

ST. MARY'S GRADE SCHOOL

2021-2022 PARENT AND STUDENT HANDBOOK



St. Mary's Grade School

West Virginia Catholic Schools

MOVING MOUNTAINS

"I have called you by name: you are mine."

Isaiah 43:1

107 East Pike Street

Clarksburg, WV 26301

Phone: 304-622-9831 X 22

www.stmaryswv.org

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the forgoing, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor/Designated Pastor if a financial problem exists. Each local Catholic School Consultative Board is encouraged to have a local Tuition Assistance Program to help families that cannot afford all or part of the tuition.

“So if you want to make a difference in your child’s life, begin by building up their heart and mind-one strong, beautiful word at a time.”

Lisa Jacobson

Dear Parents and Students,

Welcome to St. Mary’s School! In choosing St. Mary’s School, you have demonstrated a commitment to the values and philosophy of a Catholic education. It is my belief that we will fulfill this commitment to you and your children.

The Parent/Student Handbook reflects the policies of St. Mary’s School for 2021-22 . Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary’s School during the stated school year. Attached are all the forms that you need to complete and return to school.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessing,

Loria J. Cavallo, MA. Ed

Assistant Principal

St. Mary’s and Notre Dame

INTRODUCTION

St. Mary's Catholic School was opened in its present location on September 14, 1914, for grades one through twelve. Today, St. Mary's offers a quality education to children in preschool, Pre-Kindergarten through sixth grade, while adjacent Notre Dame High School continues with grades seven through twelve. The school is operated under the auspices of Father Joseph Konikattil and the Diocese of Wheeling-Charleston.

High academic standards, a Catholic Christian atmosphere, and a community of devoted faculty, staff, parents, and students form the basis of program at St. Mary's Grade School. St. Mary's follows the policies of the Diocese of Wheeling-Charleston. Any change in Diocesan policy takes precedence over school policies. The school also reserves the right to interpret rules and policies as individual situations and needs arise.

PHILOSOPHY

St. Mary's School provides a quality education in the Catholic, Christian tradition for all students in a nurturing but rigorous environment. We challenge our students to recognize, develop and share their God given gifts and talents. We welcome families who accept values promoted by Jesus Christ: faith, hope, love, peace, and justice. We believe that each child is unique; therefore, the faculty and staff strive to nurture each child to reach his/her full potential. Together with the family, we share the responsibility of preparing each child for the future.

MISSION STATEMENT

The mission of St. Mary's Central School is to nurture the spirit, challenge the mind, and strengthen the heart of each student who enters her doors. Through the lens of the teachings of the Roman Catholic Church, St. Mary's cultivates a Christ-centered environment in which we nurture our children, families, and community so that we might see the face of Christ in each other.

MOTTO

In the Spirit of St. Mary's School

Service

Positive Attitude

Inclusive

Respectful

Inspire Excellence

Teamwork

ADMISSION POLICY

Every Catholic child in the deanery is entitled the privilege of attending St. Mary's Grade School unless there is evidence of inability to adjust the school situation. Children who reach the age of 5 by July 1st should be admitted to Kindergarten unless there is definite evidence of inability to adjust to the school situation. St. Mary's Grade School also accepts non-Catholic students.

Under regulation of the West Virginia Department of Health, all children attending school are required to provide proof of having received the following immunizations: Polio, Rubella, Rubella, Diphtheria, Whooping Cough, Tetanus and HIB. A Health check Form must be completed by the pediatrician and dentist. All new students entering ANY GRADE from out of state must also have these tests.

State law requires all entering students to present a **State-Certified Birth Certificate** from the state of birth. County certified and hospital birth certificates are not acceptable.

At this time St. Mary's Grade School does not have facilities for Special Education, Learning Disorder, and Behavior Disorder programs.

AFTER-SCHOOL CARE

St. Mary's Grade School offers an after-school program from 2:30PM - 5:30 PM on days in which school is in session. Our "Keepers" program provides quality care, individual attention, security, and consistency for all children with respect for individual differences. The care provided includes a snack, homework time with assistance available, indoor games, outdoor play, art/craft activities. **Student cell phones are not permitted to be used during Keepers.** 7th/8th Grade NDHS students with siblings currently enrolled at SMS and the discretion of the administration-may attend Keepers for the cost of \$5/hour. The cost for SMS students is \$5/hour.

ANIMALS

Animals are not permitted at St. Mary's School. Special permission may be granted in advance by the administration.

ARRIVAL/DISMISSAL

School supervision will begin at 7:20 a.m. **The school will not be responsible for students who arrive before this time. PLEASE DO NOT DROP STUDENTS OFF PRIOR TO 7:15am.** Upon arrival at school, all students will report to the auditorium. Adult supervision will be in the auditorium.

The pre-Kindergarten class ends at 10:40 a.m. We have Extended Care that is open to our Preschool-3 and Pre-Kindergarten students for \$5/hour. The times are from 10:40 AM to 2:25 PM. The regular school day ends at 2:25 pm. Students who are not picked up by 2:35 pm will report to “Keepers” and parents will be billed for services. The cost is \$5/per child/per hour.

