on the computer in the school office lobby, wears the printed name tag, and performs the assigned tasks.
2. The volunteer respects and enforces the school rules, and works in a manner which keeps the safety, education, and rights of the students as a focus.
3. The volunteer is obligated to undergo Ethics and Integrity training as required by the Diocese of Tyler and any other school training necessary for the safety and well-being of all our students. Ethics and Integrity is a three hour Basic training that includes a Criminal Background Check to qualify for an Acceptance Certificate for Service (ACS) from the Diocese of Tyler. After three years a 1 ½ hour Recertification class and a new Criminal Background Check is required to renew your ACS.
4. The volunteer remembers that the school exists for the benefit of the students, and treats all students the way Jesus would treat them, if He were the volunteer.
5. The volunteer asks for instructions and assistance, when needed.
6. The volunteer must sign out on the same School Check-in Machine that issued their name tag.

Volunteer Confidentiality

In the course of your volunteer work at St. Mary's, you may hear or see confidential information about students or teachers. As a member of the Christian community here at St. Mary's, you have a responsibility to keep this information confidential in any setting inside or outside the school. At the same time, volunteers must understand that there are also times when student confidences cannot be kept. For example, if a student confides a desire to commit suicide to a volunteer, that confidence must be reported to a teacher,

the principal, or to a priest, who bears the responsibility of communicating with the student's parents if appropriate. The guideline is: "Any information which, if shared with faculty or administrators, may save someone from harm, must be shared."

Volunteer Training

Volunteers are required to attend Ethics and Integrity Training as outlined under "Volunteer Responsibilities" on page 15. Volunteers will also have an orientation session scheduled at the beginning of the school year with a volunteer handbook made available. Additional training may be required for individual assignments and will be provided by the staff member in charge of that area.

Supervisor of Volunteers

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school.

Visitors

Anyone visiting the St. Mary's campus must sign in at the front office and be escorted to his/her destination.

Former students or siblings visiting during school hours must have prior permission from the principal to be on campus and must be under supervision at all times.

Former students serving as volunteers must have permission from the principal to be on campus and must be under the direct supervision of an adult while on campus.

Non-enrolled students or children may not be in the classroom during instruction or assessment.

ADMISSION POLICIES

In keeping with the universality of Christendom, St. Mary's Catholic School admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. Admission to St. Mary's Catholic School will be based on a first come-first served enrollment process pending our ability to meet academic and social needs and as long as an opening remains in the appropriate class. However, during early pre-registration, preference will be given to families with students currently enrolled.

Age Requirements (as set by the Texas Catholic Conference for Education - TCCED)

Age requirements for classes are as follows:

EC 1/2 - must be 3 years old on or before September 1

EC 3/4 - must be 4 years old on or before September 1

EC classes may be set up in 2, 3 or 4 sections depending on enrollment numbers.

Kindergarten - must be 5 years old on or before September 1

Grade 1 - must be 6 years old on or before September 1

Children seeking admission to EC, Kindergarten, or Grade 1 who are under age according to admission requirements, may be admitted to the respective grade only in certain circumstances:

1. The student has moved from a state where the age requirement differs from that listed above and was currently enrolled there;
2. The student has successfully completed the respective grade in that out-of state Catholic or accredited school;
3. A written waiver is granted by the St. Mary's Catholic School principal, based on the above guidelines and any other applicable data.

Bathroom Needs

All students enrolled at St. Mary's Catholic School must be able to take care of their personal bathroom needs. If your child has a bathroom accident, you will be contacted to come to school or send a representative to change your child. These situations will be handled in accordance with the Diocesan Ethics and Integrity Policy. Class schedules have ample opportunities set up to visit restroom facilities throughout the day. Parents should talk to their children about not waiting until the last minute to communicate their bathroom needs with their teacher.

New Students

Application forms for new students may be obtained from the school office. Applicants are required to submit the following:

1. Birth certificate, Social Security card and Insurance Card;
2. Baptismal certificate, and First Communion / Confirmation certificates (if applicable)
3. Proof of up-to-date immunizations (current shot record)
4. Transcript from previous school, if applicable
5. Copies of report cards, test scores, TPRI (Texas Primary Reading Inventory) and other pertinent information (Disclosure Statement)
6. Tuition Contract and/or Tuition Addendum

7. Completed registration forms accompanied by registration fee

All new students are accepted on probationary status until all pertinent documents are received and reviewed, at which time a decision on continued enrollment will be made by the school administration.

Students remain on probationary status through the first semester of attendance. Testing for admission may be required at the discretion of the administration, with appropriate fees to be paid by the applicant. Parents of prospective new students may be required to attend and interview with school administrators. St. Mary's Catholic School will follow the promotion/retention recommendations of the transfer school if the student failed to meet the state standards for grade promotion.

Returning Students

Parents must re-enroll their children for the coming school year. Since acceptance for the next school year is not automatic, the school reserves the right to accept or decline applications for the next school year at the discretion of the school administration. Such decisions are based on parental cooperation, student conduct and/or achievement, student attendance, and records of meeting financial and other obligations. Denial of re-admission will be made in writing.

Application

Application forms for Early Childhood through Eighth grade students are available in the school office (and church office during the summer when the school office is closed) and on the website. Tours to view campus facilities are available by appointment and during Open House events.

Registration, Tuition, and Fees

Pre-registration for students currently in St. Mary's Catholic School and prospective new students begins during Catholic Schools Week of each year (beginning last Sunday in January) and continues until General Registration in August takes place. Registration fees should accompany completed registration forms. As an incentive to make a commitment for more efficient Fall planning, the registration fees are least before May 1, with increases in May and June. See Fee Schedule for details.

General Registration for the entire school is held during the first full week in August and continues until school begins. The Business Office will notify each family of the specific dates of registration. At this time any unpaid registration fees, additional school fees, and the first month's tuition is due. Tuition and fees for the remainder of the school year can be paid monthly for 9 additional months, paid in two payments (one at registration and one payment at the beginning of the 2nd semester), or one complete payment for the entire school year at registration.

Student Records

St. Mary's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

CURRICULUM OFFERINGS

St. Mary's Catholic School offers its students opportunities for growth in the following major subjects:

Religion

Religious instruction in the Christian faith, as lived out in the Catholic tradition, forms the basis for the total development of the student. All students are required to participate in all regular church services during school time. The Religion curriculum from the Diocese of Tyler, "Handing on the Faith", in conjunction with the 15 goals forms the nucleus of Religious instruction. Liturgical Services are held weekly and on Holy

Days for the entire student body and staff. Parents and family are welcome.

Sacramental Formation

Parents with children who are ready to begin celebration of the Sacraments should petition with their child to their parish. Sacramental formation consists of two parts: ongoing systematic catechesis based on the 15 goals and focused formation workshops on the particular Sacraments. The religion curriculum for St. Mary's Catholic School is based on the 15 goals and will help parents fulfill that requirement. The school also works closely with St. Mary's Parish in providing appropriate workshops for parents and children in formation for the Sacraments. Parents with children ready to begin formation for Reconciliation should submit the petition to their parish and let the school office know their child is beginning formal formation for Reconciliation and then Confirmation/First Eucharist. Parents of children who are already receiving Communion, but have not yet been Confirmed, should determine when in the next two (2) years would be best for their family and for their child to celebrate Confirmation, then petition about a year before to begin formation.

Mass and Prayer

The most important aspect of a child's development is spiritual. St. Mary's expects all families to attend weekend worship services in the church of their choice. In addition, all St. Mary's students attend Mass (weather permitting) on Tuesdays and on Holy Days of Obligation. Prayer is a daily part of our morning routine for all classes, usually over the school intercom, in addition to classroom and other special prayer opportunities. First Friday devotions are also on the school calendar of events each month.

Language Arts

Reading skills form the basic literary and critical tools for gaining knowledge and understanding in all subject areas, including the spiritual and the academic experiences of life. Emphasis is placed on Language Arts as a foundation for all learning, with remediation and enrichment opportunities provided as determined to be beneficial to the child.

Mathematics

The math program is designed to help each student learn the basic mathematical structures, language, and principles in order to develop skill in computation, to use vocabulary and symbols in reading and interpreting data, and to measure and solve problems. A full year in Algebra I or Geometry for High School credit is offered in Eighth Grade to students who qualify for this academically challenging course.

Math Placement

6th Grade Students: At the end of the year, students will take the IOWA Algebra Aptitude Test to determine readiness for Algebra. (1) Students performing at a Stanine of 5 or higher will be promoted

directly to Algebra 1 class. (2) Students performing at a lower level should expect to be placed in the Pre-Algebra class. (3) A committee consisting of 6th-8th grade level math teachers, the testing coordinator, and the principal will meet to recommend placement of that determined by the test. For example, a student whose test results are incompatible with the usual success in math, or whose work ethic may indicate that a different placement would be more appropriate, may need to be evaluated by the committee. (4) If parents disagree with the placement indicated, they will be directed to contact the testing coordinator (Laurie Kubicek). The testing coordinator and principal will determine the best course of action: retesting, summer tutoring, etc.

7th Grade Students: At the end of the course, students will take the IOWA Algebra Aptitude Test to determine readiness for Algebra. See above recommendations for 6th grade students for placement.

Algebra Students: At the end of the course, students will take the End-of-Course Algebra exam. (1) Students who pass both the Algebra 1 course and the End-of-Course exam will receive high school credit for Algebra and will take Geometry the following year. (2) Students who do not pass either the course or the exam will not receive credit and will repeat Algebra 1. (3) Students who pass one portion, either the course or the exam, will need to be evaluated by the math committee to determine the most appropriate placement.

Geometry Students: At the end of the course, students will take the End-of-Course Geometry exam. (1) Students who pass both the Geometry course and the exam will receive high school credit for Geometry. (2) Students who do not pass either the course or the exam will not receive credit and will repeat Geometry. (3) Students who pass one portion, either the course or the exam, will need to be evaluated by the math committee to determine the most appropriate placement.

Physical Education/Health

The Physical fitness program provides students with the opportunity to exercise and acquire lifelong skills to maintain a healthy body and attitude. The program includes competitive athletics (grades 6-8), as well as beginning competitive relays in grades 3-6. Health classes are also included in the physical education program. The opportunity to earn a one semester High School credit in Health is offered in Eighth Grade.

Spanish

The purpose of the Spanish program is to familiarize students with a basic knowledge of Spanish vocabulary, grammar, and conversational skills. One year of Spanish I for High School credit can be earned in Eighth Grade for those students who qualify.

Social Studies

This program is designed to develop the knowledge, understanding, skills, and attitudes necessary for becoming good citizens.

Science

The purpose of the Science program is to promote a genuine interest in all facets of Science education and to provide the skills necessary to achieve scientific literacy appropriate to grade level.

