

**ST MARY CATHOLIC SCHOOL  
PARENT\STUDENT HANDBOOK**



**2018-2019**

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## **St. Mary Catholic School Beliefs:**

- Every child's gifts should be nurtured.
- The school, students and parents share the responsibility of providing an environment for learning.
- Communication among parents, students and teachers is a vital part of school success.
- Assessment of student learning should provide students a variety of opportunities to demonstrate their knowledge.
- A Christ-centered environment encourages children to reach their potential.

## St. Mary Catholic School Mission:

Our mission is to provide an environment where Jesus' message of love meets the spiritual, intellectual, physical and emotional needs of our children.

This mission is manifested through **MARY**:

**M**oral  
**A**ccomplished  
**R**esponsible  
**Y**earning to learn



This shield symbolizes Saint Mary of the Annunciation, the Archdiocese of Mobile, the State of Alabama, and the Religious Sisters of Mercy. The Escutcheon is Argent (white) with a Maltise Cross lined in Gules (Red) symbolizing the saints. In the Dexter Chief (top left) is the Shield of the Sisters of Mercy. Sinister Chief (top right) is the Heraldry of the Archbishop of the Archdiocese of Mobile. In the Dexter Base (left) is Saint Mary of the Annunciation scribed in Gold. The Sinister Base (right) is the Flag of Alabama. At the Fess Point, a lamp (gold) symbolizing learning centers, the name St. Mary and the founding date 1867.

## **Archdiocesan Philosophy Statement**

The Archdiocese of Mobile charges Catholic schools with the mission of providing a Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

### **Catholic Schools will:**

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognizing the need for service to others and commit to excellence in their chosen vocations.

## **STATEMENT OF PURPOSE**

Today, more than ever, students are dependent on cooperation involved in the Parent-Teacher-Student team approach to Catholic education. Since written policies help to promote stability, consistency, and efficiency in the operation of a school, it is intended that this handbook serve as a guide in matters concerning the operation of St. Mary Catholic School.

We request that each parent and student read our handbook carefully, so each may become familiar with the policies, rules and regulations of our school. Please keep the handbook and refer to it when you have questions regarding school matters.

It is our hope that with the cooperation of all parents, teachers, and students, St. Mary Catholic School will continue to grow as an institution where Catholic principles and ideals flourish.

St. Mary Catholic School is accredited with the Southern Association of Colleges and Schools.

St. Mary Catholic School is non-discriminatory with regard to race, sex, color, and national or ethnic origin.

We recognize that teachers, the principal, parents and students are both male and female. No inference is intended by the fact that one group may be referred to as "he" or "she" in the school handbook.

While intended to be as complete and helpful as possible, no handbook can address all of the issues that may be encountered in a school year. The judgement of the administration will be used to decide issues not covered by this handbook. The administration of St. Mary Catholic School reserves to itself the right to interpret, amend or change the contents of this handbook at any time. Students, parents and guardians will be informed of any changes to the rules.

## **ROLE OF THE PARENTS IN CATHOLIC EDUCATION**

**PARENTS HAVE THE GOD-GIVEN RIGHT TO EDUCATE THEIR CHILDREN:** “Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure. For it revolves on the parents to create a family atmosphere so animated with love and reverence for God and man that a well-rounded personal and social development will be fostered among the children.”

### **CATHOLIC PARENTS SHOULD SUPPORT AND COOPERATE WITH CATHOLIC SCHOOLS WHEREVER AND WHENEVER POSSIBLE:**

- Parents should weigh seriously their obligation to raise their children in an atmosphere of love and respect for God and man. The home is the source of education in the virtues essential to any meaningful culture. Respect for human dignity, prayer, and acknowledgements of authority are essential for Christian citizenship.
- Parents should train their children to incorporate worship through family prayer, family participation in the Eucharistic celebration of the parish, and reception of the Sacraments.

### **THE SCHOOL HAS THE RIGHT TO EXPECT THAT ALL PARENTS WILL:**

- Send their child to school physically fit by taking care that he/she has sufficient sleep, is healthy, clean and properly dressed, and is provided with a well-balanced diet.
- Assist the child in his/her academic development by cooperating with the school’s scholastic program, by participating in parent-teacher conferences (which shall occasionally include the child), by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.
- Work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Respectfully express their concerns about the school and operation and its personnel. However, they may not do so in a manner that is discourteous, rumor-driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (after school care, athletics, field trips, etc.) The school and the parents are partners in the education of their children. If, in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

**ACCESS OF STUDENT RECORDS:** Student records are available to the parents and/or legal guardians of the student. Student records may be viewed by appointment. Please notify the office at least 24 hours in advance to set up such an appointment. Any access to student records/information is prohibited to anyone who is not the parent or legal guardian, including grandparents, relatives, siblings, or educational tutors not affiliated with St. Mary Catholic School.

**NON-CUSTODIAL PARENTS:** At the time of registration, the parents shall provide competent information regarding the custodial care of the student and visitation rights. Upon request, the parents shall furnish to the principal a copy of any relevant court order so as to ensure the safety and welfare of the student. The parent shall have a continuing duty to apprise the school of any changes in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or another legally binding instrument, non-custodial parents shall have the right of access to school records relating to his/her child, and, upon request, may receive copies of all school notices relating to the school activities.

### **GRIEVANCE POLICY AND PROCEDURES FOR HANDLING PARENTAL**

**COMPLAINTS:** Complaint cannot be towards a person (teacher, principal, parent or student).

- First, talk with the teacher.
- Second, take your complaint to the principal if you are not satisfied.
- The third step is to address your complaint to the parish pastor. A final appeal may be made in writing to the pastor only by the student's parent or guardian and must be written within ten days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or substantial new information is available. The written request must include a statement giving the specific reasons for appeal.

## **ADMINISTRATION OF SCHOOL BUSINESS**

**SCHOOL PRINCIPAL:** The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to creative learning. She is responsible for the overall conduct of the school and is the person primarily responsible for administering policies enacted by the School Advisory Council and the Office of Catholic Schools. The principal is responsible to the Archbishop, the Pastor, the Vicar of Education and the School Advisory Council. The assistant principal will act on behalf of the principal when the principal is unavailable.

**PASTOR:** The pastor is the spiritual leader of the parish community and of the Christian educational community within the parish. The pastor shares the work of the Archbishop of Mobile. As a delegate of the Archbishop, the pastor is the administrative head of the parish church.

**SCHOOL ADVISORY COUNCIL:** The School Advisory Council is called into being by the local parish; it has the specific mission of providing quality Catholic education for all those children in the parish whose parents desire to take advantage of such an opportunity.

The primary functions of the council are to make policy that will represent the parents in helping determine the kind of education the children will receive aid, support the principal and her staff, and help to create a climate that will be most conducive to maintaining the school's standards of excellence.

The local council is composed of elected members of the parish. Each year new members are elected from a slate of nominees. All meetings of the school advisory council are open meetings unless there is a call for an executive session. Discussion is limited to those items contained in the agenda for the meeting.

## **EDUCATIONAL CURRICULUM AND PROGRAMS**

**RELIGION:** The religion program includes instruction by a classroom teacher, supplemented by visits from the religious personnel. It affords the opportunity to live and practice Christian principles. All students are expected to participate fully in all aspects of the religious program. Non-Catholic students may not participate in receiving the Sacraments.

The children attend liturgy with their classmates regularly. Special liturgies are planned by the faculty and students for the entire student body. During Lent, the Stations of the Cross are recited. Middle School students participate in the Living Stations.

All Holy Days of Obligation are observed. In October, the students recite the Rosary every day. All classes participate in our Something Beautiful for God service projects for both the parish and community.

**ACADEMICS:** The academic program embodies the curriculum areas of religion, mathematics, language arts, science, social studies, physical education, health, and fine arts. The course of study for grades K-8 meets all the requirements of the Archdiocese of Mobile Office of Catholic Schools and the Alabama State Department of Education. The textbooks used by the students are from the recommended list issued by the Archdiocese of Mobile. The state technology component is cross-curricular.

**HOMEWORK:** Homework is an integral part of the school program. It is designed to supplement, complement, and reinforce classroom teaching and learning. Due to individual student differences, it is impossible to say exactly how much homework is given. If a child, working without distractions such as radio or TV, cannot complete the work in a reasonable amount of time, the parent and teacher should meet to discuss the problem. A reasonable amount of time that may be spent on homework for the average child would be about 10 minutes per grade level. (In first grade, an average child may spend 10 minutes. In fourth grade, an average child may spend 40 minutes, etc.)

Types of homework assignment tasks are:

1. Drill and additional practice to strengthen new skills introduced in the classroom;
2. Completion of unfinished classroom assignments;
3. Participation in research activities;
4. Working on long-term or short-term projects;
5. Extended reading for enjoyment;
6. Attending a concert, play, movie or watch a TV special;
7. Studying material for a test;
8. Other assignments as specified by the teacher.

Since students are expected to complete homework assignments, failure to do so may alter the student's grades for the term.

Parents are encouraged to take an interest in homework assignments in order to detect problems in understanding, but should not complete their child's homework or excuse a child from doing homework in order that he may attend a party, a ball game, practice or another extracurricular event.

Participation in sports and other extracurricular activities is encouraged, but should not interfere with performance at school. These afternoon endeavors cannot be used as excuses for inadequate study time, as well as time for family and leisure activities.

**PHYSICAL EDUCATION AND HEALTH:** Physical education and health are concerned with physical and social skills, as well as an overall sense of well-being. Physical education emphasizes personal development, team interaction, the importance of fitness and nutrition, and promotes overall learning while fostering a Christian attitude toward good sportsmanship. All students are required to dress out in the proper PE uniform.

**FOREIGN LANGUAGE:** A Spanish teacher provides all students with an introduction to the Spanish language and culture. Students learn Spanish conversation, reading and writing basics, as well as education on the customs and history of Latin American countries.

**SCIENCE LAB:** The middle school science teacher uses the lab with grades 6-8, emphasizing the materials they are learning from their regular science curriculum.

**STEAM PLANT:** Labs for students in grades K through 5 are scheduled by the grade-level science teacher and elementary science lab teacher.

**MIDDLE SCHOOL ENRICHMENT:** Enrichment will be offered to middle school students each quarter. Enrichment may change each quarter, and the goal is to provide an enriching experience for each student's curriculum. Examples of enrichment are, but not limited to: foreign language, choir, Scholar's Bowl, debate, Google Apps, Resource, Homework Help, Drama, etc.