Parents are to drop off and pick up students in the back of the school. The alley traffic should flow continuously. **Do not park along the alley at any time.** Morning Arrival is a drop off to adults between 7:20-7:40. Afternoon Pickups should park in the lot behind the school. Stand outside of your vehicle and students will be directed to you by an adult. Once all students are at their vehicles, you will be released to leave the parking lot. **Due to the heavy traffic and excessive speed in the front of the school, parents are discouraged from having to walk students across Pike Street.**

ATTENDANCE GUIDELINES

Children should be present each day of the school year unless they are sick or there is a family emergency. Regular and punctual attendance facilitates learning and parents are encouraged to commit themselves to seeing that students are present on time daily. If students are not physically present in the building, they are counted absent unless they are participating in a school related event (i.e. math field day, county spelling bee, etc.).

ABSENCES

- St. Mary’s follows the attendance policy Harrison County Schools. When a student accumulates 5 (five) consecutive or 10 (ten) total days of absences, the principal must notify the county attendance director and parent.
- Excessive absence (20) days or the equivalent of 20 days, including tardies, may be cause for a student to be retained in the current grade for another year.

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Mary’s School and the students.

- **Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.
- Missed assignments are the student’s responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

- Homework assignments may be picked up from the office once arrangements have been made with the teacher.
- Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.
- Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school. Students who are away from school for 3 ½ hours or more, will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Appointments during the class hours are discouraged. If an appointment can be made only during school hours, a written note from the parent is mandatory. The note should state the reason for early dismissal and who will be coming for the student. Such note should always be signed and dated by the parent/guardian. Children leaving early are picked up in the office. At no time during the day is a student permitted to leave school grounds without written permission of the parent/guardian. The parent/guardian must come to the office to sign the child in or out. **Parents/guardians are not to go to the classroom for a child but meet him/her in the breezeway.**

Tardiness: Students are expected to be at school by 7:40 am. Students reporting to their homeroom classrooms after 7:45 will be counted tardy. **3 tardies count as 1 absence. *A student coming to school late must report to the office to be signed in by his/her parent before being admitted.**

BULLYING and CYBERBULLYING

St. Mary's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion.

CARE OF SCHOOL PROPERTY

Defacement of school property such as: lockers, doors, walls, desks, bulletin boards, books, and equipment is a serious offense and offenders will be dealt with sternly. Parents will be notified and held responsible for repair or replacement of damaged areas. This includes payment for damaged equipment, supplies, etc.

All textbooks are the property of St. Mary's Grade School. Payments must be made for the replacement of any book that is lost, torn, or defaced

Students are not permitted to chew gum in the school building, on the school grounds, or during any program or field trip sponsored by the school. Careless disposal of gum presents sanitation and cleaning problems, and costly repairs.

CELL PHONES/TELECOMMUNICATION DEVICES

We strongly encourage students to NOT bring cell phones to school. In the event that a student needs a cell phone after school due to walking home from school, entering a house where no one is at home, or attending sport practices or games, it must be turned in to the classroom teacher upon arrival in the morning and turned off. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s).**

*Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include suspension and/or expulsion.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

CHILD ABUSE LAWS

St. Mary's School abides by the Child Abuse laws of the State of West Virginia. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Service.

CHILD CUSTODY

In the case of divorce or separation, **a copy of the court order and custody agreement/parenting plan MUST be submitted to the office.** It is the responsibility of the custodial parent to provide this information to the school. If we do not have copy of this agreement, then we cannot legally refuse to give information concerning a student to a biological parent or grandparent or even keep that parent from seeing or taking that child. **We abide by the provisions of the "Buckley Amendment" giving non-custodial parents access to academic records and information regarding his/her child unless there is a court order denying access.** It is not enough to have the custodial parent's word.

COMMUNICATION

Newsletters: Communication between the school and family is of the utmost importance to St. Mary's School. Class newsletters will be posted on St. Mary's School website under class pages. Parent Memos will be emailed to all parents on Friday of each week. The Parent Memo will also be posted on the school webpage.

RenWeb Parent Alert: This is a telecommunication service that permits the school to mass call messages to parents. Please see that the school has a main number and cell phone number for your child, and current email addresses for parents and guardians.

School Website: www.stmaryswv.org Please check the school website regularly for updates and important information.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, cell phones, laser lights, iPods, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

COUNSELOR

A certified counselor serves the needs of students and parents through class and individual consultation.

CURRICULUM

Curriculum includes all the spiritual, intellectual, physical and emotional learning experiences that are planned, guided and sponsored by the school. The child is the center around which Curriculum is built. The Curriculum should develop the child's responsibility to self, home, community and church. The child should recognize the need for a global sharing of developed countries with third world nations. Scheduled instructional times in every subject are in accord with the standards of the State of West Virginia and the Diocese of Wheeling-Charleston.

The Curriculum at St. Mary's Grade School provides learning experiences in Catechesis, Reading, Language Arts, Mathematics, Science, Social Studies, Physical Education, Computer Technology, and Fine Arts at each grade level.

Special Programs

- Additional instruction in Reading and Math are provided through TITLE I.

- Speech therapy is available for those students who require this service. It is provided through the Harrison County Public Schools.
- Psychological testing is available through the Harrison County Public Schools.
- Speech screening is provided by the Harrison County Schools.
- Special Education consultations and tutoring are provided by Harrison County Schools on a limited basis.

Reporting and Evaluating

A student’s progress is continuous and a mastery of certain skills is necessary for progress to happen in an orderly and sequential fashion. Behavioral objectives are one of the ways teachers communicate to parents the goals against which the success of instruction can be measured. These objectives inform the student of the purpose of instruction so he/she knows what is expected.