Fine Arts

The purpose of the Fine Arts program is to provide students with the opportunity to experience and appreciate the fine arts and to develop basic skills in music (choir, recorders, and band), drama, and art. Art I for High School credit is offered as an elective to those Eighth grade students who qualify.

Computer Literacy

Computers are utilized in the classroom and lab setting as tools to enrich the curriculum in the classroom. Keyboarding skills, ethical use of technology and the internet, and general computer skills are taught, with a goal of integration of those skills into the learning process of the student. Students attending SMS in grades 6-8 will receive a keyboarding class credit as a prerequisite for High School.

Co-Curricular Activities

A number of opportunities for enrichment and reinforcement of skills and knowledge are integrated into our curriculum. These include contests, bees, tournaments, and organizations intended to allow students to excel academically as well as in leadership roles.

Guidance

Our teachers are interested in the physical, academic, spiritual, and emotional well-being of our children. We have a moral obligation to work as partners with the parents to guide the students to be healthy, productive citizens of our community and world. The more the teacher knows about the environment of each child, the better he/she is able to guide him/her through these important years of development. For this reason parents are encouraged to consult with the teachers and the principal when there are problems at home which could result in a child's experiencing some emotional or physical difficulties.

Character and Virtue

Character education, rooted in the teachings of Christ, is incorporated into all areas of our daily curriculum as well as a specific curriculum focused on the lives of the saints. A Friday assembly will be held weekly to celebrate good character. Parents, guardians, and family are always welcome. We are dedicated to helping parents in their responsibility as primary educators of the children, in teaching, enforcing, advocating, and modeling the virtues we wish to instill in our children.

ACADEMIC STANDARDS

Standardized Testing

One aspect of the education at St. Mary's School is academic. We follow state and diocesan curriculum guidelines, with standardized testing being one of several means of assessing pupil performance. Standardized tests (Iowa Test of Basic Skills) are administered each fall and spring during the designated testing week(s) to the required grades. The results of these tests are analyzed in order to continue to develop the academic excellence for which we strive. In addition, Benchmark tests are administered to assess the student's academic needs and evaluate their progress. An assessment of religious education

(ACRE) is given to all students in the required grades each year. This test gives an evaluation of scriptural, social, and moral growth of the student body over a period of years.

Progress Reports and Report Cards

As partners with the parents, we wish to communicate the academic and social progress made by the children in a period of time. Therefore, report cards are distributed every nine (9) weeks. In addition, progress reports are issued between each report card, approximately four-five weeks into each grading period. Progress reports and report cards should be signed by the parents and returned the next day. Report cards list the following achievement codes:

Grades 1 - 8	EC and Kindergarten
A 90 - 100	S Satisfactory
B 80 - 89	N Needs more time
C 70 - 79	U Unsatisfactory
F Below 70	

Other Codes

E Excellent	N Needs More Time & Help
S Satisfactory	U Unsatisfactory

For GPA purposes:

Pre-AP classes 2 grade levels above will be weighted as 6 points

Pre-AP classes 1 grade level above will be weighted as 5 points

Pre-AP classes on grade level will be weighted as 4 points

Pre-AP Courses

St. Mary's School offers Pre-AP (Advanced Placement) courses in grades 7-8 and accelerated courses in grades 5-6. Teachers are certified through the College Board and the curriculum is enriched for the purpose of accelerated learning and credit. Middle School students can earn credits in Pre-Algebra, Keyboarding prerequisite for HS, and Art I, Speech, Spanish I, Algebra I and Geometry for High School/Pre-AP credits pending successful completion of an End Of Course (EOC) examination and/or teacher recommendation for neighborhood high school requirements. These courses require dedication from the teacher, parents, and student. If a child is unable to meet the required expectations he/she will be removed from the course after 3 weeks.

Progress/Evaluation/Conferences

Two Parent/Teacher/Student Conferences are held each year. School is not in session during conference days. Please watch for information regarding these scheduled conferences. Parents who see problems developing should contact the teacher immediately. A note can be sent or a call to the office

would get a message to the teacher to return the call. Teachers will contact parents should any problems be noted, including changes in the student's attitude and behavior, as well as academic variance.

The faculty of St. Mary's is dedicated to the task of developing students' character, as well as helping the student to grow scholastically, physically, emotionally, and spiritually. It is essential that the parents and teachers form a united bond in the educational process. Parents will be informed by telephone, notes, conferences, progress reports, and work sent home of the student's progress. It is our responsibility as teachers and parents to work together as a team to provide the best possible education for the students.

Special Needs - Testing

St. Mary's does not offer a special education program. We do, however, have a Student Support Team (SST) that will make every effort to accommodate identified special needs. It is important that parents are forthcoming in the Disclosure Form included in the registration packet to help us meet your students needs. Modifications will be reviewed on a semester basis or as needed to insure adequate progress. If potential special needs are identified while at St. Mary's School, the SST will help in referring you to your local school district, a private diagnostician, or school staff for assessment. A parent who feels a child may have special needs can contact Longview Independent School District (LISD) who serves as our LEA for information regarding further testing.

Grading Policy for 2010-2011

Based on discussion from 06/10 Grade Committee meeting, St. Mary's Catholic School began using the following as criteria for assessment:

It is expected that 70% of students will attain 80% mastery on any given skill in order for the class to move to another skill. If this mastery is not achieved the teacher will reteach, enrich and enhance until the learning expectation is met. Students that are not achieving success will be offered independent or group tutorial to achieve mastery. Parents may be asked to reinforce skills at home in order to promote success.

In order to provide a fair and consistent assessment of mastery, all classes (grades 1-8) will comply with the following:

- ? A minimum of 2 daily grades will be recorded weekly for each subject area.
- ? A minimum of 1 test grade will be recorded every three weeks.
- ? All core content areas will receive a numeric grade during each reporting period with the exception of Religion, Science, Social Studies (1-2)
- ? Papers with no heading will result in a deduction of 5 points campus-wide.
- ? Late Work will only be accepted at the discretion of the teacher. A minimum of 10 points per day will be deducted. No work will be accepted after 3 days.
- ? SMS does not allow for Extra Credit Work.

Elective classes will be recorded as follows:

E-U Scale:

- ? Art and Music will be recorded for grades 1-3

Number Grade:

- ? Art for grades 4-8
- ? Spanish grades 7-8
- ? Instrumental music for grades 4-8
- ? Vocal music grades 4-8
- ? PE/Athletics grades 5-8
- ? 8th grade Pre-AP Health

Grades will be weighted as follows:

- ? EC – 3rd grade: All grades are weighted evenly
- ? Grades 4-5
 - o Daily Grades 50%
 - o Test/Projects 50%
- ? Grades 6-8
 - o Daily Grades 40%
 - o Test/Projects 60%
 - o Semester Exams in core content areas count as 1/7 of Semester Average

Absentee Policy regarding grades:

- ? Students will be allowed three days for each excused absence to make-up missed daily assignments before suffering a late penalty. Missed tests will be taken upon return to school during an elective period. However, if a long-term project is due during illness, it should be delivered to the school or it will be considered late and follow the plan for late assignments.
- ? Students (parents) in grades 1-6 will receive written directions and assignments via the assignment notebook to be signed by the teacher and parent in the event of absence.
- ? It is the responsibility of the student in grades 7-8 to obtain and complete any missed work. It is up to the discretion of the teacher to offer assignments regarding unexcused absences.

Academic Eligibility:

In order to participate in any extra curricular activities, all students at St. Mary's Catholic School must maintain a 70 or better average in all classes recorded numerically and an S or better in all classes recorded on a E-U scale, including conduct. Once eligibility is lost during the athletic season, it may not be regained for that particular event or competition. If eligibility is lost for other events, such as Model United Nations, Robotics Competition, PSIA or band competition, it is up to the discretion of the parent and teacher if eligibility can be gained during the next grading period. If a student is removed due to ineligibility, they will not be photographed in the yearbook as having participated. Pre-AP classes will get a 10-point waiver for eligibility for one of the four grading periods, with parent consent. Failure for the last 9 weeks grading period will result in probation status for the first 4 ½ weeks of the next school year. A waiver for participation in extracurricular activities may be obtained through a contract with the parents and the activity sponsors.

Retention Policy:

- ? If a student fails 2 or less Core Curriculum classes for the year and does not meet minimum expectations on the Iowa Test of Basic Skills and/or the TAKS benchmark tests the child

will be conditionally passed pending a passing grade in Summer School for all failed content areas.

- ? If a student fails 2 or less Core Curriculum classes for the year and meets minimum expectations on the Iowa Test and/or the TAKS benchmark tests the child will be conditionally passed based on a parent/teacher conference and signed contract regarding work ethic. He/she will be placed on academic probation for the following school year until grades are all 75 or above.
- ? If a student fails 3 or more classes, Core Curriculum or elective, he or she will be retained in that grade and will be placed on academic probation.

Academic Probation: Students will be placed on academic probation for failure at the end of the 9- week grading period.

- ? Students will not be eligible for any extra curricular activities
- ? Parents will conference with teacher weekly regarding grades/progress
- ? Parents will provide tutoring if recommended
- ? Intervention accommodations may be implemented
- ? Further testing/observation may be requested
- ? Parents/teacher/administration will meet every 3 weeks to evaluate progress
- ? Student may be expelled if terms are not met

Homework Policy:

Homework is not an endurance test. Students should have an average of 10 minutes worth of homework per grade level per subject. The teachers will partner together to assure this is happening.

Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich class work, and to prepare for certain lessons through various experiences. IN ADDITION to the nightly homework, every student should spend some time reading, from 10 minutes of reading to the youngest students to a minimum 30 minutes of individual reading in the upper grades, each evening. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

When a student is absent for more than two days, a parent should call the school office before 9:00am to arrange for homework assignments to be gathered from teachers. Homework assignments may be picked up at the school office between 3:45 and 4:00pm. For short absences, students should make arrangements with classmates regarding assignments. A buddy system is usually helpful.

Parents can do their part by:

- ! providing suitable study conditions.
- ! encouraging the child.
- ! expressing an interest in the child's work.
- ! insisting that poorly done work be redone.
- ! cooperating with the school's homework policy.
- ! requiring a regular study and reading time, even if all assigned work is "done".
- ! helping the child plan long term assignments.

Honor Roll

We wish to recognize those students who have excelled academically, based on report card grades. Students in grades 4 - 8 are eligible for the "All A" Honor Roll and the "A/B" Honor Roll. Students must also have conduct scores of S or higher to be recognized. This is announced each nine weeks in the school newsletter.

Honor Society

St. Mary's Catholic School sponsors the Michael Mendicello Chapter of the National Junior Honor Society. This Society allows membership to eligible Seventh and Eighth grade students. Students must meet academic requirements, as well as participate in school leadership and other activities. Students must also show Christian character strengths, as is expected of all students at St. Mary's.