**MIDDLE SCHOOL DRAMA AND CHOIR:** Middle school choir is offered to students in grades sixth through eight as part of the curriculum. Choir students will earn the privilege of singing at weekly Masses and other special occasions. In addition, middle school students are offered the opportunity to participate in an annual drama production.

**COMPUTER LAB:** St. Mary Catholic School's goal is to achieve excellence in computer technology, in support of its educational goals, and shall reflect the Christian principles upon which the school is founded. In order for students to be prepared for tomorrow's technical world, St. Mary Catholic School uses computers/electronic devices (iPads, Google Chrome books, etc.) as part of its curriculum. During computer lab class, students enhance their learning through the use of tutorial programs. They gain new computer skills in the areas of word processing, power point, keyboarding and digital citizenship. Students benefit from cross-curricular instruction. The computer lab is an extension of the regular classroom curriculum.

**ART:** All students in grades K – 5 attend art classes weekly under the direction of the school’s art teacher. Middle school art is integrated into the regular curriculum. All elementary students will attend art class in the art house; middle school students will work with the art teacher during religion class. The art curriculum consists of hands-on activities, as well as the study of art.

**MUSIC:** Music is correlated with the basic program of studies. A music teacher meets with grades K-4 weekly. Band lessons are available to students in grades 5 - 8 through a McGill-Toolen Catholic High School cooperative program. **There is an additional fee for the band program.**

**LIBRARY:** The school library plays an important role in the educational process. Besides providing books to students and faculty, students are instructed in library skills and provided a place for research. The policy for the selection of library books and other media is in accordance with standards of the Catholic Library Association and reflects Catholic Social Teaching.

All students in grades K-8 are encouraged to check out library books and must be responsible for them. Families will be charged a \$10.00 fee for lost or damaged books. Additionally, middle school students will be fined 5 cents per school day for overdue books. Please see the library section of the school website for further information on circulation policies.

Our Birthday Book Program is a wonderful way to honor a child’s birthday, as well as providing a much-needed funding for our library. For a fee of \$10.00, a donor can select a new library book to be inscribed, wrapped and presented to a child on or near his or her birthday. Please see the librarian if you wish to select a birthday book.

Students in grades 1 through 8 participate in the Accelerated Reader program, which is explained in detail on the school website.

**COUNSELOR:** A counselor is available to meet with students individually, in small groups, or as a class. Students may be referred to the counselor by parents, staff, or the student may request to meet with the counselor. The school counselor also oversees the Rainbow Program for students who have suffered loss in some way.

**RESOURCE ENRICHMENT PROGRAM:** The Resource Enrichment Program emphasizes student assistance utilizing classroom inclusion and individualized or small-group instruction. Primary emphasis is on language arts and math. Screening tests may be used to help determine student eligibility. Student enrollment in the Resource Enrichment Program is based upon teacher recommendation, research-based assessments and parental approval.

**There is an additional monthly fee for this program.**

**FIELD TRIPS:** Students are given the opportunity to enhance their academic and cultural development through field trips. Opportunities to attend plays, symphonies, art exhibits, museums, special movies and community exhibits occur throughout the school year. *As these opportunities are part of the educational experience tailored for each child, students are expected to attend all planned field trips.* **The insurer for the Archdiocese does not allow siblings to participate in field trips.** The insurer for the Archdiocese prefers a bus be rented with all the children paying a small amount to cover the cost. In some instances, the school depends on the parents for transportation. **No side trips are allowed for any reason, as this jeopardizes our insurance coverage.** All drivers must stay together. All students transported in a private vehicle must wear a seatbelt.

All students must have an appropriate school-issued field trip form from their parents requesting their child's participation in a field trip. Written permission notes from parents will not be accepted. **Field trip fees are non-refundable in the event of illness, absence, or disciplinary action.** Parents driving on field trips must meet Archdiocesan requirements for liability insurance, a current record of their coverage must be on file in the school office, **and they must be trained in the ARCHDIOCESE OF MOBILE CHILDREN AND ADOLESCENTS PROTECTION PROGRAM.**

## **STUDENT PROGRAMS**

Extra-curricular activities function according to student interest and available moderators. Students involved must exhibit good conduct, as well as possess acceptable grades and effort.

**ALTAR SERVERS:** Beginning in the fourth grade, our Catholic students are encouraged to serve at the altar of God. They are made aware of the privilege which is theirs through active participation in the services of the church. This program is under the direction of the parish priests.

**ATHLETICS:** **Athletics are under the direction of the Parish CYO program.** School students are given the opportunity to participate in any sport offered through this program. Strong parental support is needed in order for the sports program to be a successful learning experience. Accreditation guidelines do not allow the school to be responsible for sports activities.

**ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION:** St. Mary Catholic School is a member of the A.H.S.A.A., and students in the seventh and eighth grades are eligible to participate in sports that are not offered by the Parish CYO program at McGill-Toolen Catholic High School.

**NATIONAL JUNIOR HONOR SOCIETY:** St. Mary Catholic School's chapter of the National Junior Honor Society recognizes students in grades 7-8 for scholarship, character, leadership and service. Eligibility is based on the student's standardized test scores, overall grade average, conduct and standards set at the national level.

**SCOUTING:** The Girl and Boy Scout programs are under the direction of the Parish Council. The church, school, and parents work hand-in hand to support these programs.

**OTHER:** Other clubs are offered to certain grades as sponsored by the teachers. Information on these will be made available at the throughout the school year.

## **ARCHDIOCESE OF MOBILE CHILDREN AND ADOLESCENTS**

**PROTECTION PROGRAM:** In a pastoral effort to respond to a heightened need for the protection of our children, the Archdiocese of Mobile is requiring a catechesis be given to children in all grades of our Catholic Schools and Parish Religious Education Programs. This catechesis is required to be completed during Respect Life Week, the first week in October each school year.

Principles for Child Protection Catechesis, Teaching Objectives for Parents and Teachers, and Learning Objectives for Students form the foundation for lessons to be taught in the classroom to support parents in providing the education and guidance children need to be safe.

All priests, deacons, school administrators, teachers, youth ministers, parish catechists, support personnel, coaches and volunteers will be required to attend training in the prevention and recognition of all forms of abuse against children. In addition, parents will be given information to help provide their children the guidance needed to be safe. Finally, all persons who work with children in the Archdiocese of Mobile will be required to have background checks.

In their pastoral letter entitled "Walk in the Light: A Pastoral Response to Child Sexual Abuse," our Catholic Bishops expressed their desire to share the following words with children:

"Dear Children,

When Jesus walked on the earth, He loved little children. Our Holy Father has said, 'How important children are in the eyes of Jesus!' Jesus treated children with kindness and respect. He understood when they were hurt. Like Jesus, we care when you are hurt, especially when a grown-up has caused your hurt. We know that you are God's special gift. God loves you, and we love you. You are our hope for the future."

The welfare of our children, as well as their well-being and safety, is our rationale for catechesis to enable them to protect themselves.

## REGISTRATION AND TUITION

### REGISTRATION:

**Students will be admitted to St. Mary Catholic School if they meet the following criteria:**

- The school is suited to their needs.
- There is a vacancy.
- The conditions for admission to the school by the state have been met (such as age, medical, etc.).

St. Mary Catholic School gives preference to Catholic students living within the boundaries of St. Mary Catholic Parish and those Catholic parishes which subsidize their students.

Withdrawal from the school will be recommended if it is found that the school does not meet the needs of the child and /or if information concerning the child was withheld at admission.

An applicant must provide complete registration forms, full payment of all fees, birth certificate, baptismal certificate (if Catholic), health forms/immunization records, Social Security number, and academic/behavioral information from other schools attended.

Parents and students new to the school will be required to complete an interview with the principal. Students who have attended other Catholic schools in the Archdiocese must be in good financial standing with that institution, or application may be denied. Failure to submit any forms required constitutes an incomplete registration. No place can be guaranteed until the missing items are provided.

Openings in grades PK-8 are limited, but available if the class has not yet been filled or when a student presently enrolled transfers. Pursuant to state law and Archdiocesan Policy No. 200.1, children entering kindergarten must be five (5) years old by September 10 of the year they enroll in kindergarten. First grade students must be six (6) years old by September 10 of the year they enroll in first grade.

Registration for students already enrolled at St. Mary Catholic School usually takes place beginning the first week in January. Forms are sent home to parents. The registration fee, **non-refundable**, is due at the time the form is returned to the school office. Students are not registered unless registration fees are paid. All students must pre-register each year. It should not be assumed that students are automatically registered if already a student at St. Mary Catholic School.

Neither administration nor faculty will provide letters of recommendation for students who apply to other schools; this does not apply to college admission letters. Letters of recommendation, with approval of administration, can be provided for students who are applying for enrichment or extra-curricular programs.

Priority order for the admission of new families to St. Mary Catholic School is as follows:

- Siblings of students currently enrolled in St. Mary Catholic School.
- Catholics of St. Mary Parish.
- Catholics from parishes that have no schools OR Catholics from parishes with schools who have special reasons and written approval of their Pastor.
- Non-Catholics.

St. Mary Catholic School is non-discriminatory with regard to race, sex, color, and national or ethnic origin.

### **TUITION:**

Tuition is determined by your church support. In order to receive the contributor's tuition rate, your record of church support must fulfill requirements and be on file in the church office.

Catholic out-of-parish families: Catholic out-of-parish rates are given to those families registered at parishes that will subsidize our school. If your parish will not subsidize the school, parents will be quoted the non-contributor rate.

Tuition may be paid in full to the school office by July 1 or is billed in eleven monthly installments beginning in July and ending in May. Tuition payments are drafted on the 5<sup>th</sup> and 20<sup>th</sup> of each month. A \$25.00 fee will be added for missed or returned payments.

A family in arrears with tuition may be asked to leave the school unless arrangements are made for a delinquent tuition account to be brought current.

All accounts should be settled in a timely manner. Registration for the following school year may be denied if an account is not paid in full by the end of the current year.

**SCHOLARSHIP FUND:** Reduced tuition is available to qualified families and requests should be applied for through the MATTEI Scholarship Fund. Applications are accepted each spring prior to the upcoming school year. MATTEI Scholarships are available for qualified students who show financial need and have been accepted at St. Mary Catholic School. Scholarships are also available through the Leslie Lauten Johnson/Mimi Lauten Fowlkes Scholarship. Applications are accepted in the spring. Students receiving Lauten

Scholarships must be good students who have been members of St. Mary Parish for a minimum of three years and whose families are experiencing financial hardships. St. Mary Catholic School participates in the Alabama Opportunity Scholarship Program.