Besides these objectives, class participation, daily work, tests, special projects, outside preparations, attitudes, personal responsibility, proper use of time are but a few of the criteria used in evaluating a student’s progress.

Periodic communications from the teachers will inform parents of progress, improvements, or the need for further improvement. Parents are always free to request a call or conference with teachers and/or the principal.

Report Cards

Report cards will be distributed four times during the school year. Parents may request a conference any time by calling the school office and arranging an appointment with the teacher. The teacher may request conferences with the parents.

If parents have some concern about their child’s progress, **the teacher should be contacted first.** If the problem has not been satisfactorily resolved, then contact the principal and arrange a conference with both teacher and principal. Most problems can usually be solved by addressing the child’s teacher first.

GRADING POLICY

Grading Scale							
Preschool/ Pre-K	Kindergarten	Grade 1		Grades 2-6		Enrichment Classes	
O- Outstanding/Mastery	O- Outstanding/Mastery	93-100	O	93-100	A	93-100	O
S- Satisfactory	S- Satisfactory	85-92	S	85-92	B	85-92	S
P- Progressing	P- Progressing	77-84	P	77-84	C	77-84	P
NI- Needs Improvement	N- Needs Improvement	69-76	N	69-76	D	69-76	N
NA: Not assessed	U- Unsatisfactory	0 -68	U	0-68	F	0-68	U

Students in grades 4-5 are **required** to complete a science fair project and a social studies fair project during the school year. 6th Grade students are required to participate in the Science or Social Studies Fair.

Daily Schedule

7:20 a.m.	Student Drop Off
7:40 a.m.	Snack/ Class Begins
7:45 a.m.	Tardy Bell/Attendance/
8:10 a.m.	Morning Prayer
10:40- 11:10 a.m.	First Lunch
11:20- 12:50 a.m.	Second Lunch
2:25 p.m.	Dismissal
2:30 p.m. – 5:30 p.m.	Keepers

For Early Dismissal

12:00 p.m.	Early Dismissal (2 Hours Early)
11:00 a.m.	Early Dismissal (3 Hours Early)

Homework

Homework is given as a follow-up to the material covered in class and therefore is very important. It is the responsibility of the student to complete each assignment. The purpose should be to foster habits of independent work-study; to reinforce learning that has taken place in school; to bring the home and school closer together; and to relate school learning to out-of-school interests.

There is no reason for a parent to feel that written work must be assigned everyday in each subject. Homework may be memorization, oral or silent reading, study and written assignments. Parental supervision is recommended. A place conducive to good study habits should be provided. The assignment should be determined in light of the day's lesson, the student's capabilities, and long range planning.

Any student who does not do the assigned homework or does not complete assignments must complete the homework the following day. If homework is incomplete over an extended period of time, the student will be given a detention.

All students must be prepared for class. Teachers will not accept excuses such as not having writing implements, markers, etc. Forgotten homework assignments may NOT be brought to school by parents.

Please, send your child with their backpack every day. Backpacks should be full-sized so that the papers and art projects will fit in without getting destroyed. Please check your child's backpack each day for papers that are sent home.

Teachers do their best to limit homework assignments on the weekends (excluding larger projects, etc.)

The following times are recommended homework times per grade level:

Pre-Kindergarten, Kindergarten, & 1st	10-15 minutes
2nd Grade	20 minutes
3rd Grade	30 minutes
4th Grade	40 minutes
5th Grade	50 minutes
6th Grade	60 minutes +

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Detention/Discipline

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or misbehave the student takes upon him/ herself the consequences of that chosen behavior.

In establishing a code of conduct the school shall:

- a) ensure that rules and consequences are understood by students
- b) ensure that the punishments are constructive and relative to the misbehaviors
- c) ensure that work of an academic nature is not used as a punishment
- d) encourage reconciliation with the offended party if applicable

Teachers shall uphold the code of conduct established by the school and follow the expectations, procedures, corrective measures and penalties regarding school rules. Teachers shall be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

Since the Church supports the dignity of persons of all ages, corporal punishment in any form is not an acceptable means of punishment when a student has misbehaved.

1. The dignity of the student demands that humiliating and embarrassing punishment be avoided. Some acceptable means of setting behavior problems in 24 hour period are:

- a. first - warning
- b. second - loss of privilege
- c. third - detention (parents notified)
- d. fourth - in-school suspension

2. Extreme disciplinary problems are referred to the principal for appropriate action.

3. A student who has a serious discipline problem will be made aware of it and parents will be notified in writing by the principal. The actions noted above in point will be taken including in-school suspension, which means the child will spend that time in the principal's office doing the work assigned by his/her teacher. In extreme situations where the discipline problem is not brought under control, the student will be dismissed from school. Suspension or dismissal action will be taken by the principal upon notification of the teacher and with the consent of the Designated Pastor. Out-of-school suspension or dismissal becomes effective after the principal has notified the parents, either personally or in writing through registered mail. The student is required to complete class work missed during any suspension period.

4. Reasons for which a student may be suspended or expelled are:

- a) extremely grave infraction of school regulations
- b) continued undesirable conduct detrimental to the physical well-being of other students
- c) continued malicious disobedience or disrespect for authority

5. If students are issued a detention they will serve lunch time detention during their lunch/recess

period. Reasons for detention:

- a) Serious Disciplinary infractions
- b) Consistent incomplete class work
- c) Consistent incomplete homework
- d) Malicious disrespect of principal/teacher/peers
- e) Use of profanity

Profanity may never be used by a student in school, on the bus, or on the playground because it is demeaning and demonstrates a lack of respect for others and for oneself.