Educational Excursions - Field Trips

Worthwhile experiences can take place outside the classroom and the school if they are planned properly and coordinated with the instructional program. Teachers make every effort to utilize this type of learning when possible. Before students are allowed to leave the school for any educational activity, **a signed permission slip must be received from the parents**. Students have a responsibility to act according to St. Mary's guidelines and expectations at all times, including when off-campus for any reason on school outings. Therefore we expect all students to follow the guidelines for behavior as set out in this handbook, and to follow all rules and requests made by the teacher or other adults in charge. Since students represent the school when on a field trip, dress uniforms are the normally required attire. In certain instances, and with prior administrative approval, casual uniforms may be allowed. Field trips and school excursions are privileges rather than rights, and we may unfortunately find it necessary to remove this privilege in certain circumstances if the student is not in compliance with school regulations. Overnight trips may require a behavior plan or mandatory parental attendance deemed necessary if by the principal. In this case, parental fees may not be covered.

The following are typical field trips at St. Mary's School:

EC: Pumpkin Patch, Christmas Tree Display, Caldwell Zoo, Jr. League Play and Moore Farms

Kindergarten: Canton Tree Farm, Safety City, Jr. League Play, and Discovery Science

1st: Community Outings- (Petco, Super One, Animal Shelter, Bank, etc)

2nd: Government Buildings- (Court House, Post Office, City Hall Meeting, etc.)

3rd: Gregg County Historical Museum, Caldwell Zoo

4th: Safety City, Oil Museum, Symphony Concert, Sci-Port, Jefferson Civil War Reenactment, KLTV
Weather Station, Public Library

5th: Camp Gilmont*, Fish Hatchery, Newspaper Facility, Landfill, Mock Oval Office

6th: Aquarium/Museum in Dallas, Water Treatment Plant, Four Winds Renaissance Faire

7th: San Antonio/Austin Texas History Trip*, Gregg Co. Historical Museum, Nacogdoches, Jefferson
Civil War Reenactment.

8th: Pines Leadership Camp*, NASA/Galveston trip*, Holocaust Museum

** Parent chaperones are needed for overnight trips. A chaperone application with the school requirements is available from the trip sponsor if you are interested in helping. Expenses for chaperones are covered in the overall trip cost.*

Summer Assignments (required)

All incoming SMS 2nd-8th grade students are required to complete both a reading and mathematics assignment over the summer break. The assignments are due for a major test grade on the first day of school, and late papers will not be accepted. Grades 2-6 choose one book from the Summer Reading List and complete the assignment, while grades 7-8 must choose 2 books from their list and complete the assignment for each book. The Summer Reading List and Math Packets are handed out at the end of school to returning SMS students, mailed to registered new students, and are available in the school office during summer hours. For assignments that must be typed (older grades), a computer lab will be made available for student use several dates in August before school begins.

STUDENT ACTIVITIES

Student Council

As future leaders of tomorrow, the students of today need opportunities to practice character and leadership. One opportunity provided for this at St. Mary's is through the Student Council. This student leadership group of selected older youth who meet regularly to determine ways to serve the needs of all students, particularly how the student body can better practice virtue and character. Leadership, service, character, achievement, virtue, fun, and learning are the goals of the student council. Through projects, activities, and programs, the council works with students, principal, teachers and staff, parents, and the community at large to initiate improvements at St. Mary's School. Members must follow the by-laws of the organization.

Athletics

St. Mary's Catholic School is a member of the Christian Athletic Conference. Emphasis is placed on developing Christian values and sportsmanship. SMS school colors are royal blue and white. The school mascot is the Knight. Student athletes compete in volleyball, soccer, basketball, and track and field events. Two relay competitions are scheduled each year in the Fall and Spring. St. Mary's School offers competitive athletics for middle school students. We believe that athletics provides opportunities to develop and demonstrate the basics of good character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. We design our sports programs with the intentions of:

- * modeling virtue and character for our young,
- * encouraging athletes to exhibit good character, and
- * helping coaches and other responsible adults to instill and reinforce in our students a commitment to develop and exhibit good sportsmanship.

East Texas Little League Football (Grades 3-6)

St. Mary's provides sponsorship in the East Texas Little League Football (ETLLF) Association to allow interested students the opportunity to compete and learn fundamentals of football. This program requires a fee and follows the rules set forth by the league. Practices will be held after school and scheduled by the coach. Games are on Saturdays and are set by the league. This program requires a parent volunteer to serve as coach.

St. Mary's Football (grades 7-8)

Grades 7-8: Football will include skills and drills to prepare young men for high school football in accordance with the TEKS. This, too, requires a parent volunteer and practices will be held after school at the discretion of the coach. Scrimmage games will be held after school.

National Junior Honor Society

Academic excellence must be combined with being a model of good character and virtue in order to belong to the Michael Mendicello Chapter of the National Junior Honor Society. These students are held to the moral responsibility of being role models and mentors for their peers and for younger students in the school. Membership is not guaranteed to any student; this is a privilege and an honor for those selected. However, along with membership comes responsibilities and certain privileges. For additional information, see Academic Standards.

Cheerleaders

Our cheerleaders play a major role in the visible support for our competitive teams during the year. Becoming and remaining a cheerleader requires academic and moral standards to be met and recognized. A privilege for cheerleaders is to be able to attend sports events, including those which take place within school hours. The Cheerleader Program requires a volunteer sponsor in order to be implemented in a particular year. Interested sponsors should call the school office for details.

PSIA (Private Schools Interscholastic Association)

PSIA offers academic competitive programs that motivate students to:

- * find new excitement in learning,
- * achieve mastery,
- * test their skills and knowledge,
- * know the satisfaction of their best performance, and
- * achieve recognition for academic excellence.

PSIA programs are designed to support the basic academic curriculum. The contests serve as academic laboratories where students can apply what they have learned in the classroom, as well as allowing an opportunity for individual talents and interests to be developed and enjoyed. Opportunities for participation in contests are offered for both teams and individuals. Participation is elective and requires parent participation outside the classroom. Not all grade levels will compete.

School Sponsored Contests

Opportunities to take part in a variety of contests and competitions are offered throughout the school year, and include a variety of academic and fine arts areas. Students are encouraged to take part as often as they desire, and receive recognition for participation. The purpose of school sponsored contests includes enrichment of the curriculum, enhancement of the learning process, individual opportunities for developing and sharing talents, learning to cooperate in teamwork, growing in our knowledge of our school community's members, and of course, fun.

Assemblies

During the school year, assemblies are scheduled for the 2nd and 4th Fridays at 2:50PM in the Parish Center Fellowship Hall. The purpose of these assemblies is to celebrate good character and virtue. Stars

are honored from each grade and stars of the month are announced in athletics and fine arts. Accelerated reader leaders are also announced for each class once a month in addition to the birthdays of the month. Special guests and presentations are often scheduled for the enrichment of the student body. Parents/guardians are encouraged to attend assemblies as often as possible. The 1st and 3rd Fridays of the month are set aside for faith and sacrament formation, 1st Friday devotions, and Enrichment Retreats and experiences. Parents are welcome to join us.

CODE OF CONDUCT

Philosophy of Christian Conduct

Catholic schools have a vision and values: a vision of Jesus Christ calling all members of the school to be an active community of faith in restoring all things in Christ; and values like faith, hope, reconciliation, courage, service, justice, and love.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship. Children first must learn appropriate behavior through someone or something outside themselves (role models). As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

Self-respect and respect for all others who make up our school community are essential requirements for a Christian environment. The rights of individuals must always be balanced with the acceptance of responsibilities toward the entire school community. It is our charge to help children accept responsibility for their actions and to understand the consequences.

Based upon Jesus' command to "...love the Lord, your God, with all your heart, with all your soul, and with all your mind....and to love your neighbor as yourself," St. Mary's students are asked:

- ! To develop a truly Christian attitude in all activities and relationships with adults and other students.
- ! To be courteous and considerate of others.
- ! To maintain a respectful and academic atmosphere in the classrooms and halls at all times.
- ! To extend courtesy to guests and visitors of the school.
- ! To treat the entire school community with dignity and respect.
- ! To carry this philosophy of discipleship into the community.

As we teach, enforce, advocate, and model the virtues we wish to instill in our children, we are obligated to enforce certain rules and consequences.

STUDENT BEHAVIOR EXPECTATIONS

General Guidelines

Students are expected to behave in such a way as to show Christian Charity towards each other. The rules for all areas of the campus are based on the Six Pillars of Character:

1. Be trustworthy.
2. Be responsible.
3. Be respectful.
4. Be fair.
5. Be caring.
6. Be a good citizen.

Before School Arrival

The school building is open for the arrival of students at 7:15am. Upper Elementary Students (4th through 8th grades) will report to the gym in the morning while Lower Elementary Students (EC through 3rd grade) will report to the Fellowship Hall (Parish Center). The student expectation for behavior during morning arrival is the same as during class.

Classroom Etiquette

Teachers are responsible to maintain a proper Christian learning environment in their classrooms. They will establish basic rules for proper behavior in their own classrooms. These basic rules will be based upon the following premises:

- ! Students will not stop the teacher from teaching.
- ! Students will not prevent another student from learning.
- ! Students will show courtesy and respect at all times.

The teacher and school must be able to exercise discretionary authority. Therefore, each classroom teacher will send home class rules at the beginning of the school year to be signed by both parent and student as a means of communicating such rules.

Hallway Etiquette

While changing classes, students are to walk quietly and report to the next class immediately. Students will use "MAPS" as their guidelines.

Church Etiquette

The church building is a sacred place; hence we act with reverence when we are there. Some guidelines to help our children remember the correct behavior are:

- ! Be respectful at all times.
- ! Walk in a quiet line with the teacher to and from church.
- ! No inappropriate talking; students are expected to participate in verbal responses and singing during Mass.
- ! Use Holy Water properly.
- ! Genuflect appropriately.

- ! Use kneelers properly.
- ! Stay in line as you enter and leave the pew.

Teachers will take attendance at Mass. Parents of tardy students will be called on the first offense by the homeroom teacher. The second tardy offense will result in lunch detention and after the third offense the matter will be referred to the principal.

Playground Rules

Children are to play in areas designated by their teachers. This is for the safety and well-being of the children. Rules are designed to protect our children as much as possible. We ask that parents and families reinforce the importance of playground safety, so that children learn to take responsibility for their actions, and treat each other with respect at recess times.

General playground rules:

1. If a problem should arise, tell the teachers on duty.
2. Share playground equipment.
3. Use playground equipment properly.
4. Use appropriate language on playground.
5. No fighting - physical or verbal.
6. Stay within school boundaries.
7. Display good sportsmanship.
8. Permission is needed to enter building.
9. Respect nature.
10. Play appropriately.
11. Clubs that exclude students are not allowed.

Playground Games/Use of Equipment:

Swings - Children are not to stand in the swings; sit only. Only one child on a swing at one time. There is to be no twisting or bumping with the swings. Children are to exit swings properly - no jumping out of the seat while in motion. Those not swinging should stay clear of the swinging area.