## **PARENT PARTICIPATION**

Parents are encouraged to take an active role at St. Mary Catholic School. Parent organizations and volunteer opportunities are available to interested families. Parent participation enriches student lives and creates a positive environment at St. Mary's.

As per the Office of Child Protection for the Archdiocese of Mobile, all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child and Adolescents Protection (CAPP) training and the annual on-line retraining thereafter.

**SCHOOL ADVISORY COUNCIL:** St. Mary Catholic School Advisory Council is an elected body from St. Mary's Parish and the parents of St. Mary Catholic School students. The School Advisory Committee represents all parents. It is responsible for:

- School finances.
- Involvement in the selection and employment of the school principal.
- Establishment of policies.
- Public relations and recruitment for the school.
- Supporting the principal and faculty in creating a climate and atmosphere conducive to maintaining the school's standard of excellence.

**PARENT-TEACHER ORGANIZATION (P.T.O):** Saint Mary Parent-Teacher Organization exists to provide service to the school. The P.T.O. helps with school receptions, open house, social events, fundraisers, and more. Membership is open to all parents and legal guardians of students attending St. Mary Catholic School. All teachers are automatically members of the P.T.O. and are not required to pay dues.

- **Room Parents:** These individuals are organized by the P.T.O. and coordinate activities for each class. Activities may include school receptions, field trips, fundraisers, class parties, and other projects deemed necessary by either the teachers or principal.

**ATHLETIC PROGRAMS:** Parental dedication is crucial for the success of the various athletic programs. Coaching, transportation, and moral support are but some of the areas that rely on parental involvement for the success of these **parish programs**.

**SCOUTING:** Parental volunteers are the reason for the success of our parish scouting programs. Parents assist in leadership roles, give moral support, and furnish transportation, etc. for the continued success of these programs. Parents are encouraged to join and support their students in their scouting endeavors.

**OTHER VOLUNTEER AREAS:** St. Mary's parents are encouraged to volunteer their time and talents in the educational process. Ask your student's teacher how you can assist and be a positive influence in the quality of our students' education. Volunteers must be trained in the **ARCHDIOCESE OF MOBILE CHILDREN AND ADOLESCENTS PROTECTION PROGRAM** and must check in at the school office to obtain a visitor/volunteer pass.

- **Casino Night:** Casino Night is the one major fundraiser for our school. It is an adults-only, fun-filled evening that relies heavily on volunteer participation. It is a great way to meet fellow parents and support our school. We depend on the proceeds from this fundraiser to offset our summer budget when tuition is not being collected.
- **Library Assistant:** Help monitor and assist students as they study and conduct research. Help the librarian with her responsibilities.
- **Reading Assistant:** Lend support to classroom teachers by working with individual or small groups of students.
- **Building and Grounds Maintenance:** Any parents with special skills or an interest in St. Mary Catholic School are welcome to lend a hand in our building and grounds maintenance program.

## **SCHOOL VISITATIONS**

**ALL SCHOOL VISITORS MUST FIRST CHECK IN AT THE OFFICE AND PROVIDE PROPER IDENTIFICATION.**

Every effort is made to ensure that students receive a quality education in a safe and distraction-free environment. The validation of school visitors is necessary to protect the safety of students, privacy and confidentiality of students' needs, and the provision of uninterrupted, quality teaching time. Parents are welcome to make classroom visits, have lunch with their children, and attend all special school activities held during school hours as long as they follow the school guidelines.

**TEACHER MEETINGS:** Parents are encouraged to meet with teachers as necessary. Conferences may be arranged with the teachers by calling the school office or by written request from the parent to the teacher. Conferences will take place before or after school hours. Telephone conferences are often helpful to parents and teachers.

In order to respect our teachers' and their time with their families, teachers will not respond to parent communications after 7:00 P.M.; however, teachers will make every effort to respond to emails/phone calls from parents within 24 hours of receiving such communication.

**CLASSROOM VISITS:** Parents are welcome to make classroom visits. Nevertheless, parents are required to check with the teachers in advance to ensure that the students are not being tested, scheduled to be out of their classrooms, and so forth. The principal, at her discretion, may approve or not approve a request for classroom visitation. Visitors must report to the school office prior to the classroom visit. Visitors must sign the visitors' book, provide proper identification if asked, and obtain a visitor's pass. Visitors should remain as unobtrusive as possible while in a classroom.

Classroom instruction should not be interrupted. If needed, a private conference may be scheduled with the teacher and principal to discuss observation.

Student visitors are not allowed except under certain situations for which the principal must grant prior approval, such as a specific school program or activity.

TEACHERS should immediately notify the office of any visitors that do not have an approved office pass. **Visitors without a badge will not be allowed to enter a classroom.**

**LUNCH:** Visitors wishing to eat lunch with students should call ahead to the school office to provide adequate preparation by the cafeteria and to obtain the correct time at which lunch is served. Lunch prices for visitors are available upon request and are subject to yearly price increases. St. Mary Catholic School participates in the federal lunch program. **Fast foods and soft drinks are prohibited.**

**SPECIAL ACTIVITIES:** Visitors should report to the area on campus where the activity is to be held. If visitors need to go to an area other than the designated area, they should report to the school office prior to going to any other area. Visitors must sign in with the office personnel and receive a badge used to access areas on campus other than the area specified for a special activity.

## SCHOOL SAFETY

Per Archdiocesan regulations, faculty and staff will be trained in ALICE procedures. This is a new program that addresses lock-down and active shooter scenarios. ALICE procedures are included in the school safety manual.

## SCHOOL REGULATIONS

The school day begins at 7:50 A.M. and ends at 2:50 P.M. Students may be dropped at school at 7:15 A.M. when adult supervision will be provided. Any student dropped off before this time will be placed in Before School Care. Any student left on campus after 3:15 P.M. will be placed in After School Care. There are additional fees for these services and parents will be responsible to pay in a timely manner. **IN ORDER TO ENSURE OUR STUDENTS' SAFETY, PARENTS NEED TO DROP THEIR STUDENTS OFF IN THE SCHOOL YARD, NOT OFF CAMPUS.** This includes the Lafayette Street parking lot, side streets, and Old Shell Road. Parents who consistently violate the rules may be subject to action by the school.

**BEFORE SCHOOL CARE:** On campus Before School Care will be available to all St. Mary students in grades PRK-8 beginning at 6:30 A.M. and ending at 7:15 A.M. Safety and liability are reasons this service cannot be extended to any non-students, including brothers and sisters of students enrolled at St. Mary. **A charge will be assessed for every student dropped off before 7:15 A.M.**

**AFTER SCHOOL CARE:** The After School Care Program will be available to all St. Mary students in grades PRK-8 beginning at 3:15 P.M. and ending at 5:30 P.M. Due to safety and insurance regulations, this service cannot be extended to any non-students, including brothers and sisters of students enrolled at St. Mary. Any student remaining on campus after 3:15 P.M. will be sent to the After School Care Program for safety reasons. A charge will be assessed for any student taken to this facility after school.

**Note: The After School Care Program is NOT available on half days or when school is not in session.**

**Before and After School Care Payment** is set up on a Point of Sale program where you can add money on line with Payschoolscentral.com. Payschoolscentral.com is a secure, online payment system which simplifies payment, collection and balancing of funds for our school. Parents add money online or send a check at the beginning of each month. Family accounts cannot show a negative balance. It is the parent's responsibility to keep track of how much money is in his or her account.

If your child is a drop-in for after care, money should be added to a child's account or paid when the child is picked up.

## **ATTENDANCE GUIDELINES FOR STUDENTS IN GRADES K – 8**

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for:

1. Illness;
2. Death in the immediate family;
3. Emergency conditions as determined by the principal;
4. Out of town trips with prior consent of the principal.

Students are allowed up to, but not to exceed, 10 excused absences for the school year.

Should a student exceed a total of 10 excused/unexcused absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions for the 10 allowed absences.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal.

Should a student exceed a total of 20 excused/unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, a student who exceeds 20 absences may be retained in the current grade rather than promoted to the next grade. The Office of Catholic Schools will be notified of all students who exceed 20 absences.

Arrangements for make-up work for absences will be determined at the local school level.

## **TARDY/EARLY DISMISSAL GUIDELINES**

Arrival and dismissal times for school should be determined at the local school level. Every 10 tardy/early dismissals will convert to one absence. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In addition, the local truancy authorities may be notified.

**TARDIES:** Parents should make every effort to ensure that their students arrive to school on time and remain for the entire school day. A student who arrives after 7:50 A.M. must report to the office for a tardy slip. In order to be excused, the student must present a written note of explanation from the parent (most doctors and dentists will provide such notes) upon returning to school. It is up to the discretion of the principal to determine whether the tardy will be considered excused or not.

**ABSENT STUDENTS' HOMEWORK:** When a student is absent in grades K-8, parents may call the office by NOON and request homework assignments be prepared. Parents may also email the classroom teacher and ask that assignments be sent via email, if possible. In addition, assignments may be picked up after school or sent with a sibling.

**EARLY DISMISSALS:** Early dismissals are discouraged, **especially after 2:00 P.M.** If a child requires early dismissal, the parent must notify the teacher in writing prior to the student leaving so that he/she may prepare. After 2:00 P.M. we cannot guarantee early dismissals with ease of access. Persons picking students up must also show proper identification (this includes both parents).

Students who are checked out early are not given additional time to complete assignments missed. They must have them completed by the next day. The early dismissal may count as an absence. If a student is aware in advance that he/she will be missing school time, that student must make an effort to get assignments ahead of time. Students will only be released to people listed on the Emergency Medical Card unless written permission is sent in advance.

## **HEALTH AND MEDICATIONS:**

The parent or guardian should treat minor illnesses, such as colds, at home. Please do not send a child to school with symptoms of illness. Children should be free from fever for at least 24 hours without medication before returning to school.

Prescription drugs and over-the-counter medicine must be prescribed by a physician and kept in the office accompanied by a school medical form that explains the dosage and distribution schedule, as well as parent signature(s).

All prescription and non-prescription medication (over the counter medicine) must be in the original, labeled container and stored under lock and key in the office. Medication should not be delivered by the child to school, but should be delivered by the parent or guardian. Only the parent or guardian should pick up the left over medication at the end of the year.

**Students are not allowed to carry any prescription or over the counter medicine on their persons.** The parent or guardian should give the first dose of the new

medicine at home in case of a possible allergic reaction. School personnel are not allowed to dispense, administer, or apply medications if these conditions are not met.