The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff, or administrators, violates the good behavior expected of a St. Mary's School student. Any action that reflects negatively on the St. Mary's School community may result in disciplinary action.

DEVELOPMENT OFFICE

The Development Office is instrumental in providing public relations and marketing for the school with a major emphasis on fund raising. The Director of Development promotes greater understanding and support of St. Mary's School. This entails increasing public awareness of the role and mission of the school, coordinating fund raising events, writing grants, establishing corporate sponsorship as well as recruiting students.

ENROLLMENT OFFICE

The Enrollment Office is instrumental in providing information and direction for prospective families along with retaining current students. The Enrollment Director is responsible for arranging appointments, gathering required paperwork for entrance, and providing tours. He or she works collaboratively with the administration to strengthen the relationship between home, school, and parish.

ILLNESS

In case of illness, the school will notify the parents to provide transportation home for their child. **AT NO TIME ARE THE CHILDREN PERMITTED TO CALL BY THEMSELVES WITHOUT PROPER AUTHORITY.**

In the case of an accident, parents will be notified immediately. **IT IS ABSOLUTELY NECESSARY THAT THE SCHOOL OFFICE HAVE EMERGENCY NUMBERS.**

MEDICATION

Pupils requiring medication during school hours must have on file a signed medical authorization form from the parent or guardian identifying the medicine, dosage, and purpose of the medication. This form must be updated annually. Medication forms are available in the office.

Medication must be in original containers and have affixed a label with the student's name. All medications, including cough drops, are to be kept in the office.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Parents who send non-prescription medication to school with students must follow the same procedure as that outlined for students possessing prescribed medication. The school is prohibited from dispensing any medication without written parental permission.

It is only under these circumstances and within the outlined guidelines that medication may be distributed by any employee of the school. Indiscriminate dispensing of medication (such as Tylenol or cough drops) is strictly forbidden.

COMPLIANCE WITH THESE REGULATIONS IS MOST IMPORTANT.

FIELD TRIPS

Educational field trips are offered as an integral extension of the classroom curriculum. Permission slips will list the educational purpose of the field trip. Permission slips will be sent home in advance of each trip to be signed by the parent before the student will be allowed to participate. Field trips of any kind, involving vehicle transportation or not, **REQUIRE WRITTEN PERMISSION. Permission by telephone is not acceptable. Permission by FAX is not acceptable.**

A field trip is a privilege, not a right. The Diocese of Wheeling-Charleston recognizes the importance and value of trips for field study and approves of these visits to places of cultural, educational, spiritual or co-curricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted. Students who choose not to participate in scheduled field trips are to remain at home on these days and will be counted absent.

It is the responsibility of the Principal to approve any and all field trips taken by students in the school.

Overnight trips are permitted by the Diocese of Wheeling-Charleston, only on a case by case basis and with permission of the Superintendent of Catholic Schools; however, local Catholic School Consultative Boards may approve policies which forbid overnight trips for students in their schools.

The following should be taken into consideration when any field trips are planned:

- 1) Adequate adult supervision must be provided, including one or more certified employees of the local school.
- 2) Waivers must be completed by all chaperones and all parents/guardians of students participating in any field trip holding harmless the Diocese of Wheeling-Charleston and the school for injury, accident, illness or death occurring during or by reason of the field trip.
- 3) Bus transportation is the most desirable method to be utilized for any field trip and, whenever possible, this mode of transportation should be utilized. The use of private passenger vehicles is discouraged and should be avoided, if possible. If a private passenger vehicle must be used, the following information must be supplied and certified by the driver in question:
 - a. The driver must be at least 21 years of age.
 - b. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
 - c. The vehicle must have a valid and current registration with valid license plates.
 - d. The vehicle must be insured for the following minimum amounts - \$100,000 per person/ \$300,000 per occurrence. A copy of the vehicle insurance card should be provided.
 - e. A signed DRIVER INFORMATION SHEET on each vehicle used must be submitted to the Principal prior to the field trip.
- 4) Permission in a written form must be provided by each student's parent or legal guardian prior to the trip. A permission form is provided by the Diocese of Wheeling-Charleston. Permission by telephone is not permitted.
- 5) The school retains the right to approve all individual drivers and chaperones.
- 6) All drivers and chaperones must complete a background check and be compliant with all guidelines and requirements outlined by the Office of Safe Environment.

GUIDANCE

St. Mary's School has counselors that meet periodically with grades Pre-Kindergarten through 6th Grade. He or she is available to counsel individual students as needed.

LOCKERS

Classrooms that do not have cloak rooms will assign lockers. Lockers may be inspected, if the need arises, without the consent of the students. Such inspections, if necessary, will always take place in the presence of one or more witnesses. Locks are not permitted at SMS.

LOST AND FOUND

If your child has lost anything, ask him/her to check with the office. **ALL** clothing pieces, jackets, backpacks, lunch boxes, and etc. should be labeled with your child's name to allow for easy identification. Unclaimed uniform items will be given to the uniform committee at the end of the school year.