Slide - Children are to go down the slide seated face front, feet first. Children are not to climb/walk back up the slide surface; use the ladders only for climbing. Do not stand at the top; go down immediately when it is the student's turn to slide.

Football - No tackle football is allowed, only tag or touch.

Wall Ball - At no time will Wall Ball be permitted on the school campus.

Red Rover - Red Rover games are not permitted on the playground unless supervised by the teacher.

Equipment - It is the children's responsibility to see that all playground equipment (such as balls, ropes, etc.) is returned to the proper place after use.

Unacceptable Playground Behavior - Fighting, bad language, and any other unacceptable behavior should be reported to the playground supervisor immediately.

Assembly Behavior

Student behavior for assemblies will follow the same expectations as the classroom and church. Respect and proper behavior should especially be shown to guest speakers and outside program presenters. The opportunity to attend assemblies is a privilege, not a right. Students may lose this privilege for inappropriate behavior.

Unacceptable Behaviors:

Students are reminded that the following are considered unacceptable behaviors and are subject to disciplinary action. Unacceptable behaviors include but are not limited to:

1. Violating attendance rules - absences and tardies - i.e. skipping or cutting class, leaving the campus without permission, excessive absences or tardies, etc.
2. Not being ready for class, including inappropriate attire.
3. Using, possessing, or selling tobacco (in any form), alcohol, or illegal drugs or look-alike drugs as defined by the Texas Penal Code at any school function, on or off the physical grounds of the school.
4. Defacing, damaging, or destroying school property.
5. Use of vulgar or offensive language written or verbal; use of vulgar or obscene gestures including signs, pictures, or publications, etc.
6. Refusing to accept reasonable directives of school personnel.
7. Use and/or possession of weapons of any kind on campus or off-campus during school related activities, etc.
8. Cheating.
9. Stealing school or private property or the possession or sale of stolen property.
10. Distribution of any printed materials not approved by the Administration.
11. Bringing personal property to school without permission from teachers (e.g. electronics, cell phones, etc.)
12. Public displays of affection.
13. Committing an offense against federal, state or local law.
14. General incorrigibility - poor behavior continually repeated.
15. Fighting/Bullying.
16. Any other behavior deemed unacceptable by the Administration.
17. Alcoholic beverages are prohibited at any school-sponsored student event.
18. Follow all safety guidelines, rules, and expectations while riding the bus or vehicle driven or chaperoned by a volunteer.

Bullying/Harassing Behavior

The faith community of students and adults should respect, protect, and share the God-given life, worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, St. Mary's Catholic School, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to: teasing, poking, biting, hitting, or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe, and include physical, verbal, written, or graphic aggression, as well as social isolation and alienation. It includes, but is not limited to, epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-approved event to come within the jurisdiction of the school, if it is deemed to affect any one in the school community. Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

1. has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
2. has the purpose or effect of unreasonably interfering with an individual's performance; or
3. adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable in, and cannot be tolerated in, Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may also be both immoral and illegal as well. St. Mary's Catholic School includes in its guidance program education about bullying, harassment, and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

DISCIPLINARY PROCEDURES

School Disciplinary Consequences *(may include, but not be limited to):*

- | | |
|--------------------------|--------------------------|
| * One on one conference | * In-Campus Suspension |
| * Parent Contact | * Off-Campus Suspension |
| * Detention | * Disciplinary Probation |
| * Classroom Isolation | * Expulsion |
| * Behavior Plan w/Deacon | * Loss of Bus Privileges |

Referral

Student referrals are made to the office when a repeated disregard of basic rules occurs. A teacher may give a referral at anytime if a child's behavior is so severe as to warrant such action.

Disciplinary Probation

Disciplinary Probation includes loss of privileges such as recess, participation in school or extra-curricular activities, field trips, parties, assemblies, scholarship, etc.

- ▼ Student not eligible for extracurricular activities, field trips, or class rewards
- ▼ Parents/student/administration enter into a behavior contract
- ▼ Reevaluation will occur in three (3) weeks
- ▼ Students may be expelled if terms are not met

Detention

Detention may be assigned to any student who does not follow the code of conduct. The student may be required to stay in detention during, before, or after school, or on a Saturday.

Isolation (In-School Suspension)

Isolation prevents the student from attending classes and extra-curricular activities during the suspension. Parents will be notified of this occurrence. During this time, the student must spend his/her day in total

isolation from other students. A lunch should be sent for the student to eat while in isolation. Alternative arrangements for supervision will be made. Any in-school suspension may require the parents to supervise their child personally or pay to arrange supervision for their child, such as hiring a substitute or diverting a staff member from their normal duties to provide this service at the per day cost of a substitute (\$50.00 per day will be added to the next month's tuition statement for each day supervision is needed by a substitute/staff member).

Suspension (Out-of-School Suspension)

This is the temporary dismissal of a student from school. The principal is the only school official who may place a student on suspension. This extreme disciplinary action should follow only after other means of motivation have failed, or if the circumstances warrant suspension.

Expulsion

This action is the permanent dismissal of a student from school. St. Mary's Catholic School follows diocesan policies and procedures regarding the expulsion of a student. These guidelines are available for review at the school office.

Philosophy on Discipline:

Discipline is to be rooted in discipleship. Every decision made in the correction of a child should be one that strengthens their ability to follow Christ and to love as He loves us.

The following forms of punishment are not permitted and could be deemed insubordinate:

- Blanket punishment (all suffer for the one)
- Having another student take names or be in charge while the teacher is out
- Academic consequences for discipline issues
- Inappropriate tone or volume level
- Corporal punishment
- Humiliation

DRESS CODE

In keeping with our belief that the moral, spiritual, and academic aspects of the education offered at St. Mary's Catholic School are of the utmost importance, we believe that all students should be allowed and encouraged to focus on those areas, and that growth and development in those areas should be allowed without distractions whenever possible. Therefore, in the spirit adopted by Catholic schools throughout their history, all students attending St. Mary's are required to wear school uniforms each day unless permission from the Principal is obtained. Since uniforms are a positive part of our school environment, every school day is in general a uniform day. Being in uniform is part of being ready for class. It is the parents' responsibility to have the student in the proper attire. Dress uniforms are always worn for Mass and for special events. Occasionally casual uniforms will be allowed for field trips to the zoo, Safety City, and other outdoor activities. In these cases the specified dress code will be noted on the event permission form sent home by the teacher. As a general suggestion; if in doubt, wear the dress uniform.

Grooming

Students of St. Mary's Catholic School are expected to take pride in their appearance by being well groomed and by wearing their uniforms appropriately at all times when on campus or when representing the school elsewhere. This includes before and after school.

Jewelry

Jewelry is to be worn in moderation (no more than one necklace, one watch or bracelet, and one ring) and jewelry should complement (not distract from) the uniform. Girls may wear one pair of earrings not larger than a dime (no hoops or dangling earrings). Students will be asked to remove any jewelry that is deemed by the faculty to be inappropriate for the school uniform. Jewelry must be removed for athletic competition. The student is responsible for any valuables brought to school. The school is not responsible for loss of or damage to any personal jewelry.

Make-Up

Students in grades EC - 4 are not allowed to wear any makeup and only clear polish will be allowed on their fingernails. Girls in grades 5 - 8 may wear clear nail polish and may wear limited makeup in soft tones. Faculty and staff may require makeup or nail polish deemed inappropriate to be removed.

Hair

Hair styles (including excessive length for boys), highlighting, dying, and/or hair accessories which distract from the learning environment are not permitted. Hair must be neatly groomed.

Uniforms

Parents should refer to the current uniform requirements in this handbook for details on uniforms.

Consequences

Students are responsible for observing the dress code, and parents are responsible for enforcing it. The school's responsibility is to reinforce the parents' choice of Catholic school by enforcing those expectations. Parents will therefore be contacted if a student is not ready for class. Negligence or indifference towards this policy shall lead to disciplinary action. Parents may also be called to pick up their child or to bring a change of clothing. Parents should always check what their student is wearing before they leave the house to determine if it is appropriate uniform dress for the day.

THE FOLLOWING CONSEQUENCES WILL BE OBSERVED FOR NOT BEING IN PROPER SCHOOL UNIFORM (*each student gets one warning per 9 weeks grading period*):

1. Failure to wear the dress uniform on Mass days or Holy days:
 - # Attend Mass, then report to office to call the parents.
 - # Students in 1st - 3rd grades will return to class until proper attire is brought to school. Students will also lose recess privilege that day.
 - # Students in 4th - 8th grades will be placed in In-School Suspension until the proper uniform is brought to school. The fees for In-School Suspension (ISS) are listed in the Student/Parent Handbook on page 36.
2. Failure to wear dress uniform as requested for a field trip or special event:
 - # Loss of privilege to attend the event.
 - # Students placed in ISS (w/applicable fees) until students return to campus.
3. Violation of dress code by failure to wear belt, proper socks/shoes, correct shirt/pants, tie with dress blouse, and wearing skirts/shorts too short:
 - # Parent called to bring proper uniform part.
 - # Students in grades 1st - 3rd will lose recess privilege for the day.
 - # Students in grades 4th - 8th serve in ISS until correction is made. Fees for ISS assessed on monthly tuition bill.
4. Wearing torn or badly stained uniform parts, or rolling waist to shorten skirt:
 - # First offense: student asked not to wear again.
 - # Second offense: same consequences as item #3.
5. Excessive or inappropriate jewelry or make-up, improper outerwear, and shirts untucked.
 - # First offense: jewelry or outerwear confiscated or student asked to remove make-up.

Additional offenses: parents must retrieve confiscated jewelry or outerwear from teacher or office, and last two consequences under item #3 are assigned.

6. Students in Early Childhood classes and Kindergarten are exempt from penalties for untucked shirts and lack of belts, but are still encouraged to follow these procedures.
7. Students on field trips or participating in special activities must remain in uniform for the duration of the event. Example: Female students should not remove their skirts/jumpers just because they have gym shorts underneath.

SCHOOL UNIFORM GUIDELINES

St. Mary's School uniforms may be found at Lollipops and Lace, or other uniform suppliers who sell the proper items of clothing listed below. **Students must be in uniform on the first day of school.** Used uniforms are available at the resale area at registration in August or from the school resale closet. **No uniforms will be sold in the used uniform sale that do not meet the school standards.**

Plaid skirts/jumpers, sailor blouses, and ties for SMS and monogrammed PE uniforms are sold exclusively at Lollipops and Lace along with all other required uniform pieces (with monogramming). Some items such as the girl's dress uniforms may not be in stock in every size and may require a special order. Please allow ample time (up to 12 weeks) to be sure you have what is needed for your child to start school in uniform. Monogrammed shirts are also available at Longview Embroidery. You are no longer able to take shirts to Longview Embroidery to be monogrammed. Plain uniform bottom pieces may also be purchased at Walmart, Target, Dillard's, Kmart, JCPenney's, Academy, Bealls, Sears, Burlington Coat Factory or other retail stores with seasonal uniforms sections as long as they conform to the SMS uniform guidelines. When in doubt check the stock at Lollipops and Lace for SMS to see correct styles for our school before you buy elsewhere. Please read the details on the next few pages carefully for additional guidelines on what is appropriate uniform wear at SMS.