Parents will be called should a child become ill during the school day. It is essential that the school office have current contact information. Parents will be called to inform them of any head injury, no matter how slight.

The school office will call 911 in cases that warrant immediate emergency assistance.

**BIRTHDAY PARTIES FOR STUDENTS:** Invitations for birthday parties may only be passed out in the classroom if all the students (or all of the boys OR all of the girls) are invited to attend. Please check with the classroom teacher before planning to bring invitations to the classroom. In addition, parents are encouraged to send a birthday treat to the class if they wish; please coordinate this with the classroom teacher.

**COMMUNICATIONS AND MESSAGES:** Only vital telephone messages will be delivered to students during class. Students may use the office telephone only in cases of emergency. Forgotten items are not an emergency. Should it become necessary for the parents to bring an item such as a lunch to school, it should be brought to the office with the child's name and grade clearly marked on it. No one is to deliver such an item directly to the classrooms, as this causes an unnecessary disturbance and interruption of instruction. No one is to interrupt classes for any reason ( i.e. homework, book bags, and lunches). All of this is handled through the office.

**BICYCLES:** Students are required to WALK bicycles on the school grounds.

Students should wear helmets. Serial numbers should be recorded and kept by the parents. Bicycles should be locked properly in the bike racks provided. The school is NOT responsible for stolen or damaged bicycles. **NO MOTORIZED VEHICLES,** skateboards, scooters, or similar apparatus are allowed on campus at any time.

**DISMISSAL:** Walkers are dismissed at 2:49 P.M. Students are required to cross the street at the proper crossing location on the corner of Lafayette St. and Old Shell Rd. The traffic light and crosswalk is under the direction of the patrol officer during drop off and pick up times. The crosswalk located directly across from the church doors on Old Shell Rd. is only to be used when students go to the church under the direction of a teacher. Riders are dismissed at 2:50 P.M. and should remain on the porch with their teachers until their ride arrives or until 3:15 P.M. when they will be taken to After School Care. Students will be taken to After School Care for safety and supervision.

**LEAVING SCHOOL GROUNDS:** Students are not allowed to leave the school grounds after arriving or prior to dismissal without explicit permission from the parents and knowledge of the office and homeroom teacher. **Immediate disciplinary action will be taken if a student is in violation.** When parents find it necessary for their child to leave campus during the day, a written note should be presented to the office. Students cannot walk to the local convenience stores or fast food restaurants to meet their rides.

**REMAINING AT SCHOOL:** Students are not allowed to wait on church or school property outside of the fenced-in school yard for parents or others to pick them up after school. For student safety, parents should have the student walk directly home or wait on the porch with his/her teacher until 3:15 P.M. If his/her ride has not arrived by 3:15 P.M. students should go to after school care.

Students are not to wait on campus for practices unless supervised by an adult coach. The school discourages parents from allowing students to wait at the local stores and fast food restaurants before practices.

**RELEASE PERMISSION:** Students will only be released to the individuals listed on the emergency information card filed in the office. Should it be necessary to release your child to an individual not listed on your emergency information card, a note signed by a parent/guardian indicating to whom your child will be released **must be** sent to the school office in advance of the release. The faculty, staff, and administration reserve the right to view identification when releasing students to any individual picking up a student for any reason.

## TRAFFIC REGULATIONS

**TRAFFIC FLOW AND PARKING.** Entrances and exits to the school grounds follow a TWO-WAY traffic flow during arrival and dismissal times. **In order to preserve student safety, please follow the directions of the staff members on duty** and observe the following:

**MORNING DROP OFF:** Parents are asked to enter through the Old Shell Road gate and pull up as closely to the covered walkway along the classrooms as possible. The teachers on duty will direct you, so please follow their directions. Students should be ready to exit the car when it stops.

All cars should exit campus on Lafayette Street and follow the directions of the traffic officer. Unless otherwise directed, cars should turn left on Lafayette Street. Please note: Elementary school students with preschool siblings can be dropped off at the preschool drop-off; they will be directed by a teacher on duty to the proper place.

**The Mobile Police Department has advised us that, for safety reasons, students, MAY NOT be dropped off or picked up on Lafayette Street, Old Shell Road, or Providence Street. Parents should drop students off and pick students up within the school grounds following the proper traffic regulations.**

**AFTERNOON PICK UP:** Parents are asked to follow the same route as with morning drop off; however, there are three lanes of traffic rather than one. All students will be walked to their car by a staff member. Parents are asked to not get out of their car or call for your child to come to you. Once children are safely buckled in, turn on your **right turn signal** to indicate readiness to leave the afternoon pick up.

**RAINY DAY PICK UP:** If time permits, a rainy day sign will be hung under the covered walkway on days when this procedure is used. A rainy day pick up is used during extreme weather warnings, lightning, or when other hazards are present in the parking lot. Students will be dismissed to the gym and parents will line up as normal. Teachers on duty will walk students to their respective cars.

**PARKING LOCATIONS:** Parking is available to parents and guests throughout the school day in the parking lot on Lafayette Street. All visitors should enter through the front door on Lafayette Street and check in at the office. Please do not park on adjacent side streets near the school. Local businesses and residents have notified us that you will be towed. Additional parking is located behind the building next to 117 N. Lafayette Street.

## **CAFETERIA AND LUNCH PROGRAM**

Saint Mary Catholic School participates in the USDA Lunch Program and follows the Healthy School Environment Guidelines of the Office of Catholic Schools, Archdiocese of Mobile. Information concerning free or reduced lunches is available in the school office. Families who qualify are encouraged to apply. All information is kept confidential. A lunch menu is posted on the school website and Rediker each month. Students may also bring lunches from home. **Due to government lunch program regulations, only school lunches or home-prepared lunches are allowed during lunch time. Students/Parents are not allowed to bring hot lunch or fast food lunches from outside sources to school. Students may not bring carbonated beverages or candy to school.**

Student lunches may be paid in advance online or by sending a check to the cafeteria at the beginning of the month. Lunch accounts are set up on a point of sale program where money can be added money on line with Payschoolscentral.com. PaySchools is a secure, online payment system which simplifies payment, collection and balancing of funds for our school. **Student accounts cannot show a negative balance.** It is the parents' responsibility to keep track of how much money is on their child's account.

With Payschoolscentral.com, parents can log in at any time to make a deposit to their child's account, view their child's account balance, set up recurring deposits to their child's account, set up e-mail notifications when their child's account falls below a certain dollar amount, or request a report showing what the child has purchased on

their account. In most cases, payments processed before 9 P.M. CT should post to the student's account the next morning.

There is a \$1.75 ACH (Electronic Check) fee or a 4.75% credit card transaction fee that is assessed to each transaction. The fee is only charged when money is added to your student account. Parents can view account balance and see what students have purchased without having to incur this fee. If parents have multiple children enrolled in the school, money can be added to each child's account during the same transaction.

Transactions processed by Payschoolscentral.com are safe and secure.

### **ST. MARY CATHOLIC SCHOOL CAFETERIA NO CHARGE POLICY**

St. Mary Catholic School provides an opportunity for each student to eat a nutritious lunch during the school day. It is St. Mary Catholic School's policy to comply with all federal program regulations pertaining to the National School Lunch program.

A charged meal policy will be implemented for the benefit of the students; but the A LA CARTE items (ice cream, snacks, etc.) cannot be charged. The only students that may eat free are students that have been approved for free meals; therefore, it is the responsibility of the parent or guardian to pay for student meals at the time they are received. Students and staff are encouraged to pay monthly, or weekly, so meals will be paid before serving time. (Meals should be purchased before 9:30 AM.)

According to federal law, students in pre-kindergarten through third grade and special need students cannot be denied a meal. Because of this, a student will only be allowed to charge a maximum of three (3) meals. On the fourth occurrence, no charge will be issued for a lunch. The parent will be contacted by phone to bring a lunch, add money to the online account or bring money to school. The federally governed Child Nutrition Program regulations state that uncollected meal charges constitute a bad debt. The CNP Manager will notify parents by e-mail, written note or phone call of past due balances. Notices will be sent weekly. Any uncollected charges will be turned over to the principal at the end of the school year for payment.

### **ST. MARY CATHOLIC SCHOOL RETURN CHECK POLICY**

When a check is returned to the St. Mary Catholic School cafeteria, the amount of the check and the insufficient fund fee will be charged to the student's account. Therefore, the owner will be advised that there is a \$25.00 insufficient funds fee for any returned check. The total amount will be deducted from any balance on the student's account. Students' accounts cannot show a negative balance. Therefore, if there is no balance on the student's account, the parent will need to bring the check amount and the insufficient funds fee in cash to St. Mary Catholic School cafeteria the next business day.

## USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g.) Braille, large print, audio, American sign language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 879-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust..html](http://www.ascr.usda.gov/complaint_filing_cust..html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail U.S. Department of Agriculture.  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **St. Mary Catholic School Wellness Policy**

St. Mary Catholic School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To comply with this policy, St. Mary Catholic School adopts the following goals:

1. St. Mary Catholic School's Nutrition Program complies with federal, state and local requirements. St. Mary School's Child Nutrition Program is accessible to all students.
2. All St. Mary School's school-based activities are consistent with the local wellness policy goals.
3. St. Mary Catholic School will provide nutrition education that is appropriate for students and reflects students' cultures. Nutrition education will be integrated into students' curriculum to teach and foster life-long healthy eating. Nutrition classes will be conducted once a month under the supervision of the Certified Physical Education teacher in conjunction with the Cafeteria Director, and a Licensed Dietitian.
4. St. Mary Catholic School will provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short- and long-term benefits of a physically active and healthful lifestyle.
5. All foods and beverages provided to students during the school day will be consistent with the Current Dietary Guidelines for America. \*See St. 040Mary Catholic School Dietary Guidelines.
6. St. Mary Catholic School will provide a safe, comfortable, pleasing school environment that allows ample time and space for eating meals. Food and/or physical activity will not be used as a reward or punishment.
8. Students may not be denied a meal, or part withheld, as a form of punishment.
9. The Wellness Committee is comprised of Parent(s), Child Nutrition Staff, and School Advisory Board member, School Administration, Physical Ed. Teacher and Health Professional(s) (Licensed Dietitian). Our committee will be meeting in the fall and spring of each school year.