LUNCH PROGRAM

Hot lunch is available each school day. Breakfast is also available each morning. A monthly menu is distributed to each family at the beginning of the month. Please do not include any other fees with lunch money as this money is paid directly to the cafeteria. **Students will be billed monthly directly from Notre Dame High School. Make checks payable to NOTRE DAME CAFETERIA and include your child/children's name on front of the check.**

Applications for reduced or free lunch are made available each year. All students, new and returning, must have the free/reduced **applications into the school offices by September 15**. If an approved application is not on file, students will be responsible for full payment for breakfasts and lunches.

Breakfast prices are \$1.50 for entrée & drink. Milk/Juice \$0.40.

Lunch prices: Pre-3 – 2nd \$2.75, Grades 3-12 \$3.50, Adult \$4.00. *Prices are subject to change*

SMS and ND participate in the federally funded Child Nutrition Program. ***It is against federal guidelines for a fast food meal to be brought into the lunchroom. It is also against federal guidelines for any student to have lunches heated in a microwave.***

If your child does not bring a packed lunch, he or she will be served a hot lunch and the parents will be billed for the said lunch. Please, only include in your child's cold lunch the food that you expect him/her to eat. The cafeteria is a place where good human and social relations can be developed.

Each student is expected to use the general rules of courtesy which they have learned at home. The following are simple rules of courteous behavior students are expected to observe in the lunchroom:

- Observe good dining room standards at the table.
- Maintain quiet and order while waiting to be served.
- Walk to and from the tables.
- Be seated at all times while eating lunch.
- Finish all food before leaving the cafeteria-food may not be carried out.
- Leave the table and surrounding area clean and orderly.
- Put used paper products in proper containers.
- Courtesy and respect must be given to the lunch monitors at all times.
- Students are not permitted to share lunches.

MONIES

Whenever it is necessary to send money to school, please send it in an envelope stating the child's name, amount, homeroom, and purpose for the money. To facilitate the collection of money, please enclose the exact amount. Separate envelopes should be used when money is sent for more than one purpose.

All checks should be made payable to St. Mary's Grade School unless otherwise stated.

At times classroom teachers will conduct book orders for the students. **Please do not send cash.** Please make checks payable to the book companies. i.e. Scholastic. *Students are not permitted to sell items to other students at school.*

PARENTS as PARTNERS

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

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

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional snack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

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

To complete and return to school any requested information promptly;

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

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

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

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at St. Mary's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's School involves a

commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

Once you have chosen to enter into a partnership with us at St. Mary's School, we trust you will be loyal to this commitment. During these formative years (Preschool – 6th grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

PARTIES

Classroom parties are held at Halloween, Christmas, and Valentine's Day.

No more than one each of: One food (i.e. pizza), One treat (i.e. cupcake), One party favor/treat bag per student, One tray item (i.e. veggie or fruit tray), chips, and one drink.

When planning parties, these guidelines are meant to show the maximum of treats allowed, not as a minimum requirement. A Head Homeroom Parent will be selected to organize the party.

Birthday parties at school are not permitted. Students may bring in a treat bag or snack for the class. These snacks need to be prepackaged from a store and not home made. Each child receives a Birthday Blessing on his or her birthday. Summer birthdays are done at the end of the year.

Invitations to parties at students' homes should only be sent home through the school **if all students in the class receive one**. If only selected students receive them, they should be mailed so as not to cause hurt feelings.

Due to safe school practices, students may not receive deliveries of flowers, candy, stuffed animals, etc. to the school. If flowers, etc. are sent the school will not accept the delivery.

PICTURES

Individual school pictures are taken during the fall & spring, and class pictures are taken in the spring. It is optional for parents to purchase the pictures.

PROMOTION POLICY AND RETENTION POLICY

Advancement to the next grade in St. Mary's School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

RELIGIOUS INSTRUCTION AND SERVICE PROJECTS

Faith or belief in God is a gift. For most students at St. Mary's Grade School, this belief is expressed in the Catholic tradition. During one class period each day student's learn the truths of the Catholic faith, share Scripture readings from the Bible and develop a sense of prayer. Faith is nurtured through prayer, the Liturgy, Scripture and tradition.

The children celebrate the Liturgical seasons of the Church year. They will participate in various para-liturgical services such as: the Advent wreath, the rosary, and Lenten celebrations. All parents and friends are invited to attend. Each day begins and ends with prayers and all students, regardless of religious affiliation, are expected to participate in all religion classes, Liturgies and para-liturgical services.

The Benzinger Series is the text used for religion classes K-6. Preschool uses the "Seeds" program. The religion teachers incorporate Bible Verse into the curriculum. All students participate in Advent, Lenten, and class/school wide service projects.

Students in grades K-6 will attend mass weekly at Immaculate Conception Church.

SCHOOL SAFETY

St. Mary's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Students that are required to use crutches are not permitted to attend school without an adult assistant with them at all times. The adult must be approved and compensated (if need be) by the parents or legal guardians.

All visitors to the school will be buzzed in through the breezeway doors and are to report directly to the school office. Visitors will be asked for their driver's license, to sign in and will be issued a SMS Visitors Badge.

Video cameras are located throughout the school-both indoor and outdoor to ensure the safety of all students, visitors, faculty, and staff.

Due to safe school practices students may not receive deliveries of flowers, candy, stuffed animals, etc. to the school. If flowers, etc. are sent the school will not accept the delivery.