Monogrammed school crest sweatshirts, and uniform socks are sold in the school office. SMS spirit wear is sold by the Athletic Department as a fundraiser in the fall and is optional.

	GIRLS EC-4th	GIRLS 5th-8th	BOYS EC-8th
--	---------------------	----------------------	--------------------

DRESS UNIFORM	<ul style="list-style-type: none"> •White sailor blouse with blue button-on tie •Accordion pleated jumper •PE Shorts-Navy (worn underneath jumper) •SMS Socks: logo/white 	<ul style="list-style-type: none"> •SMS Monogrammed White Oxford (short-sleeved, female/male version) <i>Long sleeves are permitted, but cannot be worn rolled up.</i> •Plaid Skirt - Navy shorts worn underneath •SMS Socks: logo/white 	<ul style="list-style-type: none"> •SMS Monogrammed White Oxford (short-sleeved, male version) <i>Long sleeves are permitted, but cannot be worn rolled up.</i> •Navy Blue Pants •Brown or Black Belt •Socks: SMS logo/ white
REGULAR DAY OPTIONS	<ul style="list-style-type: none"> •Khaki or Navy Blue Skort/Shorts •Khaki or Navy Blue Pants •Black or Brown Belt •SMS Monogrammed Knit Polo Shirts - White or Navy (long or short-sleeved) •SMS Socks: logo/white <i>Leggings/tights for cold weather only: plain white or navy</i> 	<ul style="list-style-type: none"> •Plaid Skirt •Khaki or Navy Blue Skort/Shorts •Khaki or Navy Blue Pants (girl style available) •Black or Brown Belt •SMS Monogrammed Knit Polo Shirts - White or navy (long or short-sleeved) •SMS Socks: logo/white <i>Leggings/tights for cold weather only: plain white or navy</i> 	<ul style="list-style-type: none"> •Khaki or Navy Blue Shorts •Khaki or Navy Blue Pants •Black or Brown Belt •SMS Monogrammed Knit Polo Shirts - White or Navy (long or short-sleeved) •SMS Socks: logo/white

SHORTS: May be worn August through May, weather permitting, at the discretion of parents. Please keep unexpected seasonal weather changes and your child’s comfort in mind when making the decision to send them to school in shorts. The temperature of 70 degrees or above for the full day is a good indicator of an acceptable shorts day.

SHOES: Shoes should not distract from the integrity of the uniform and must be solid white, navy, black, or brown with no noticeable logos or decorations. Shoes should be soft soled. The soles must match the color of the shoe or they may be white. Laces must be tied and match the color of the shoe. No flip flops, slippers, mules, or backless shoes, sandals or beach type shoes should be worn to school at any time. No high top style or 3/4 height shoes (including boots) should be worn. *We take pride in our uniform socks, so let them show!* Saddle oxford style shoes in two-tone colors of black/white or navy/white may be worn by girls in EC-3rd grade. Converse “Chuck Taylor” style conform to the school requirements for all grades as long as they are the correct color (white, black, navy, or brown). However, Converse “One Star” are not acceptable unless the white star on the side is colored to match the color of the shoe (black, navy, or brown). .

SWEATERS/SWEATSHIRTS: Must be a navy cardigan that can be purchased from uniform suppliers such as Lollipops and Lace or other local stores who carry the regulation uniforms for our school. If a sweatshirt is worn on campus, it must be a navy blue St. Mary’s sweatshirt or Spirit wear sold in the school office. No hoodies (sweatshirts with hoods), unless authorized SMS Spirit wear, are to be worn on campus with the school uniform. Spirit sweatshirts are not to be worn on Mass days or with dress uniforms. Sweatshirts must be worn over standard casual uniform shirts.

REMINDER: PLEASE LABEL ALL CLOTHING ITEMS

PE UNIFORM: Must be navy and identified with the St. Mary’s School monogram. Available for sale only at Lollipops and Lace or the uniform resale.

PE UNIFORM	Grades 6-8 = Navy shorts and monogrammed navy shirt. = Socks: SMS/white	= Note: Grades 3 - 5 require uniforms for relays, Fall and Spring.	= Grades EC - 2 do not require PE uniforms, but girls must wear shorts under skirts.
------------	---	--	--

ADDITIONAL DRESS CODE REQUIREMENTS:

1. Dress uniforms may be worn on days other than dress uniform day (regular/casual days).
2. Only plain solid navy blue outerwear or a SMS letter jacket that is “open front” (button or zipper) may be worn in a school building. Any coat can be worn outside as long as it is open front. The only exception for indoors is the approved spirit hoodies or sweatshirts sold by the athletic department each year, but hoodies are not acceptable indoor outerwear with dress uniforms. The school crest sweatshirt can be worn with dress uniforms indoors.
3. Jeans are not permitted, unless special permission is granted by the Principal. If permitted, must be free of holes, designs, and conform to the rules regarding sagging, belts, hiphuggers, etc.
4. Long-sleeved shirts are NOT to be worn under the uniform. Only short-sleeved, plain white undershirts are acceptable. NO pants will be worn under jumpers or skirts.
5. Students are not allowed to wear hats, except on specific free dress days. Hats are NEVER to be worn in the building.
6. Girls in EC-4th grade are not allowed to wear any makeup and only clear nail polish is allowed.
7. Girls in Grades 5-8 may wear make-up only in soft tones and only clear nail polish.
8. Hair styles, highlighting, dying and/or hair accessories which distract are not permitted. Hair accessories must be colors which are contained in the school uniform.
9. Jewelry is limited to one modest necklace, one watch or bracelet, and one ring.
10. Boys in all grades are required to wear their shirt-tails tucked neatly inside their pants/shorts and girls shirts designed to be tucked in must be worn neatly inside the pants/shorts/skorts/skirts.
11. No low rise (hipster), tight or form-fitting, baggies, cargo, painter or skater/biker pants or shorts of any type are allowed. Pants/shorts must be dress/Docker style pants and material (should be twill or khaki - NO corduroy, denim, or jean material) with inset packets (no patch pockets). Pants may be pleated or flat front style. Form-fitting khaki pant styles like American Eagle, although popular, are not uniform and will not be allowed, so don’t buy them.
12. Pants/shorts must worn with a belt (grades 1-8) and must be worn within one inch of the waist (NO SAGGING). Pant/short size cannot be any larger that one size larger than the waist.
13. Shorts/skorts/skirts/jumpers should not be shorter than three (3) inches above the top of the knee.
14. Socks must be the new white SMS logo 3/4 style sock, which will be sold at registration and in the school office. Socks must be worn as designed to fit with cuff worn either up or down. Navy blue or white tights or stockings worn on cold days do not require uniform socks to be worn, too.
15. No brand name logos, emblems, or names should be visible on any uniform part, including shoes.
16. Belts should be brown, navy, or black with no decorations. Belts should be worn tight enough to keep the pants/shorts within one inch of the waistline. EC/K are exempt from wearing belts and belts are not required for pants/shorts styles with no belt loops.

17. Uniform shirts (dress & polo) may be purchased in long sleeves for winter wear, but must be worn with sleeves fully extended or buttoned. Long sleeves may not be rolled up. Casual uniform shirts must be unisex classic polo shirts. This means “girl cut”, frilly collars or sleeves, yokes, multi-buttons (more than 3), etc. polos will not be accepted. You may only purchase polos from Lollipops and Lace, Longview Embroidery, or the used uniform closet at SMS.

FREE DRESS DAY GUIDELINES:

1. Basic dress code rules of modesty, neatness, and safety still apply.
2. Clothes should be clean and free of holes (no distressed jeans).
3. Clothes with offensive or questionable messages, inappropriate art, or immodest (low cut or showing midriff) styling should not be worn. Spaghetti strap shirts/dresses should not be worn.
4. Dress, shorts, and shirt lengths should follow dress code rules.
5. If pants have belt loops, belts should be worn. Shirts designed to tuck in should be tucked in.
6. Sandals, flip flops, mules, and boots should not be worn. Remember your child’s PE class when choosing shoes to wear for the day. Comfort and safety should be considered.
7. Hairstyles, make-up, and jewelry must comply with the rules.
8. Student behavior should not change when wearing something different from school uniforms.

STUDENT SUPPORT SERVICES

Library

The library is an extension of every classroom. We encourage the use of the library in order to allow the growth of the child’s imagination, leading to independent, original thinkers of the future. Students will periodically visit the library to do research work and to check out books during class time. Books are usually checked out for one week, with some exceptions for books that have been placed on special reserve. Fines for overdue books are necessary in order to reinforce responsibility and citizenship. In keeping with the teaching of responsibility, the following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. The fine is 5 cents per school day per book with no fines charged on weekends or holidays.
3. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have unpaid fines, lost, or damaged books at the end of the year will not receive report cards until their account is cleared.

Sick Bay

We take every precaution to protect our children from illness and injury. However, we realize that children do become ill, and they do suffer a variety of injuries, in keeping with the nature of being children. A

student who is ill or has been injured during the school day is sent or brought to the office. We will make every effort to comfort the child, and assess the illness or injury. If we find it to be warranted, the parent will be notified. School is not the appropriate place for sick children; should it be necessary to call parents, they are expected to make arrangements to pick up their sick children immediately, in order to protect the remaining children in our care.

Health Records/Immunization Policies

St. Mary's School will follow guidelines regarding health records and immunization policies as set forth by the Texas Catholic Conference in the most current School Health Manual. The manual is available for viewing in the school office. All updated health and immunization records should be turned in to the school registrar.

Medication

All medication should be given outside of school hours if possible. Three times a day medications should be given before school, after school, and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

All prescription medicine must be in the original container, labeled with a current pharmacy prescription label, and must be prescribed by a doctor or dentist for the current illness or complaint. The pharmacy can supply two labeled bottles for this purpose. All "over the counter," for minor aches and injuries must also be in the original container and be age appropriate in dosage.

Medications sent in baggies or unlabeled containers will not be administered to students.

The **parent** MUST bring all medication to the office and pick up unused medicine. Children should not have any medications in their possession at any time on campus. Any medications left in the office at the end of the year will be destroyed.

No medication will be administered without a signed Medication Permit Form (available at registration and in the school office).