### **St. Mary Catholic School Wellness Policy Guidelines Nutrition/Nutrition Education Goals**

Nutrition topics are included in the Alabama Courses of study for science, health and family/consumer sciences. These will be taught in the classroom, in and interactive manner, promoting skill students need to adopt healthy eating behaviors. Where possible, teachers will integrate nutrition education into the other curriculums at all grade levels. The subjects of math, science, social studies, language arts and art all include concepts that can be taught while reinforcing good nutrition. Examples include graphing number of fruits and vegetables eaten in a day, week or month; using fractions with food recipes; journal recordings of food advertisements; planting and taking care of school gardens.

The staff responsible for nutrition education will be adequately prepared and participate regularly in profession development activities to effectively deliver and accurate nutrition education program. Preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program specific activities and instructional techniques and strategies designed to promote healthy eating habits.

Nutrition education information will be reviewed by a qualified nutrition professional who is specialized in school-base nutrition.

The school cafeteria serves as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom.

Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community through our website.

PTO will present information on Nutrition education at one meeting each school year to promote positive food choices for a healthy lifestyle.

St. Mary Catholic School will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

St. Mary Catholic School shall provide a consistent environment that is conducive to healthy eating behaviors during the school day. School day means, for the purpose of competitive food standards implementation, the period from midnight before, to 30 minutes after the end of the official school day. St. Mary Catholic School shall reflect healthy nutrition environments. Safe drinking water and convenient access to facilities for hand washing and oral hygiene must be available during all meal periods. St. Mary Catholic School should not establish policies, class schedules, or barriers that directly or indirectly restrict the student’s access to and compete with meal schedule.

Careful consideration of the school lunch environment shall be taken into account when scheduling activities. The importance of physical activity for children of all ages and supervised playtime for younger children shall be duly acknowledged. The Center for Disease Control defines physical activity as any bodily movement produced by skeletal muscle that results in an expenditure of energy. It is encouraged that schools provide activities before lunch or at a different time than lunch.

Students will be encouraged to start each day with a healthy breakfast.

As required by the State Board of Education’s July 12, 2005 resolution, all school staff will attend a minimum of one teacher in-service per year focused on nutrition and physical activity. The goal of these trainings will be to give teachers skills for interactive learning strategies for instruction; help teachers assess and improve their own eating practices; and reinforce their importance as role models to students.

The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 15 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.

Lunch periods are scheduled as near the middle of the school day as possible.

Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.

Dining areas are attractive and have enough space for seating all students.

Drinking water is available for students at meals.

Food will not be used as a reward or a punishment for student behaviors

The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

The school will strive to increase participation in the available federal Child Nutrition programs (e.g. school lunch and school breakfast).

St. Mary Catholic School will employ a food service director, who is properly qualified, certified and/or credentialed according to current Federal and State professional standards to administer the school food service program and satisfy reporting requirements.

All Child Nutrition Programs staff will have earned a high school diploma or G.E.D. certification.

All food service personnel shall have adequate pre-service training in food service operations including training on Hazard Analysis Critical Control Points (HACCP).

A Child's need for nutrients does not end when school does. Therefore, it is encouraged that CNP assist with operating a summer food service program for children and adolescents who are eligible for federal program support.

Guidelines for reimbursable school meals shall be according to and not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C 1758(f)(1), 1766(a)(0), as those regulations apply to schools and those regulations established by the Alabama State Board of Education.

All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

All Child Nutrition staff has current ServeSafe Certifications or food handler permits from the Mobile County Health Department. For the safety and security of the food and facility, only Child Nutrition Staff and authorized personal can have access to the food service operations

For the safety and security of the food and facility access to the food service operations are limited to Child Nutrition staff and authorized personnel. For further guidance see the US Department of Agriculture food security guidelines.

## **St. Mary Catholic School Dietary Guidelines**

The Alabama State Board of Education adopted an amended resolution that endorses changes for the Alabama Implementation of USDA Smart Snacks in Schools and Fundraising Activities for local education agencies and sponsors participating in the National School Lunch and Breakfast Programs. Beginning July 1, 2015.

St. Mary Catholic School is focus on improving food quality by offering healthy food choices on our campus in the cafeteria. ASDE has stated that school administrators and child nutrition directors must evaluate all foods served and sold on campus to validate Smart Snacks standard compliance of the nutrition content of products as established by the USDA and the hunger Free Kids Act of 2010. Therefore, school administrators and child nutrition staff will evaluate and maintain each product evaluation Administrators may utilize the Smart School Snack calculator to validate each food item. A printed copy of the nutritional results should be kept and available for audit.

Students' lifelong eating habits are greatly influenced by the types of foods and beverages made available in their daily environment. St. Mary Catholic School has established the following guidelines for all foods and beverages sold or served to students during the school day (School day is defined as the time a student arrives on a campus until the end of the last scheduled class.):

### **1. Beverages in School**

**Elementary School/Middle School:** An Elementary School is defined as a school where the majority of students are in grades Pre-K through 5. A Middle School is defined as a school where the majority of the students are in grades 6 through 8. No carbonated soft drinks shall be available for sale to students at any time during the school day. No item considered to be in the category of carbonated soft drinks may be provided free of charge to students. No food or beverage item that has high fructose corn syrup or sugar listed as the first ingredient may be made available during the school day. No other competing food/beverage sales are to be available to students during meal service time. Items that may be sold include non-carbonated flavored and unflavored water, 100% fruit juices, and milk. Juice may not exceed 15 calories per ounce. Juice sizes should not exceed 10 ounces.

## **2. Foods of Minimal Nutritional Value in St. Mary Catholic School**

In addition to the restrictions regarding the sale of carbonated beverages listed above, no one on the school campus may provide access to “for sale” or “free” foods and beverages of minimal nutritional value as identified under USDA regulations 7CFR 210 Appendix B, Categories of Foods of Minimal Nutritional Value until after the end of the last scheduled class. These classifications are as follows:

- Water ices, including frozen sickles, ices and slushes, except those ices containing fruit juice.
- Chewing gum, flavored or unflavored from natural or synthetic sources
- Certain candies, processed predominately from sugar or corn syrup sweeteners or artificial sweeteners combined with a variety of ingredients including but not limited to:
  - Hard candies, sour balls, fruit balls, candy sticks, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops
  - Jellies and gums, such as gumdrops, jelly beans, jellied and flavored fruit slices
  - Marshmallow candies or other aerated sugar, corn syrup, or invert sugar confections
  - Fondants, such as candy corn, and soft mints
  - Licorice
  - Spun candy, cotton candy
  - Candy coated popcorn

## **3. Food Items and Beverages Sold Through School Store at St. Mary Catholic School**

St. Mary Catholic School shall review its offerings of foods in the school store and develop a plan for phasing out low nutritive foods. All schools shall develop a plan to replace those foods with high nutritive foods. St. Mary will develop a plan with the guidance of the superintendent or his/her designee that allows for input by students, teachers, and parents. Foods and beverages approved by the local committee shall not be in conflict with the state board policies. The guidelines for school stores are listed below.

Snack items sold or provided are to follow the guidelines listed below: In single servings, these snack foods are:

- Total fat =35% of calories - Low or moderate in fat (10% or less Daily value of total fat)
- Have less than 30 grams carbohydrate (10% or less Daily Value of total CHO)
- Have less than Snack 200 milligrams sodium- Entrée 480 milligrams
- Contain 5% Daily Value (DV) or more (10% is healthiest) of at least one: Vitamin A, Vitamin C, iron, calcium, or fiber (5% daily value)
- Sugar limit 35% of weight from total sugar in food

- Calorie limits snack 200 calories entrée 350

Additionally, the portion sizes shall follow these requirements.

- Chips, (baked or containing no more than 3 to 7.5 grams of fat per bag), crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, and pretzels. Not to exceed 1 ounce.
- Low-fat cookies/cereal bars. Not to exceed 24 grams ( 1 bar).
- Low-fat bakery items (examples; pastries and muffins). Many low fat items replace the fat with sugar. Check the label for carbohydrate content. Not to exceed 57 grams.
- Frozen dairy desserts, such as low fat ice cream, and pudding “Jello” fruit bowls, 4 oz maximum
- Yogurt, (low fat) less than 30 grams total carbohydrate, 8 oz maximum
- Reduced fat milk (1 percent or less), flavored and unflavored. Flavored milks may contain no more than 30 grams total sugar per 8 ounce serving. Not to exceed 16 ounces.
- Beverages should include water in any size container. Other beverages may include 100% fruit juice (8 ounces or less), and (1) percent or less fat milk as stated above (16 ounces). 12 ounces except as noted.
- June 2017 approved snack list.

#### **4. School Fundraisers in All Schools**

All fundraising activities that involve the selling of food during school hours or as students gather on the school campus before school begins or as students wait on transportation or otherwise exit the school campus following school dismissal should reinforce food choices that promote good health. Sales during school hours shall not include those foods listed above as Foods of Minimal Nutritional Value or exceed those portion sizes identifies as allowable. This also means that all events outside the school day are not affected by this requirement and that booster clubs, etc., are free to select items for sale for specific fundraising and concession sales as long as the activity does not conflict with this position.

## GRADES AND PROGRESS REPORTS

### Grade Level Guidelines for Progress Reports/Report Cards

#### Kindergarten

##### Academic and Self-discipline Skills

##### Progress Code

- C Demonstrates consistently and independently  
*After a skill is taught the student is able to perform the skill or activity independently.*
- S Demonstrates sometimes with support  
*The student has not yet mastered the objective and needs assistance from the teacher when asked to apply the skill or perform the activity.*
- N Needs continued development  
*Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the Child needs more time to develop before being able to master the skill.*

Blank space Not assessed during the marking period.

All skills on the progress report should at least be introduced by the end of fourth quarter.

No yearly averages are given at the Kindergarten level.

## Grade Practices: Grades 1- 2

### **GRADING**

#### **Grading Scale: Reading, Writing, Mathematics**

A	90–100
B	80–89
C	70–79
D	60 –69
F	59 and below

#### **Skills**

- *Reading*
  - o Comprehension/Listening
  - o Phonics
  - o Oral Expression/Fluency
  
- *Writing*
  - o Handwriting
  - o Communicating Ideas
  - o Punctuation/Capitalization
  - o Spelling
  - o Grammar
  
- *Math*
  - o Concepts
  - o Computation
  - o Problem Solving/Communication
  - o Measurement/Data
  - o Geometry

#### **Skills Codes**

✓ Student struggling with skill

*The student needs considerable assistance for skill being taught.*

✓ – Student below grade level with skill

*The student is performing below grade level with continuous teacher assistance.*

#### **Grading Scale: Religion, Social Studies, Science**

4	Meeting targets and performing above expectations
3	Meeting targets

- 2 Working towards targets with continuing assistance
- 1 Needs more time to develop

**Grading Scale: PE, Art, Music, Foreign Language, Computer**

- S Successful
- N Needs improvement

**Components for Grades 3-5**

- Grades are determined using 3–5 components with no one component weighted more than 40%.
- Teachers should grade worksheets and daily work on a point scale rather than a percentage/letter grade.