SOCIAL NETWORKING SITES

Social Networking sites, blogs and any other online publishing continues to grow as a main form of communicating and connecting with people across the world. Everyone in the school community is expected to use all technology tools in a responsible and moral way.

Remember that you represent St. Mary's School at all time whether online or in-person.

DIOCESAN POLICY STATES:

- Teachers/Staff are not permitted to be "friends" on any personal social networking sites with any student **and or parent** of the school.
- The official use of the school logo and/or name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal.
- Publishing disparaging and/or defamatory comments about the school community is not permitted and may result in disciplinary action.

STUDENT RECORDS

St. Mary's School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the Harrison County Board of Education PONY unless student is transferring to a non-public school or out of county. If this is the case the records will be mailed. No records will be given to parents to transport to the new school.

TECHNOLOGY CONCERNS

Blogs: Engagement in online blogs may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s).**

Smart watches (android or Apple) are not permitted to be worn or used by St. Mary's Students.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

TELEPHONE CALLS

Telephone calls are permitted only in case of emergency. Students needing to make a phone call may do so only with permission from the teacher or principal.

Only messages of vital importance will be relayed to students during class time. Students **ARE NOT** called from classes to the telephone except in extreme emergency.

TESTING

St. Mary's School administers the NWEA MAP GROWTH three times a school year.. The test is web-based and taken via Chromebook, iPad, or PC. This testing is a policy for all the Catholic Schools throughout the Diocese of Wheeling-Charleston.

The ARK Test (Assessment of Religious Knowledge) is given to students in Grades 2-6.

SMS utilizes STAR READER & STAR MATH, assessments to monitor student's academic progress during the school year.

TOYS, GAMES, ETC.

Students may not bring toys, iPods, gaming devices etc. to school. Children in younger grades may be permitted to bring toys, etc. for show-n-tell with the permission of the teacher. **NO fidget spinners or toys of any kind are permitted at St. Mary's School.**

TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

TRANSPORTATION

Bus service is provided by the Harrison County Public Schools. Conduct on the buses should be exemplary. Parents will be contacted if children do not obey bus regulations. Students unfamiliar with riding the bus should wear identification tags the first week of school.

If a child is going home by other than his/her normal mode of transportation, a note must be sent to the principal. When children are visiting one another after school, a note is required from both sets of parents.

TUITION/FEE POLICY

St. Mary's School Financial Regulations: You will find these inc. into your Financial Agreement:

Please note: Every family must have completed Financial Agreement Contracting five days prior to the first day of classes, and made final arrangements for some approved payment plan, which must begin immediately thereafter. Even if Diocesan, Parish or other Tuition Assistance arrangements are incomplete, this contracting must be completed five days prior to the first day of classes, and some monthly payment plan must begin immediately. Failure to do so will result in serious penalties, up to and including prohibiting attendance at school, and/or prohibiting participation in any school activities, games or practices.***

PAYMENT PLAN

Please choose one of the following:

1. Payment in full (2% discount - due before school starts)
2. FACTS automatic withdrawal Fee \$38.00. Withdrawal on the 5th and/or 20th of each month Please read and sign additional FACTS agreement.***

Note: Discounts will only apply if paid prior to the due dates applicable.

REFUND POLICY

- a) 90% refund of one semester tuition will be refunded if withdrawn before the first day of class.
- b) 80% refund of one semester tuition will be refunded if withdrawn between the 1st and 5th day of class.
- c) 60% refund of one semester tuition will be refunded if withdrawn between the 6th and 10th day of class.
- d) 40% refund of one semester tuition will be refunded if withdrawn between the 11th and 15th day.
- e) 25% refund of one semester tuition will be refunded if withdrawn between the 16th and 20th day.
- f) No refunds will be given after the twenty-first day of class.

NOTE: FEES ARE NOT REFUNDABLE.

In compliance with the W.V.S.S.A.C. Rule 127-2-9 and 9-4 it should be understood that any assistance given has nothing to do with athletic or any other extracurricular activity. The financial aid given is provided based strictly on the financial needs of the applicant as seen by the administration of St. Mary's.

The following agreement is part of the Financial Agreement for each family: I have read and understand the Tuition and Payment Policies in this agreement. I understand that my child(ren) may not be enrolled in St. Mary's School unless any outstanding balance is paid, or approved arrangements have been made regarding any outstanding balance. I also understand that no transcripts, grades, or diplomas will be issued unless the account is paid in full.

****please note:**

A special annual form is required for every family requesting the lower, Catholic tuition rates in the top row of the Financial Agreement. This must be completed and renewed every year, with the signature of the proper Pastor of your Parish, in order to maintain these lower rates.

*****please note:**

FACTS monthly payment plan, by direct electronic draw from your checking/savings account, must have the FACTS form completed properly and submitted several weeks before draws will begin. Therefore, your Financial Agreement must be completed earlier than those choosing to pay in full, or to pay in two payments. All Tuition and Fees for the 2021-2022 School Year will be found on the official Financial Agreement of St. Mary's School. Additional Financial Regulations may be added throughout the year, as needed, by the authority of the Designated Pastor of the school. All Catholic families requesting Tuition Assistance from the Diocese and/or their Parishes must complete the TAP forms by the required dates of the TAP program. All Catholic and Non-Catholic families requesting Tuition Assistance from the School System (if available) must also complete the TAP forms by the required dates of the TAP program, even though no Diocesan assistance is available to Non-Catholic Families. There are special regulations that apply to the Pre-School Program of St. Mary Grade School. Please see the special Financial Agreement and Pre-School materials for those regulations.