Food Service

The physical well-being of our children is important to all of us at St. Mary's School. We make every effort to care for our children by encouraging healthy, nutritious lunches every day. We hope that our parents and families will support us in this endeavor. In keeping with this concern, we do not allow students to purchase soft drinks during school time. We also adhere to the guidelines established by the state concerning foods of minimal nutritional value (MNV). Our school has a Wellness Policy in place that is available on request in the school office. All student food allergies and lactose intolerance reports to the school require a doctor's note to be on file at the school to document these medical conditions.

Each school day a hot lunch is available for purchase by the students and staff. Milk and juice are available every day at lunch and at break time, plus a variety of snack foods for purchase. St. Mary's School participates in the government school milk program. Parents are asked to pay for the milk and lunches in advance, by the week or by the month. Periodically, as needed, a lunch account statement may be sent home with your child warning that the account is near a zero balance or in the negative. **All lunch accounts below a -\$10.00 balance will be shut down until payment is made.** No child will be allowed to go hungry, so a nutritional lunch with a peanut butter and jelly sandwich (or acceptable alternative for those with food allergies) and milk will be served each day until the lunch account is paid back to zero or a positive balance is deposited in the lunch account. A charge of \$0.70 will be added for the sandwich and

milk. Please do not put the kitchen staff in the difficult position of having to explain to your child that the lunch account is overspent and they will not be able to get a lunch tray until payment is made.

School Lunch Rules

All food and drinks are to be consumed in the Fellowship Hall. It is expected that proper conduct be exercised at all times in the dining area of the Fellowship Hall. Consequences for any student who does not obey rules will follow school disciplinary procedures. The cafeteria rules are:

1. Speak in a soft voice.
2. Observe basic table manners.
3. Listen and show respect for all adults.
4. When finished eating, empty your tray in the trash can, properly stack all trays in the window, and clean your own area and other areas as needed.
5. Enter and exit quietly and orderly. Students must have permission to leave the lunch area.
6. Remain properly seated while you eat.

Although the office staff wishes to help parents in any way possible, they are not able to deliver lunches brought to school during the school day. Late lunches should be delivered directly to the dining area of the Fellowship Hall. We appreciate your help and support in this matter.

Lunch boxes and bags left after lunch will be removed from the area, placed in lost and found, and donated to the less fortunate of our community at the end of the school year.

Snacks

In keeping with the school's interest in nutrition and health of our children, grades EC - 3 are allowed a morning snack. Snacks for grades EC and K supplied with the semester snack fee. Drinks with snacks are a separate purchase and are charged to the lunch account. Grades 1-3 may purchase a snack and/or drink to be charged to the lunch account, or may bring a snack from home. We encourage healthy, nutritious snacks. Classroom teachers will send home information regarding your child's snack time and procedure. Sales of snacks during school hours is limited to the student's assigned lunch period and snack time. No food or drink is to be consumed in the classrooms.

Special Milk Program

St. Mary's School participates in the USDA's Special Milk Program (SMP) administered in Texas by the Department of Human Services. The SMP provides cash assistance to contractors to encourage the consumption of milk by children and defray the cost of providing milk. "In the operation of the Special Milk Program, participants are not discriminated against because of race, sex, color, national origin, age, political belief, religion, or disability. If you believe you have been discriminated against, write immediately to: Director: Civil Rights Department, 701 W. 51st Street, P.O. Box 149030 (zip -78714-9030), Mail Code E-609, Austin, Texas (zip - 78751), Voice - 512-450-3630, TDD 1-512-450-4313, FAX 1-512-450-4748, or you may contact: Secretary of Agriculture, Washington, D.C. 20250.

GENERAL INFORMATION

Absences

When a student is absent from school, a parent should call the office by 10:00am. This policy is for the protection of the St. Mary's Catholic School students.

Reliability is a quality we wish to instill in all our students. Just as we realize the importance of being at work on time, so we work to instill the habits of reliability and punctuality in all our students. Absences and tardies indicate a need to reassess the morning routine at home, with everyone taking their part in the responsibilities for preparation for school.

A pattern of tardiness indicates a need to schedule a parent/student/teacher conference. Students arriving after the 8:00AM bell must report to the office for a tardy slip to gain admission into class. *Tardy slips will be issued in the church foyer on Mass days.*

A written statement giving reasons for absence or tardiness must be brought to the school office on the day of the student's return for the student to be considered for an excused absence or tardy. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Parents are encouraged to schedule trips or family outings during the holiday or summer schedule to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Arrangements for make-up work for excused absences are to be made with the individual teacher. Make-up work for unexcused absences is the decision of the teacher. The teacher will designate an appropriate amount of time within which the work must be completed. See page 24 for policy.

ABSENTEE POLICY

To receive credit in a class, a student must attend at least 90% of the days the class is offered. A student who attends fewer than 162 days may be referred to the ABLE committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

TARDY POLICY:

Five (5) morning tardies will constitute one unexcused absence. Ten (10) tardies in one semester can result in disciplinary probation. Fifteen (15) or more tardies in one semester will require a contract between the school and family to determine the commitment to education. Financial Assistance may be revoked based on punctuality and attendance.

After School Care Program

We realize that in today's world it is often necessary for parents to work hours other than school hours. For this reason we feel an obligation to provide the best possible care for the children of our community. Certified teachers coordinate and direct our After School Care Program, which is open on the days that

school is in session. Opportunities for supervised homework, socialization, and structured and unstructured play are offered on a daily basis.

After School Care is available for grades EC-8 from 3:30 - 6:00 p.m. More information and registration forms for this service are available at the office. **The After School Care emergency contact number is 903-232-0286.** *A late penalty of \$3.00 per minute per child will be incurred for all students not picked up by 6:00 p.m. This penalty is due to the After School Care attendants.*

We have a moral responsibility to care for our children, and to monitor the dismissal so that all students are accounted for and are seen to be safely turned back to the care of parents or guardians. For this reason, any students, including middle school students, not picked up within fifteen minutes following the final bell will be sent to After School Care, and a charge will be incurred.

Attendance

St. Mary's is striving for excellence in education, and achieving this goal requires that our children make the most of each learning opportunity. Regular attendance is beneficial to the individual student and to the class as a whole. In keeping with the belief that parents are models and teachers of their children, it is vital that responsibility and honesty be shown to the students in making a judgment regarding a potential absence. *Financial Assistance may be revoked based on punctuality and attendance, which includes excessive tardies or absences.*

Students are required by law to attend school. It is also our responsibility as parents and teachers, and as members of this community, to protect all our students from illness and disease, so we must remember that perfect attendance is secondary to the safety and health of all our students.

Presence in a classroom exposes the student to group interactions with teachers and fellow students. Habits established now will have an impact upon attendance later in life, especially habits of practicing the virtues of punctuality and responsibility. Every student is responsible for attendance and punctuality in every class. Students who have good attendance generally receive higher grades, enjoy school more and are much more employable after leaving high school.

Birthday Parties/Invitations

It is important that we, as adults, teach the children the importance of respect and compassion for all other students in the community. Therefore, party invitations which are passed out at school must include everyone in the class, otherwise the invitations should be sent via the U.S. mail. You are welcome to send a treat for your child's whole class with the child in the morning. The teacher will determine the best time for the birthday treats. Please contact the homeroom teacher prior to sending treats.

Child Abuse and Neglect

All SUSPECTED instances of child abuse or neglect will be reported as required by state law. We are all morally and legally responsible for protecting those who are unable to protect themselves. In keeping with that obligation, it is required by the Diocese of Tyler that every volunteer undergo Ethics and Integrity Training and a criminal background check. If you need help or know someone who does, please ask for help. It is our desire as a Christian community to reach out to help other members of our community family.

Classroom Interruptions

Your child's education is important to us, therefore we must insist that classes be allowed to continue as smoothly and effectively as possible. Parents bringing lunches, glasses, money, etc., to a student or having business to transact, should come first to the office, so that arrangements may be made to contact the student effectively and with respect for the other students in the class.

Parents who wish to take a student from school during the school day must come to the office and sign out the student. If a student knows in advance of an orthodontist, dentist or doctor appointment, he/she is to present a note to the teacher and will be notified upon the parent's arrival at the school office. It is suggested that parents arrive early enough to check in at the office and wait for the student to be notified to come to the school office. When a student is to leave school with anyone other than his/her own parent or those on the approved contact list supplied by the parent, the school must be notified of this arrangement by the parent/guardian prior to the student's leaving. Proper identification may be required from anyone other than a parent or legal guardian to pick up a child. We are all morally responsible for protecting those who are unable to protect themselves.

Classroom Parties

Parties are held the last hour of the school day unless special permission is obtained from the school office. Parties should be appropriate to the liturgical season and should be considerate of all student preferences. Parties must be approved by the school administration. Special food allergies for any student in the class should be investigated before any food is brought to school. Teachers may also give additional incentive rewards in the form of parties or celebrations during the school year. These parties must be earned by the students through meeting the expectations set and conform to the school party guidelines.

Classroom Party Fee

A fee of \$12.00 per student should be turned in to your child's homeroom teacher in an envelope marked "Room Mom". This fee will assist in the costs associated with the Christmas Party, Mardi Gras Parade Float, Valentine Party, and End-of-Year Celebration. Fees pay for plates, cups, napkins, cookies, drinks, etc. for each party. Support will still be needed with events such as Teacher Appreciation Week and Catholic Schools Week, but parents/guardians will be notified when those times are approaching to provide help.

Communication: Social Networking

All faculty, staff, and school employees are expected to maintain a professional relationship with their students. School personnel may not engage in cyber networking with children. We work hard to establish boundaries where minors and adults are not properly "friends". Employees will not accept SMS students or any minors (under 18 or students who have not graduated from high school) who are associated with the school in their circle of friends on Face Book, Twitter, My Space, email, chat

forums, blogs, texting, or any other personal communication tools. These boundaries are maintained under the school Safe Environment policy. Students should not be offended if their teacher does not accept these forms of communication from them. Please do not put us in an uncomfortable position by allowing your child to solicit friendships in this fashion. The school does have a Facebook “St. Mary’s Catholic School fan page” that anyone can access. As always, parent communications with teachers, faculty, and office staff is not only acceptable, but necessary in any form that is accessible to both parties.

Concerns

In keeping with the Church's principle of subsidiarity, problems should be solved at the most direct level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's superior.

Matthew 18:15-17 - “If your brother sins (against you), go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that ‘every fact may be established on the testimony of two or three witnesses.’ If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector.”

Protocol -If a parent has a complaint about a teacher or staff member, it seems only just that the parent discuss the difficulty with the teacher or staff member first. Procedurally, parents must go to the principal, before the superintendent or pastor.

The following is the protocol for discussing your child’s progress academically or behaviorally:

1. Listen to your child.
2. Contact the homeroom teacher for more information.
3. Parents and teachers jointly develop strategies to encourage success for the child.

IF additional input warranted,

4. Conference with teacher, principal, and pastor to address student needs.

For additional information on how to address concerns, see Grievance Procedure on page 51.