**Yearly Averages**

- Reading, Average the percentage number grade from each quarter. A letter grade is given for the numerical average.
- No "+" or "---" used.
- Religion, Science, Social Studies: A number grade is given for the numerical 4, 3, 2, 1 average.
- Any average resulting with a .5 decimal should be rounded up.

**Evaluating Conduct Code**

- O Outstanding
- G Good
- I Inconsistent
- U Unsatisfactory

## Grade Practices: Grades 3 – 8

### Grading

#### Grading Scales/Codes:

- Religion, Reading/Literature, English/Writing, Mathematics, Social Studies, Science, Physical Education\*
  - A 90–100
  - B 80–89
  - C 70–79
  - D 60–69
  - F 59 and below

\*PE teachers may use S or N if determined appropriate by the Principal

- Art, Music, Computer, Foreign Language
  - S Successful
  - N Needs improvement

### Components for Grades

Grade are determined using 3 –5 components with no one component weighted more than 40%.

### Semester Exams

- No semester exams should be administer in grades 3–5
- Semester exams are recommended but not required in grades 6-8. A semester exam should be averaged into the second and fourth quarter test component with a weight of one or two test grades as determined by each school. It is suggested that all middle school teachers within a school use the same weight.

### Yearly Averages

- Average the percentage number grade from each quarter. A letter grade is given for the numerical average.
- No "+" or "-" used
- Averages resulting with a .5 decimal should be rounded up.

### Evaluating Conduct

#### Code

- O Outstanding
- G Good

I	Inconsistent
U	Unsatisfactory

## Promotion/Retention

In decisions to "Promote or Retain" a student, the following factors must be considered:

1. Current report card grades
  - Grades 1 and 2:
    - A yearly average of "F" in Reading, Writing, or Math
  - Grades 3-8
    - A yearly average of "F" in two core academic areas in grades 3-8. (Religion, English, Reading, Math, Social Studies, and Science)
2. Past Academic records, previous grade retention, standardized tests, CogAT scores.
3. Age, emotional development and social skills of student.
4. Present grade placement.
5. Present family history: divorce, death, siblings, etc. and parent support.
6. Regular Attendance
7. Approval of the Principal

**Quarterly/Annual Awards** - Honor Roll and Upward Bound programs are used to recognize students for superior academic achievement in grades 3-8. All honor roll students are required to make an **S or O** in conduct. Model Christian Student Awards will be given out quarterly. An academic awards ceremony will be held at the end of the first semester and third quarter.

- Principal's List - All A's
- Honor Roll - 3 A's and 3 B's
- Upward Bound - recognized 2<sup>nd</sup> and 3<sup>rd</sup> quarter. Requires a student to raise any major academic grade without dropping a grade in any subject.
- Model Christian Student - recognized each quarter. Recognizes the student in each class who consistently displays Christian values, attitudes and actions

Parent conferences are offered after the 1<sup>st</sup> and 3<sup>rd</sup> quarters to discuss report cards. Parents are encouraged to maintain a close, working partnership with classroom teachers. Conferences may be scheduled by note, email, or telephone for a time that is convenient for both the teacher and the parent. Conference questions/interruptions should never be attempted during the regular school day without prior arrangements with the teacher.

When a conference is requested by the school, it can be scheduled at any time between 7:00 A.M. and 3:00 P.M. on a regular school day. Unless there are unusual circumstances that all parties involved are aware of, it is expected that the conference will be scheduled within one week of the request. Failure of the parent to schedule a conference within that time may result in a student's exclusion from school activities until the conference is held.

**TESTING** - All K - 8 students are given baseline reading and math tests during the first week of school. In addition, grades three through eight are administered a writing assessment three times per year. The ITBS test provides for ability and achievement testing in grades 2 through 8 in the spring each year. Scores will be discussed with parents at scheduled conferences.

## UNIFORMS

### Optional Pre School Uniforms

Gender	Grades	Description	Sizes	Short Sleeve	Long Sleeve
Boy/Girl	Pre-K	Navy Tee Shirt with Logo	Youth	10.50	12.50
		Khaki All Elastic Short	Youth 14.50	Husky 16.50	
		Khaki All Elastic Pant	Youth 16.50	Husky 18.50	
Girl		Khaki Skort K12 #2653 or K12 #2669	Youth 16.50	Half Size 18.50	

### Girls Uniforms Grades K-8

Gender	Grades	Description	Sizes	Short Sleeve	Long Sleeve
Girl	K-4	White Peter Pan Collar with Navy Piping	4-16	14.50	16.50
		White Polo with Logo	Youth	18.50	20.50
		Polo may only be worn with skort.	Adult S-XL	21.50	23.50
		Plaid #38 Tunic Jumper #178 Jumper	4-16	39.50	Half Sizes 41.50
				Skort#907	
		Plaid #38 Skort #907	4-16	41.50	
			Half Sizes	43.50	
		White Ankle Sock with Logo	3 pair for 14.95		
		Navy and White Saddle Tennis Shoe	Youth 32.50	Adult N/A	

**\*Jumper and Peter Pan Blouse must be worn on all days the students attend Mass.**

**No Skorts may be worn on Mass day. Skorts may be worn instead of PE shorts in August, September, October, April and May.**

	5-8	White Oxford No Logo Must be worn Mass Day	4-16	15.50	17.50
		White Polo with Logo May not wear Mass Day	30-48	18.50	20.50
		Plaid #38 Skirt New Style #3572	4-16 41.50	Half Size 43.50	
		White Ankle Sock with Logo	3 pair for 14.95		
		Navy Saddle with White Stitching & Laces	Youth 66.50	Adult 74.50	
		Optional, Navy Blazer w/ Emblem	Girls 75.50	Ladies 85.50	

**\*Skirts no shorter than 2" above the knee when kneeling.**

**Please purchase your girls jumpers, skorts and skirts by June 1, 2018 to ensure delivery in time for school!**

<b>Boys Uniforms Grades K-8</b>					
<b>Gender</b>	<b>Grades</b>	<b>Description</b>	<b>Sizes</b>	<b>Short Sleeve</b>	<b>Long Sleeve</b>
Boy	K-8	White Oxford	Youth	15.50	17.50
			Adult	18.50	20.50
		White Polo with Logo	Youth	18.50	20.50
			Adult S-XL	21.50	23.50
				<b>Shorts</b>	<b>Pants</b>
	K-4	Plaid #38 Shorts	4-7	22.50	28.50
	K-8	Plaid #38 Pants	8-16	24.50	31.50
		<b>No shorts on Mass day.</b>	Husky/Prep	29.50	36.50
<b>*Shorts may be worn instead of PE shorts in August, September, October, April and May.</b>					
	<b>6-8</b>	<b>Red and Navy Tie #, Required on Mass Day</b>	All Sizes	12.50	
		Optional, Navy Blazer w/ Emblem	Boys 75.50	Prep 85.50	Men 95.50
	K-4	Black Tennis Shoe	Youth 35.50	Adult 39.50	
	5-8	Black Leather Lace-up Shoe, No Loafer	Youth 44.50	Adult 59.50	
		Belts, Plain Black	All Sizes	10.50	
		Socks, White or Black Crew	3 Pair for 8.95		
<b>PE AND OUTERWEAR</b>					
			Youth	Adult	
Girl/Boy	K-8	PE Tee Shirt with Mustang Logo	10.50	10.50	
	K-8	Navy Mesh PE Short with Mustang Logo	13.50	13.50	
Girl/Boy	K-8	Navy Cardigan or Pullover Sweaters	24.50	26.50	
		Navy Sweatshirts with logo	15.50	17.50	
		Navy Fleece ½ zip or full zip with logo	39.50	43.50	

**Locations Open Monday through Saturday:**

4851 Old Shell Road (Old Shell Road @ Bit & Spur)	251-342-0039
5441 Hwy 90 West (Tillman's Corner Shopping Center)	251-665-0036
905 Daphne Ave (On Hwy 64 between Scenic 98 and Hwy 98)	251-621-1903

***PHILOSOPHY AND MISSION STATE***

*We believe that every child is a special and unique gift from God. We participate in the educational process by offering quality school uniforms to families in our community with simplicity and service.*

**PARENTS SHOULD MARK ALL UNIFORM ITEMS WITH THE STUDENT'S NAME.**

All St. Mary's students (grades K-8) must wear the school uniform, as well as the P.E. uniform.

**NON COMPLIANCE:** Unless the student has a note from his/her parent with an acceptable excuse for non-compliance to both uniform and P.E. uniform code, parents will be required to bring missing articles to the school.

**UNIFORM CODE VIOLATION:** Repeated violations of uniform codes will not be permitted. Students in grades 4-8 may receive a detention for not being in proper uniform. Students who are out of uniform, who do not wear the uniform correctly, or who are in violation of dress/grooming codes are subject to disciplinary action. These actions may include suspending the student until the uniform/dress/grooming code violation is corrected. Any school/class time missed is unexcused. Chronic violations of the uniform/dress code can lead to dismissal from school.

**GROOMING:** Students should be neat, clean and well groomed. The school uniform, including the P.E. uniform, should be worn properly and modestly at all times. School uniforms are expected to be properly fitted and kept neat, clean, and in good repair.

Girls' skirts should be no shorter than 2-2 ½ inches from the middle of the knee, both front and back.

A student's hair will be clean, conservatively styled, neatly trimmed and well groomed. Hair should be kept out of the eyes (bangs should not fall below the eyebrows). Extreme and exotic hairstyles, hair color and/or accessories will not be permitted. Proper hair regulations for male students is as follows:

- **Hair should clearly not extend below the eyebrows on the forehead when it is combed/brushed down.**
- Hair should not extend beyond the top collar of the uniform shirt when it is combed down.
- Hair should not be teased out, matted, pony-tailed or put in any other extreme fashion.

**MAKEUP:** Make-up and nail polish is not permitted for students in grades K-8.

**JEWELRY:** Students will be allowed to wear only appropriate jewelry in keeping with the atmosphere of our Catholic school; specifically, one watch, one simple chain with religious medal/cross (for girls with pierced ears), or one set of stud- pierced earrings no larger than the ear lobe may be worn.