VERIFICATION FORMS: Priests will make parish assistance decisions on the basis of regular mass attendance (as demonstrated by regular use of the parish envelopes, regardless of content), and families actively practicing their Catholic faith, including the observance of marriage laws. This is also the objective criteria by which pastors can determine who merits the reduced "Catholic Tuition Rates". All persons seeking parish tuition rates are to have your parish priest sign the Verification Form and return to the SMS Office. In order to receive the Parish tuition rate the school must receive the signed verification form prior to the 1st day of school.

UNIFORM DRESS

St. Mary's Grade School requires students to be uniformly dressed. Such uniformity facilitates the achievement of many of our value-oriented objectives. They should take pride in themselves and in the way they think, feel and act. Our dress code is designed to support this objective.

*Shirt tails must be tucked in at all times. Please make sure shirt tails and shorts are proper length. *

***NO UNIFORM PASSES” and “NO UNIFORM FOR BIRTHDAYS” will NOT be allowed on: Holy Days of Obligation, Mass Days and Special Program days such as all school masses penance services, field trips, etc. unless the teacher gives permission.**

Parental discretion is advised for no uniform days! (Some examples of unacceptable clothing: shorts, pants, or shirts with holes or tears, crop tops, or clothing with logo's advertising alcohol or tobacco products or depicting controversial issues.) If you have any questions please call the school before the article is worn. The school administration has the final say on uniform issues.

All students must be potty-trained. Students are not permitted to wear diapers or pull-ups.

*Students are permitted to wear SMS Hoodies (gray or navy) or SMS Fleece jackets to school.

Occasionally there will be “NO UNIFORM” days. These will be announced by the school. Clothes are required to be appropriate, clean and neat.

FORMAL DRESS CODE is to be worn on Mass Days and other days as specified.

GIRLS: Schoolbelles Plaid (skirt, skort, jumper) with a short or long sleeved blouse, navy or white knee socks or tights, dress shoes.

BOYS: button down shirt – short or long sleeved, navy pants, Schoolbelles plaid tie, dress shoes

*Teacher/Counselor/Administration reserve the right to request a student to pull his or hair away from his or her face if it affecting the child's vision or performance.

Uniforms can be purchased at Schoolbelle's Uniform Company, or at stores such as J.C. Penney's or Old Navy. The only company the plaid uniform can be purchased from is Schoolbelle's. The dress code for all students at St. Mary's Grade School is as follows:

BOYS

Slacks (Nov.-April)

Dark Navy (A navy, black, or brown belt must be worn if there are belt loops). Pleated or flat front styles. NO Cargo pants, NO Spandex, NO Corduroy, NO Knits.

Shorts (Aug./Nov. May/June)

Dark Navy (A navy, black, or brown, belt must be worn if there are belt loops). Pleated or flat front styles. NO knits or exercise shorts. NO Cargo pockets.

GIRLS

Dark Navy (A navy, black, or brown belt must be worn if there are belt loops.) Pleated or flat front styles. NO Cargo pants, NO Spandex, NO Corduroy. NO Knits

Dark Navy (A navy, black, or brown belt must be worn if there are belt loops.) Pleated or flat front styles. NO knits or exercise shorts. NO Cargo pockets. **Girls are encouraged to wear bicycle shorts or yoga shorts under their skirts,* The shorts should not come below the skirt. No Leggings are to be worn with skirts or jumpers*

Grades 3 -6 require a belt if the shorts have belt loops. This is for both boys and girls

Shirts

Polo shirts w/collar or button down collar, white, gray, light blue, long or short sleeve. NO turtlenecks.

Polo shirt w/collar or button down blouse w/Peter Pan collar, white, gray, light blue, long or short sleeve. NO turtlenecks. No lace or navy trim collars, no ruffles. Blouses may be monogrammed.

Sweaters

Dark Navy or Gray
May be monogrammed

Dark Navy, Gray, or White (plain-no ruffles)
may be monogrammed

Jumpers/Skirts/ Skorts

N/A
N/A

Dark Navy or Plaid
(Schoolbelle's Uniform Plaid . ONLY)
Jumpers/skirts/skorts are to be no more than 2 inches above the knee.

Socks (to be worn at all times.)

Full length or over the ankle navy, black, or white. NO logos NO footies.

Full length or over the ankle, black, navy, or white Navy, black, or white tights may be substituted for socks. NO footies. No logos.

Shoes

Navy, black, or brown casual shoe, or saddle shoe
NO sandals, NO lights.
NO flip flops
NO hiking boots

Navy, black, or brown shoe or saddle shoe
NO sandals. NO heels. NO clogs
NO lights, **NO flip flops**
Navy, black, brown, tan, gray, or white boot
No hiking boots
Black, navy, brown boots. NO Sparkles on boots.
(Students are to wear tennis shoes on PE DAYS.)

(Students are to wear tennis shoes on PE DAYS.)

Jewelry

Excessive jewelry will not be permitted. Jewelry is limited to a watch, religious medal and/or ring

Excessive jewelry will not be permitted. Jewelry is to be limited to a watch, small earrings, necklace and or a ring. No animal headband ears are permitted.