Dismissal

Changes in procedures for drop-off in the morning and dismissal in the afternoon will be implemented as the need arises, such as growth in the student body. Parents must park in one of the school parking spaces to pick up their child(ren). Current procedure is:

EC (at noon): Young children leaving at noon should be picked up in the cafeteria by someone on the list of approved people submitted by the child’s family.

EC through GRADE 3 (at 3:30pm): Teachers escort their class across the crosswalk to the grass esplanade in front of the main school building for parents/guardians to pick up.

GRADES 4-8: Parents may pick up older students at the covered sidewalk in front of the gym or older students may be instructed to join younger siblings on the grass esplanade for parent pick up.

After School Care: Young children (EC through 3rd Grade) staying after school are escorted by a staff member to the Parish Center Fellowship Hall to be received by a member of the

After School Care Staff. Older students staying after school are to report immediately to the same area when released at 3:30 pm.

Be prompt in picking up your children. If your child is not picked up by 3:45pm, he/she will be sent to the After School Care Program, and a charge will be incurred. We are all morally responsible for protecting those who are unable to protect themselves. For this reason we are unable to allow students to remain in the parking lot without supervision.

*** PLEASE — DO NOT PARK IN THE FIRE LANE.***

DISMISSAL - RAINY DAY PICK-UP DIRECTIONS

On rainy days St. Mary's School will have a special student pick-up procedure. All students will be sent by covered walkways to the Parish Center at 3:25PM. Students will be grouped by family or with other children they are riding with that day. The new pick-up procedure for inclement days will be as follows with two options:

OPTION 1:

All vehicles will enter the parking lot at the first Ridgewood entrance off Hollybrook. The vehicle line will curve through the school parking lot back lane, around in front of the school and down the parking lot drive to stop in front of the Parish Center (entrance with row of glass doors). Students will be escorted to their vehicle and loaded by a school staff member or volunteer carrying an umbrella. After you are loaded, proceed around the church and exit the parking lot at the farthest exit onto Ridgewood from Hollybrook.

OPTION 2:

The only vehicles that should use the middle entrance off Ridgewood are those parking in the church parking lot so the person can walk into the Parish Center to retrieve their students. Vehicles will leave by the farthest exit (from Hollybrook) onto Ridgewood.

REMEMBER:

When picking up students on a rainy day remember to pull up as close to the curb as possible so the students or staff member doesn't have to step in the water to load your vehicle. Be ready to load, including unlocking your doors so staff members can open them quickly for your student. Watch the line or the staff member directing traffic and be ready to pull up when it is your turn to load. At least three cars should be able to load at the same time if everyone is paying attention.

CONES will be placed at the HOLLYBROOK entrance to remind you to follow the rainy day pick-up procedure on that day. Family name cards may be issued to facilitate vehicle recognition.

Drug-Free School Zone/Gun-Free School Zone

On November 29, 1990, the President signed the Crime Control Act of 1990. Included in this comprehensive legislation is the "Gun-Free School Zones Act of 1990." This law makes it a Federal offense for a private individual to knowingly possess a firearm in a school zone. The term "school zone" means the grounds of a public, parochial, or private school, or within 1,000 feet from such grounds. A violation of this statute subjects one to the imprisonment of up to five years (which must run consecutively to any other violation of law), a fine up to \$250,000, or both imprisonment and fine.

Additionally, the Crime Control Act of 1990 instituted amendments to supplement the Drug-Free Schools and Communities amongst young people, Congress has enacted legislation making it a Federal

offense to possess controlled substances with the intent to distribute them on school property. Severe penalties of imprisonment and fines are applicable to such offenses.

Anyone violating the provisions of the Gun-Free School Zones Act or the Drug-Free School Zones Act or the Drug-Free Schools and Communities Act will be investigated by the appropriate Federal agency and prosecuted by the United States Attorney's Office in the Federal court.

Eighth Grade Graduation

Eighth grade graduation from St. Mary's School will be a simple celebration which will include a spiritual and social dimension. As a reminder that the spiritual aspect is by far the most important of the two parts of the celebration, the emphasis will be on the spiritual dimension of the event. In keeping with the importance of the character development of our students, and in recognition of the work and personal effort put forth in all areas of the student person, participation in the graduation ceremony will be limited to those students who have fulfilled all academic and disciplinary responsibilities within the community.

Electronic Devices/Cell Phones/Personal Property

Electronic devices and bringing personal property on campus are distractions to the learning environment. Students should not bring to school or have in their possession, or in their locker or backpacks the following: cell phones, beepers, video games, iPods, palm pilots, MP3 players, digital cameras, video cameras or any other personal electronic devices. If any students's personal items found on school grounds are deemed to be a distraction by a faculty/staff member, the student will be required to surrender the item to a staff member who will turn it in to the school office for safe-keeping. Parents should contact the principal about the terms of returning these personal items. On the second offense the electronic device will remain in the principal's office until the last day of school where it can be retrieved by the parent/guardian. Any requests for deviation from this policy (cell phones) must be cleared with the principal by the parents/guardians.

Digital cameras and video cameras are not allowed in the possession of students on field trips and overnight trips. Disposable cameras may be allowed, but if in doubt, the rules on usage by students of these items and other electronic devices will be covered in the trip rules and guidelines provided by the school trip sponsor.

Emergency Procedures

As adults, it is our responsibility to do our best to protect our children from harm. One way we do this is by conducting safety drills periodically. In light of our current world situation, we have a comprehensive emergency plan, covering a number of possible situations which may be drilled, in addition to fire and tornado drills.

In the classroom, following a drill and at other times that are appropriate, the teacher or adult in charge will review the performance of the class and explain the purpose of the drills, emphasizing the importance of following the safety procedures, and stressing the need to follow teacher instructions carefully and quickly.

Fire Drills are conducted periodically at different times during the day so that students and teachers will be adequately prepared if a need for evacuation occurs. This allows for students and teachers to be aware of procedures in any building or area of the campus.

Disaster (tornado) drills are held periodically with simulated conditions resembling a realistic situation. If we must implement this procedure, please remember that the school building is one of the safest places for our students. The students' safety is our primary concern in these situations. Appropriate inclement weather education and information is shared with students of all ages, in order to alleviate any unreasonable fears; however, it is necessary for students to have an age-appropriate view of the dangers involved in a bad-weather situation.

EVACUATION** -**

CODE RED:

FIRE	3 bells or fire alarms	march out of the building
RETURN	2 bells	march back into the building
HALT	1 bell	stop at attention - don't move

CODE YELLOW:

DANGER/DISASTER	5 bells or announcement	go to assigned area
-----------------	-------------------------	---------------------

CODE BLUE:

DANGER/INTRUDER	Safety Team alert	lock-down procedures
-----------------	-------------------	----------------------

****Teacher/supervising adult instructions always take precedence over bells.*

Grievance Procedure for Students and Parents

DIOCESE OF TYLER CATHOLIC SCHOOLS GRIEVANCE PROCESS

PURPOSE

A "grievance" is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local or Diocesan level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

NONDISCRIMINATION

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

LOCAL RECONCILIATION

Before allowing differences to become formalized into grievances, every effort should be made to resolve

local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority.

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

- Any individual having a grievance shall first discuss the same with the immediate authoritative person.
- If the immediate authoritative person is not the principal, the grievant must meet with the principal before the grievance is brought to the next level.
- If a satisfactory decision is not reached, or if the principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

LEVEL ONE - SUPERINTENDENT

If a satisfactory solution was not reached during Local Reconciliation, the following procedure is to be used:

- ? The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant's last meeting with the principal.
- ? The Superintendent will arrange a meeting within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.
- ? If a satisfactory solution was not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.
- ? Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant.
- ? The principal will be instructed to give the Superintendent all documentation relating to the matter.
- ? The grievant will have the opportunity to explain, defend, or refute the documentation presented by the principal.
- ? The Superintendent will review all the information presented and notify both parties of the decision with ten (10) business days of the appeal hearing.

LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD

If a satisfactory decision was not reached at Level One, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop's Curia, one will be a teacher (from another school system in the diocese) and one will be a principal (from another school system in the diocese). The chairperson will be the Curia representative.

- ? The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.
- ? The notice of appeal is sent in writing to the Superintendent.
- ? The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.
- ? The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.
- ? The principal will be notified at least ten (10) days before the scheduled hearing.

- ? Both parties will be heard on the same day, but at separate times.
- ? The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.
- ? At the hearing, each party will have a maximum of one (1) hour to present their position to the board.
- ? The principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.
- ? The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.
- ? The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.
- ? The Diocesan Schools Appeals Board will deliberate in private.
- ? The decision will be the result of a simple majority vote.
- ? The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the principal within five (5) business days from the date the hearing was held.

Approved by the Diocesan School Advisory Council on May 23, 2005

Date Ratified: June 21, 2005

By: The Most Reverend Alvaro Corrada, S.J.
Bishop, Diocese of Tyler

Inclement Weather

We wish to provide a safe environment for our students, and this includes providing for road and weather conditions which may be dangerous for travel to and from school. When weather conditions are such that classes will not be held, information concerning the suspension of classes will be released to local radio stations and television stations. St. Mary's School in general follows the same procedure used by Longview Independent School District in regard to inclement weather. If Longview ISD cancels school due to inclement weather, St. Mary's will be closed. However, parents are advised to listen to local broadcasts for accurate information pertaining to the closing of St. Mary's School. For rainy day student pick-up procedures, see Dismissal section.

Lockers

Lockers are the property of the St. Mary's School, and are assigned for school use only. It is the responsibility of the student to keep the locker in neat order. It is recommended that students use combination locks to secure the lockers, with a copy of the combination being kept with the homeroom teacher or in the school office. St. Mary's School is not responsible for the content of lockers. For the safety and benefit of all students, school officials reserve the right to inspect lockers at anytime. Students are asked not to place signs or stickers on or in their lockers, in order to help maintain the orderly appearance of the lockers.

Lost and Found

Students are encouraged and expected to respect the property of others, in keeping with our belief in the importance of honesty and citizenship. If they find clothing, lunch boxes, etc., they should take these articles to the school office. Money, jewelry and books found should be also taken to the office. Anyone who has lost property should check the Lost and Found (general items are kept in the foyer closet and valuables or breakable items are kept in the school office). It may be necessary to check several times, and parents

are encouraged to look through the lost items when they are in the building. All unclaimed items at the end of the year will be disposed of, with clothing items being given to the less fortunate of our community.

PLEASE LABEL ALL STUDENT PROPERTY

Parking Lot Procedures (drop-off/pick-up)/Campus Safety

Keeping our children safe is our primary goal, Please adhere to all parking lot rules for safety. Always put safety before personal convenience!

MORNING DROP-OFF

All morning traffic must go in a SOUTH (entering off Hollybrook) to NORTH direction.
(Exit onto Ridgewood).