**OUT-OF-UNIFORM DAYS:** Policies regarding grooming, make-up, and jewelry still apply on out-of-uniform days. Out-of-uniform days pertain to clothing only. Clothing must be modest and appropriate for Catholic school. Some items that are NOT acceptable are short skirts (above

knee length, grade, 5-8), see-through clothing, tight clothing, low-rise pants, spaghetti straps, clothing that shows bare midriff (even when arms are raised) or inappropriate logos, etc. Shoes must not be backless as sandals. Platform shoes may not be worn. Any student whose clothing is not modest and appropriate will wait in the school office until his/her parents can bring an appropriate outfit. IF A STUDENT IS NOT SURE that his/her outfit is appropriate, he/she must BRING A CHANGE OF CLOTHING that is acceptable. Students who do not dress appropriately on out-of-uniform days may lose the privilege of participating in other out-of-uniform days throughout the year.

## **GENERAL RESPONSIBILITIES OF STUDENTS**

These responsibilities include those which apply to all grade levels. Individual teachers may have additional rules to implement as well. It is up to the discretion of the principal to amend these rules as she feels necessary.

- Under no circumstances will disrespect to an authority figure be tolerated, whether verbal, written or physical. Parents must provide a good example and instruct their children with regard to proper respect for teachers and all who are in authority. Violations will warrant serious action by the principal.
- Students are expected to participate with reverence during church activities, and their behavior should be respectful.
- Students will walk quietly in the halls when other classes are in session.
- Students are expected to be on time in the morning and for each class throughout the day. Those who abuse this regulation may be required to make up the time.
- Students will follow school rules and procedures, be prepared for class, have supplies, complete assignments on time, etc., with regard to classroom responsibilities.
- Students are required to dress out for P.E.
- Cheating is a form of stealing. A student cheating on homework, daily work, quizzes, tests or other assignments will receive a failing grade and will not be allowed to make up the work.
- **Chewing gum is not allowed on the school campus at any time.**
- Students are responsible for having parents sign forms, folders, and reports sent home by the school/teachers, and they are also responsible for returning them to school the next day.

- Non-related school items should not be brought to school without the permission of the teacher. Items such as toys, trading cards, cameras, radios, tape recorders, or video/virtual games cause classroom and yard disturbances. Such items may be taken up and returned only to a parent.
- Students are responsible to show up for, and serve, detentions. If they fail to serve a detention, they are subject to further discipline.
- Students are responsible for following all guidelines in the St. Mary Catholic School Acceptable Use Policy when using technology at school and when using their school-related G-mail addresses.

## **SCHOOL POLICIES**

### **CELL PHONE – ELECTRONIC DEVICES POLICY**

The NO Cell Phone /Electronic Device Policy within the school is to enable the educational process to proceed without unnecessary disruption in classes. No non-school related communications or hand-held electronic games are permitted at St. Mary Catholic School. This includes, but is not limited to, game boys, cameras, pagers, walkie-talkies, iPods, Mp3 players, Apple/Android watches and cell phones.

Non-school related cell phones/electronic devices are not connected to the St. Mary network and are not filtered for internet use. Therefore they do not comply with Child Internet Protection Policy. Cell phones must be turned off, kept out of sight and not used for any purpose, including text messaging, taking pictures or listening to music.

Special permission for cell phones will be granted to students for safety reasons (ex. walking home from school or remaining for after-school activities, such as sporting events, etc). These students are permitted to bring their cell phones to school. However, they must have written permission from their parents on file in the school office. Cell phones must be labeled with student names. Cell phones must be turned off and turned in to the school office for the day. Students must sign their own phones in at the beginning of the school day and sign them out at the end of the school day. Students may pick up their phones when leaving for the school day, but no cell phone should be used on campus until after 3:30 P.M.

The school will not be held responsible if cell phones are lost or stolen. Any student who fails to turn in his/her cell phone and is caught with it in his/her possession will have their phone confiscated and returned only to parent/guardian. Continued offenses will result in a detention and/or suspension.

This policy is in force during normal school hours while students are in school buildings. Students in after school care must keep their cell phones in their book bags and comply with the same policies as those during normal school hours. Students who violate this policy will lose their cell phone privileges.

## **PERSONAL ELECTRONIC DEVICE POLICY:**

St. Mary Catholic School is dedicated to providing our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning includes the effective use of technology to best prepare each student for the learning world in which they will live. To accomplish this vision our school does allow students with proper recommendation to use their own iPads in the classroom and provide their own iPads. The Handheld Device Student Agreement must be signed by the student and parent/guardian and returned to the school. All student responsibilities of this agreement must be upheld.

## **DRUG, TOBACCO, ALCOHOL POLICY**

It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, controlled substances, paraphernalia, or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, or controlled substances on school premises, in a school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises or during any school-sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

## **WEAPONS POLICY - CATHOLIC ARCHDIOCESE OF MOBILE**

### **INTRODUCTION**

Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well-being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

### **POLICY**

It is strictly forbidden for any student, employee, volunteer or visitor to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

**DANGEROUS WEAPON** - A dangerous weapon is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; this includes, but is not limited to, a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles. Bullets or shotgun shells of any type can also be very dangerous and are considered a weapon.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon, or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

Revised March 2018  
Department Of Education  
Archdiocese of Mobile

## **VANDALISM/THEFT/LOSS**

Parents are responsible for damage to school property inflicted by their children. Financial obligations may be incurred for those students involved in the theft, vandalism, or loss of school property or property belonging to another student. Students engaging in vandalism or theft are subject to severe discipline consequences.

These guidelines are enforced to assure that appropriate Christian behavior is the disciplinary precedent at St. Mary Catholic School. There should be no problem complying with each and every one of these guidelines, since Christian behaviors should already be instilled in each student and are the basis of common courtesy and respect.

## **DISCIPLINE AND CONDUCT**

Good conduct is expected of St. Mary students at all times – in the classrooms, in church, at lunch, on field trips, on the playground, and in attendance at any other school or Archdiocesan functions. Christian principles of self-discipline should be the guidelines for all their actions.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her/his discretion. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. The principal reserves the right to discipline students for off-campus conduct.

Good discipline is necessary for a comfortable learning environment. The only discipline that is worthwhile is that which is prompted by motives from within, with each student accepting responsibility for his/her own actions. Good school discipline is a cooperative effort of parents, teachers, and students demanding continuous communication and clear understanding and support among all three.

Behavior judged detrimental to the safety and well-being of others will be penalized. Disciplinary actions are intended as positive endeavors. Complaints involving school personnel or students must be taken through the proper channels.

Every opportunity and effort will be made to be fair and just in all discipline situations. These decisions will be based on many factors and as much information as possible will be considered.

Final decisions concerning discipline will be handled on an individual basis. The school administration reserves the right to determine what is fair and just.

The school is a co-tenant of lockers and desks and reserves the right to search them at any time without notice. Bookbags, purses, gym bags, etc. also are subject to search without notice.

The school reserves the right to search any and all property on the school campus and at all school-related functions in any manner it deems appropriate to ensure a safe environment.

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.

These guidelines are enforced to assure that appropriate Christian behavior is the basis for behavior at St. Mary Catholic School.

**Some disciplinary measures incorporated at Saint Mary Catholic School are:**

Teachers will send a behavior report to the principal each week.

It is up to the discretion of the principal to determine the severity of an offense. If behavior is found to be unusually offensive, the principal may enforce a more severe consequence.

Any student choosing behavior contrary to the prescribed guidelines does so at his own risk, knowing he is freely choosing such action, and will therefore incur the consequences.

Anytime a student is referred to the office for disciplinary action, the administration will attempt to notify the parent, either by note sent home with the student to be signed and returned, or by telephone.

- Detention. Students serve one hour after school. Parents will be notified in advance when students must serve a detention. **Students are required to report to detention on the day assigned.** Parents will be notified of a detention with a detention form, which must be signed by the parent and returned to the homeroom teacher the next day. Detention has priority over any school activity. During detention, students may be assigned to help with campus cleaning duties, assigned written response packets, or service work. Detention may not be used to study or complete homework.
- In-School Suspension. Students are banned from attending their normal classes and all school-related functions until a conference is held with parents, student, and principal. Parents will be notified before a student is suspended, and of the duration of the suspension. **STUDENTS WHO ARE SUSPENDED ARE RESPONSIBLE FOR ALL CLASSWORK/HOMEWORK MISSED.**
- Out-of-school suspension separates the offender from the student body and is a warning that this separation may become permanent unless serious behavior changes are made quickly. Students are to remain off campus during the time assigned to out-of-school suspension. This includes activities, practices, and all other school-sponsored activities.
- After suspension, students are expected to complete all class work missed at the convenience of the teacher, but no credit is given for the completed work. Service work may be assigned in addition to the suspension.
- Probation. A period of time when a student is allowed to attend school, but includes a loss of privileges and usually includes specific

restrictions, educational and service projects, and/or extra duties. A period of probation normally follows a suspension but also may be used independently.

- Student Contracts. Contracts listing behaviors that must be changed are set up during a meeting with the student, parents, teachers, and/or principal.
- Exclusion. Students may be removed from the school environment for an extended length of time and will be considered for re-admittance to the school after the exclusion period. Counseling, participation in a community program, or other stipulations may be required for students during the exclusion period.
- Expulsion. The student is released from the school and may not return.
- Individual teachers may have additional classroom rules and the middle school has a policy for grades 6-8 with additional rules to implement as well.

## **DISCIPLINE REFERRALS**

- Parents will be notified of any major violations and all disciplinary referral forms.
- Disciplinary referral forms are presented to the Principal or Assistant Principal, who will confer with the individual student, notify the parents of the referral form, and record the action or recommendation(s) concerning the particular case.
- Four or more referrals during a semester are considered to be excessive; these referral forms are presented to the Discipline Committee for review. This may result in parent conferences, suspension, disciplinary review, review of continued attendance at Saint Mary Catholic School, and possible expulsion.

**STUDENT APPEALS PROCESS:** Students have the right to set up an appointment with any teacher/staff member to discuss any academic or discipline measure received from that teacher/staff member. Appointments need to be requested within forty-eight hours from the time the action to be discussed was issued. Appointments should take place before school, after school, or at a mutually free period for the teacher/staff member and student.

**PARENT CONCERNS:** St. Mary Catholic School's faculty, staff and administration always welcome talking with parents and/or students about any concerns that may arise. When at all possible, students (especially in grades four - eight) should be encouraged by their parents to resolve concerns directly with the teacher before parents become involved.