When arriving prior to 7:50 AM:

Please drop-off EC 1 thru grade 3 at the Parish Center.
Grades 4-8 should be dropped off at the gym.

When arriving between 7:51-7:59 AM:

All students may be dropped off at their homeroom building entrance.

When arriving at 8:00 AM or later:

All students must be escorted into the school foyer/office for tardy check-in and slip.

If you would like to walk your student inside in the morning or have items to unload, you MUST park in a parking space. DO NOT PARK IN THE FIRE LANE IN THE FRONT OF THE BUILDING or IN THE DROP-OFF LANE AT THE PARISH CENTER. There will be safety patrol students helping to direct the flow of traffic. Please do not put these students in an awkward position by asking for special exceptions to the safety rules.

AFTERNOON PICK-UP

EC thru 5th grade parents should back in and park in a space in the main school parking lot (excluding the teacher's row of spaces directly in front of the main building). Parents exit their vehicles to retrieve their students, making sure that the teacher or substitute is aware that they are taking their children. EC/K will have name tags to be returned to the teacher/sub.

Grades 6-8th parents should park in the church parking lot or in front of the gym to get their students. Do not line up along the curb in front of the gym.

Teachers will walk your students out each afternoon. Please do not enter the building to sign out your children early between 3:15-3:30 PM. This causes confusion when teachers are trying to get their students ready to go home.

The row of parking spaces directly in front of the main school building is reserved for teachers and staff to ensure no movement of vehicles during dismissal. The crosswalk area will be blocked by safety signs. Please do not drive in this area. All traffic should exit in the same pattern as the drop-off procedure by leaving the school onto Ridgewood.

Reminders: Never stop or park on a crosswalk. Be alert at all times. Students are not always paying attention, so YOU must!

The traveling speed of any vehicle on campus should be limited to 10 MPH or less.

Parked cars/trucks should be backed into the spaces so any child will be visible to the vehicle before it begins to move.

Vehicles should be parked to retrieve students on non-inclement weather days. The driver should never call out to a student to enter the driving lanes to get in a vehicle. Be sure that you make contact visibly or verbally with the teacher or substitute, so that the school representative can establish that an authorized person (on the parent's approved pick up list) is taking the student. Teachers of the youngest students (EC/K) have a system that the pick-up card held by the student must be handed to the teacher before the child can leave.

Please note that Texas House Bill 55 that went into effect on September 1, 2009 prohibits the operator of a vehicle from using a wireless communication device (cell phones) while in a school zone or crossing unless the vehicle was stopped or the device was used with a hands-free device. The bill establishes a misdemeanor offense with a fine of no more than \$200.00. The only affirmative defense to prosecution is in a case where the device was used to make an emergency call to an emergency response service (911), a hospital or health clinic, a medical doctor's office, the fire or police department, or to administer first aid treatment to an individual.

RIDING A BICYCLE OR WALKING TO SCHOOL

St. Mary's does not have a street crossing guard on duty. Students are covered by school insurance **only** while on school grounds. Please note that it is the responsibility of the parents or legal guardians to ensure the safety of their children to and from school. St. Mary's School is not liable for accidents that occur off school property or for stolen bicycles. There is a bike rack located next to the school gym for students to park their bicycles.

Property

We all have a responsibility, as citizens of this community, to care for our environment. Should it prove necessary to discipline a child for marring or defacing the school property, a part of that discipline will be to restore that which has been destroyed or defaced. Students are to remember that the school is not personal but community property, for which we are all entrusted to care and protect. School property includes all buildings, supplies and equipment.

Safe Environment Policy

St. Mary's Catholic School under the direction of the Diocese of Tyler created its own "safe environment" program that includes the information outlined in Section 13 and reaches the pertinent audiences.

Our safe environment program begins with a 3 hour Ethics and Integrity training for all adults who work in direct supervision of youth or vulnerable adults and 30 minute Awareness training for those that aid in supervising children or the vulnerable. Those trained include parents, ministers, educators, church personnel, volunteers and others in supervisory positions such as scout leaders, etc. This training establishes acceptable behavior that is legal, professional, and responsible and includes standards of conduct with regard to sexual abuse and harassment. Written copies are provided to each employee/volunteer who acknowledges in writing that they understand and must abide by it. Background investigations of trainees are conducted. Such investigations are conducted by a reputable professional agency, law enforcement or social service agency. Background investigations include criminal history checks of the employee/volunteer and references are also checked. Supervisory personnel evaluates the results of the background investigation.

The training program for adults includes the following:

What *constitutes* child abuse, *including* sexual abuse?

What actions, procedures and policies are used to **prevent** child abuse in any form?

How does an adult **identify** instances of abuse of a child, including sexual abuse?

What signs should an adult look for in a child who may be abused?

What signs should an adult look for in a person who may be abusing a child in any way?

What **actions** should an adult take when they believe that child abuse, to include sexual abuse, may be occurring?

What are the laws and policies regarding the **reporting** of abuse, to include sexual abuse, of children?

The training/teaching program for **children and young people** includes age appropriate materials pertaining to personal safety through our guidance and character education program. This includes information about improper touching and relationships. Children are not expected to be fully knowledgeable about child abuse or of the laws governing care of children but they need to know when they should seek assistance from a trusted adult.

Children in our schools adhere to standards of behavior that include respect for their fellow classmates, teachers and volunteers. They are also aware of response and reporting in regards to suspected abuse of any kind: sexual, drug, bullying, etc. This information is taught through Guidance and Character under the direction of the School Chaplain. You will receive a form at registration to sign concerning this program and you will receive a packet of information to be discussed and reviewed with your child during the school year.

School Pictures

Opportunities for student pictures are offered throughout the year. Individual student pictures and group class pictures are taken in the fall, in preparation for the school yearbook. Students wear dress uniforms for group pictures and casual or dress uniforms (no T-shirts) for individual pictures. Spring pictures are optional and free dress (nice casual or Easter clothes recommended) is allowed if the family sends a completed picture order with payment by picture day. Parents will be sent information for purchasing pictures in advance of the picture dates. The administration reserves the right to choose photographers and picture dates based on the school needs.

Soliciting on Campus

We have a responsibility to monitor the commercial information distributed within our school community. Commercial enterprises, including both for-profit groups or non-profit groups, must obtain permission from the principal before distributing advertising or informational materials to our school families.

Supply List

A school supply list will be available at the end of the school year for the upcoming school year. The list may be found in the last school newsletter packet of the year or available on the School website.

Textbooks

Students are issued school owned textbooks. It is the responsibility of the student to care for the textbooks by keeping them covered at all times, and by avoiding situations in which the books may be lost or damaged. At the end of the year, textbooks are turned in and fines are assessed for damaged or lost books. If a book is lost during the year, the student has a responsibility to pay for the lost book. A second book will be issued upon payment for the lost book. Students are to pay for lost or damaged books in the school office.

Transfers and Withdrawals

We realize that home and employment changes create situations where it becomes necessary to withdraw a child from our school. If there is any way we can help you with this decision, please call on us. Financial difficulties can often be resolved without removing the child from the school. We have a moral obligation to live out our love for the child by working with families as much as possible.

Should a withdrawal be unavoidable, it is important that parents notify the school office in advance. The school will need 24 hours to collect materials, records, etc. All charges must be paid, books returned, and tuition and fundraising paid up-to-date before records may be released. Student records will be mailed upon an official request. If the financial records are not clear, a notice to that effect will be placed on the records until all fees have been paid. An official transcript will be sent after all financial obligations are met.

Use of School Facilities

All scheduling for the use of school facilities is handled through the Calendar Coordinator and Facilities Request Forms may be picked up at the parish, ministries, or school offices.

Visitors

We ask that all families be understanding of our responsibility to protect our students in every way possible. Therefore we have a system of monitoring the presence of visitors to our campus. Parents, visitors, and volunteers must obtain permission to enter classroom and playground areas of the facility, by signing in at the school office during the school day. A visitor's name tag will be issued and must be worn at all times while on campus. Badges from the School Check-in computer in the school office lobby must be signed by an office staff member or an authorized school office volunteer. Name badges must be worn clearly visible on your clothing at all times while in the hallways.

Please refrain from standing in the classroom hallways or outside the classroom doors and office. This can be distracting to the school routine. Visitors to the classrooms must have a prearranged appointment with the teacher and visitors should not be in the classroom during instructional time unless serving as a classroom volunteer or prearranged educational observer.

The main doors to the Parish Center will remain locked during the school day. Therefore, lunchtime visitors should enter the Dining Hall through the east doors (facing the playground), after they sign in at the school office and receive a name tag identifying them as a safe person on campus.

****PLEASE REMEMBER:***

***ALL VISITORS AND VOLUNTEERS ARE REQUIRED TO SIGN IN
AND TO WEAR A NAME TAG WHILE ON CAMPUS.****

Withdrawal from School (See Transfers/Withdrawals)

SCHOOL RELATED ORGANIZATIONS

Alumni Association

St. Mary's is in the process of developing an Alumni Association. Information on past students may be mailed to school@stmaryslgv.org or left at the school or church offices. Please label this information to the attention of the Alumni Association Director.

Home and School Association

St. Mary's Home and School Association provides opportunities for parents and teachers to meet and work together for the betterment of the students and school. All parents are encouraged to participate in this active organization. Besides sponsoring fun projects for the children, this organization does fundraising and helps with volunteers, as well as focusing on the primary purpose of the organization: communication between the school and families.

School Board

Community leaders involved with the education and moral development of the students are members of this board. A ten-member board serves as a policy making and finance guiding body. The school board also assists the Principal whenever necessary. Board meetings are held monthly, with parents invited to attend non-executive sessions of the meeting. Any parent or student, with advance permission and approval of the school board president, may present an issue to the school board. Further information may be found in the Constitution and by-laws, available for review at the school office. Persons wishing to apply for a position on the school board should contact the school office for information.

Longview Catholic School Endowment Fund

The Longview Catholic School Endowment Fund was established in 1989 as an independent charitable corporation, to help provide for the needs of St. Mary's School not covered in the School's annual operating budget. All contributions received by the Endowment Fund are placed in a permanent fund from which only the interest is drawn to help provide continued quality education for students at St. Mary's School. The Cornerstone Project, an appropriately-named fundraising project, provided a foundation for the Endowment Fund.

Donations to the Endowment Fund can be made in cash or property. The Endowment Fund can also be named as a beneficiary under a will or insurance policy. All contributions to the Endowment Fund are tax deductible. With a donation of \$25,000 or more, a permanent scholarship will be established in the name of an individual or business. Contributions may be made at the school office, or mailed to Longview Catholic School Endowment Fund, P.O. Box 4032, Longview, Texas 75606.

If you have questions regarding the Endowment Fund, please do not hesitate to contact St. Mary's School Office at (903) 753-1657 for a list of current Trustees for the Endowment Fund. For more information on any aspect of the Fund, contact Vince Dulweber at dulweber@aol.com.