If a concern should arise that has not been resolved by the student and teacher/staff member or that requires parental involvement, the parent/guardian should set up an appointment to discuss their concern directly with the teacher/staff member involved. Most concerns should be resolved at this level.

If the parent/guardian feels that the concern is still not resolved he/she needs to contact the principal.

## **CHILD ABUSE**

All school teachers and officials or any other person called upon to render aid or medical assistance to any child, when such child is known or suspected to be a victim of child abuse or neglect, are required BY LAW to report, or cause a report to be made of the same, orally, either by telephone or direct communication, immediately followed by a written report to a duly constituted authority.

## **CHILD ADOLESCENT PROTECTION POLICY**

All children have the right to be safe and protected from harm in any and all environments---home, school, religious institutions, neighborhoods and communities. The Archdiocese of Mobile will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect and to bring the healing ministry of the Archdiocese to bear wherever possible. It is the expectation of the Archdiocese of Mobile that all persons and entities under its auspices comply with the provisions stated in this Policy.

This Child Protection Policy builds on long-established policies of the Archdiocese aimed at preventing abuse of minors. It is responsive to our concern for children and to the provisions contained in the revised *Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* approved by the full body of the United States Conference of Catholic bishops in November 2002.

With renewed faith, the Archdiocese of Mobile recommits itself to the original goals of this policy:

- To address the spiritual, physical and emotional care of the abused child and the family, as well as the affected Catholic community;
- To reiterate and strengthen educative and screening procedures toward the goal of preventing child abuse by Archdiocesan personnel and volunteers;
- To identify and observe reporting requirements to civil and Archdiocesan authorities;
- To address the spiritual, physical and emotional care of the individual against whom the charge was made; and
- To address other actions to be taken when child abuse is alleged.

## **ST. MARY CATHOLIC SCHOOL BULLYING POLICY**

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. St. Mary Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of St. Mary Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

St. Mary Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

### **Definition:**

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power; it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

### **Scope**

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

### **Reporting Breach of Policy**

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences bullying, a parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying

Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

### **Disciplinary Action**

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

### **Education**

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in St. Mary Catholic School, educating students, teachers, and parents about the policy must take place annually. Therefore, St. Mary Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.



# **ST. MARY CATHOLIC SCHOOL**

## **Student Network/Internet**

### **Acceptable Use Policy (AUP) 2018-2019**

St. Mary Catholic School's goal is to achieve excellence in computer technology, in support of its educational goals, and shall reflect the Christian principles upon which the school is founded. In order for students to be prepared for tomorrow's technical world, St. Mary Catholic School uses computer/electronic devices as part of its curriculum. Technology devices include, but are not limited to, desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network and servers, whether owned, leased, or loaned to St. Mary Catholic School. To gain access, parents and children must agree to the school's Acceptable Use Policy governing how computers and the resources connected to it may or may not be used in the school. After you have read and discussed this policy with your family, please fill out the AUP permission form (including the student's signature (grades 3-8), sign it, and return it to the school.

### **Network/Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. They should always act in a manner becoming a Catholic Christian. Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to, Internet usage, the creation and/or distribution of messages or content via student E-mail system, and/or the creation of information within technology tools that fall under the preview of St. Mary Catholic School. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. It is expected that users will comply with school standards and will honor the agreements they have signed. Access is a privilege - not a right. Access entails responsibility.

All student activity on the network/Internet is controlled. Online services provided directly or indirectly for student use, include but not limited to, the following: student E-mail, drive, calendar (Google APPS for Education); student information systems such as Rediker, (parent/student gradebook access); online-base educational tools; anti-plagiarism software (Turnitin.com); and online database subscriptions.

## **Several monitoring aspects include:**

- Internet access is done while in the assistance of a teacher.
- In the computer lab, all computer screens are visible from the same location.
- Software protection from Internet sites (Internet filtering and monitoring).  
CIPA Basic Requirement: CIPA requires the implementation of a “technology protection measure” –generally referred to as an Internet filter – to block access to visual depictions deemed “harmful to minors.” Filtering is required for all Internet-enabled computer/electronic devices, whether used by minors or adults.
- Network activity (including the Internet) is logged. (This enables the school to determine who was using the system, when, and what they were doing.)
- Each student (in third-eighth grade) has his or her own user account and password (this includes file storage space).

## **Student E-mail Policy**

Student E-mail accounts issued by St. Mary Catholic School are expected to be used strictly in an academic manner; usage must be responsible, legal, and ethical. The *Student E-mail Policy* falls directly under and is encompassed by the *St. Mary Catholic School Acceptable Use Policy*.

## **School Usage of Email**

Student E-mail accounts established by St. Mary Catholic School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email addresses for communication with teachers (instead of personal E-mail accounts).

Students E-mail accounts grant students access to a variety of resources including but not limited to the services provided through Google Apps for Education: Google Mail, Calendar, Drive, which includes the online creation and storage of documents, spreadsheets, and presentations.

## **Expectations of Student E-mail Usage**

St. Mary Catholic School expects all students to check their E-mail on a frequent and consistent basis. Some E-mails may be time-critical, and unchecked E-mail will not be considered an acceptable excuse.

- Student E-mail should only be used for emailing St. Mary Catholic School staff and when assigned, other St. Mary Catholic School students.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be viewed as cheating and subject to rules within the parent/student handbook.

- Students should use polite, appropriate language.
- Any message deemed inappropriate, offensive, abusive, or harassing will be grounds for revoking privileges and will be turned over to the principal.
- Student user names, passwords, and student groups are created by an “E-mail administrator” on a secure domain. Students are restricted from changing the school-issued username and password. The E-mail administrator will have a copy of that information available at all times.
- Username and passwords should not be shared by students
- Username and passwords will be made available to parents. Parents will be given instructions on how to access student E-mail, therefore giving parents the ability to monitor the school-issued E-mail.

### **Unacceptable Usage of Technology**

The in appropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright.
- Degrading or disrupting equipment, software, or system performance.
- Vandalizing the data of another user.
- Invading the privacy of individuals.
- Using an account owned by another user.
- Posting personal communications without the original author’s consent
- Posting anonymous messages.
- Posting content that is profane or uses language and/or symbols with the intent to degrade, bully or offend others.
- Downloading, storing, or printing files or messages that are profane, obscene, or that uses language and/or symbols that tend to degrade or offend others.
- Any activity that damages any equipment or programs, restitution will be required if this occurs.
- Uses that violate any of the expected standards of behavior outlined in the parent/student handbook including but not limited to, plagiarism, cheating, bullying, hazing, and harassment.

### **Consequences for Violation of Technology Policies**

The violation of technology policies and any usage deemed unacceptable by administration, faculty, and/or technology directors can result in loss of privileges. Violations of the policy and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student Handbook.

Note: Revoked privileges may have academic consequences if assignments require the use of school technology.

Please KEEP this policy for your records. Sign and return the next page only.

**Student Acceptable Use Policy (AUP) Agreement: 2018-2019**

As the parent/legal guardian of the minor student(s), I have read and understand the AUP for St. Mary Catholic School. By signing below I agree to the terms of the Technology Acceptable Use Policy.

Parents are encouraged to discuss this policy with their children before they sign. Parent signature is required for all students. Students in second grade and below, a parent/legal guardian signature is all that is required. (Please print student's name, grade and teacher's name in box below).

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(please print)

Student's Last Name if Different from Parents \_\_\_\_\_  
(Please print)

As a user of the St. Mary Catholic School's computer network, I have read the above policy and hereby agree to comply with St. Mary's AUP, communicating over the network in a reliable and Christian fashion while honoring all relevant laws and restrictions. I understand that disciplinary action may result by not abiding by said rules.

**EACH STUDENT IS REQUIRED TO HAVE A SIGNED AUP ON FILE. (SIBLINGS CANNOT BE ON THE SAME FORM.) STUDENTS IN GRADES 3-8 MUST ALSO SIGN THIS AGREEMENT IN THE BOX BELOW.**

Name of Student _____	Grade _____
(Please Print)	
Homeroom Teacher _____	
Student Signature _____	

**\*\*\*Please sign and return this page to the school. Students will not be given access to technology until an AUP agreement has been signed and returned.**

# **ST. MARY CATHOLIC SCHOOL AND PARENTS - PARTNERS IN EDUCATION**

## **RIGHTS UNDER FERPA** **FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent an official of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

## **OTHER QUESTIONS AND CONCERNS?**

As parents you may have questions or concerns about something you hear is happening at our school. The administration, faculty and staff encourage and welcome you to contact us with any questions or concerns you may have regarding St. Mary Catholic School. We are very proud of our school and all that we are able to accomplish for our children with the help of so many dedicated parents, parishioners, alumni, volunteers and friends.

We understand that from time to time concerns may arise and we are happy to arrange a time to discuss them.

We believe that direct communication is the best way to keep negative rumors from being spread, which only hurts our efforts, school, and students. By setting up an appointment to discuss concerns (instead of trying to answer questions at a social event or in the parking lot) we are able to give our total attention to the individual and his/her question(s).

If you have a concern or hear something negative about our school, please contact the faculty or staff member most directly involved with your concern. **YOU ARE OUR GREATEST RESOURCE IN SPREADING THE GOOD NEWS ABOUT OUR SCHOOL.** We would also request that you direct other individuals who express a concern to you to talk with the faculty or staff member most directly involved to gain further insight into the concern. It takes all of us working together to make our school great! It only takes a few people to tear it down. The most important question for any of the faculty or staff is "How can we help the student?" When parents work together with the faculty and staff, it provides a winning situation for all --- especially the student.

Please remember that confidentiality hinders us from discussing specific student-related situations with anyone besides the parents of the children involved. However, we may be able to provide you with our philosophy regarding our expectations, which may provide you with a clearer understanding of our goals.

Finally, we know that it is not possible to please everyone with the decisions we make regarding the school. We do strive to do what is best for all of our students, and this is not an easy task. We are confident that when you take the time to find out more about any given situation, you will understand our dedication to providing the best opportunities for all of our students to grow spiritually, intellectually, emotionally, and physically.

We look forward to working with all of our parents and students as partners in education.

## **PARENT/STUDENT HANDBOOK AGREEMENT 2018-2019**

As the parent/legal guardian of the minor student(s), I have read and understand the St. Mary Catholic School parent/student handbook. Parents are encouraged to discuss this policy with their children before they sign.

Your signature below includes that you have read the St. Mary Catholic School handbook. That you and child agree to abide by the provisions, rules and regulations contained therein.

Parent Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Parent Signature \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)