Backpacks

NO items may be hooked, clipped, or attached to backpacks.

No items may be hooked, clipped or attached to backpacks.

VOLUNTEERS

Parents, grandparents, and parishioner volunteers are a vital part of any Catholic School. These volunteers enable the school to offer many advantages to our students that we would otherwise not be able to offer. **You are urged to give of your time and talents as a volunteer to the school.** If you have a service you can offer, please notify your child's teacher or the school office.

The Diocese of Wheeling-Charleston requires that anyone volunteering in the school capacity 1) attend a VIRTUS training session, 2) read the Diocesan policy on Child Sexual Abuse, 3) complete a volunteer's questionnaire, and 4) complete a background check before he/she is allowed to do any volunteer work in a school or parish. THIS MUST BE COMPLETED PRIOR TO SUPERVISING or DRIVING on FIELDTRIPS or ASSISTING/VISITING in the SCHOOL.

HANDS (Home AND School) Association

We have established a new parent organization for St. Mary's School. The name of the organization will be Home and School Association of St. Mary's Catholic School. The Acronym will be HandS. Hands is a volunteer organization dedicated to the community building and enhancing the social well being of St. Mary's Catholic School. The organization has been implemented to provide a strong connection based on collaboration between home (all families) and school of St. Mary's, to benefit the true center of our beings – the children of the school. As our St. Mary's School statue plaque reads, "I have no hands but yours".

****Right to Amend**

St. Mary's School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication.

ADMINISTRATION/ SUPPORT STAFF

Principal	<i>Kelly Light</i>
Asst. Principal	<i>Loria Cavallo</i>
Counselors	<i>Maria Ammons</i>
Technology Coordinator	<i>Albert Altovilla</i>

FACULTY& STAFF

Preschool 3	<i>Emily Lehasky</i>
PK3 Assistant	<i>Joyce Shaffer</i>
Pre-Kindergarten	<i>Cecilia Landers</i>
PK4 Assistant	<i>Ranee Torchia</i>
Kindergarten	<i>Sarah Ridenour</i>
K Assistant	<i>Angela Fittro</i>
1st Grade	<i>Mary Beth Martino</i>
1/2 Assistant	<i>Shelby Baker</i>
2nd Grade	<i>Ida High</i>
3rd Grade	<i>Patricia Ellis</i>
3/4 Grade Assistant	<i>David Long</i>
4th Grade	<i>Beth Fitch</i>
5th Grade	<i>Annie Kirkpatrick</i>
6th Grade	<i>Cindy Yazvac</i>
5/6 Grade Assistant	<i>Sammy Lopez</i>
Music	<i>Notre Dame PAC, Jason Young</i>
Science	<i>Rosie Morris</i>
Spanish/STREAM/Computer/PE/ Library	<i>Vanessa Jaime</i>
Keepers After-School Care 5/6 Assistant	<i>Samuel Lopez</i>

St. Mary's Grade School
Security Procedure & Plan
2021-22

Introduction

The following security procedures and safety plans were implemented to ensure the safety of our students and faculty. This Security Procedure & Plan is a subsection of our existing Emergency Operations Plan, instituted in 2001. The contents of this plan, along with the use of good judgment, and a commitment to training, exercises and plan maintenance will ensure that any emergency will be handled effectively.

Building Security

VISITORS

All exterior doors at SMS are to remain locked and secured throughout the school day. All visitors and students will enter through the breezeway door, which is monitored by an integrated security camera.

Visitors must buzz the office and be verified before entry is gained.

All visitors **MUST** communicate his or her business through the intercom/speaker. If granted access to the building one is to report first to the office, where their driver's license will be scanned with our RAPTOR System in order to obtain a **VISITOR'S PASS**.

For the safety of your children, any visitor, including any parent, **MUST** report to the office except at times of public functions. Parents are not permitted to meet with teachers or drop off articles to classrooms without first coming to the office.

Parents may not confer with the teacher or visit classrooms between the hours of 7:40 a.m. and 2:25 p.m. unless a conference has been prearranged with the teacher.

All contracted workers will need to have proper identification and will need to check in with the school office personnel,

When faculty or students encounter any stranger in the building, they are to look for a 'Visitors Pass.' If no pass is visible, students need to report the stranger to the teacher & office. Staff should always be on the alert for any visitors or strangers they see in the school, or on the school property.

CRISIS MANAGEMENT KITS

Each classroom and the school office are equipped with a Crisis Management Kit. This kit is updated each year. Included in the kits are Emergency supplies such as medical kit, flashlights, etc... as well as emergency information forms on each student in that particular classroom.

DISMISSAL PROCEDURES

Parents need to call or send a note if the student is to go home with someone other than the parent or guardian. Parents need to let us know at the beginning of the year, on the student emergency form, of any people authorized/ not authorized to pick up their child(ren). If someone unfamiliar to the teacher or the child attempts to pick up a child, we will request ID and call parents for verification.

If parents are separated or divorced the school must have a copy of the court document regarding custody and the parent plan.

EMERGENCY CLOSING

For any emergency that results in early dismissal, evacuation or shelter in place, listen to the Emergency Broadcast on local radio and TV stations, as well as our Parent Alert system.

During an emergency, parents should not call the school, hospital, or police. Calling will only tie up lines during an emergency situation. SMS utilizes Parent Alert, which will be used in an emergency situation.

For school closing and delays go to: wvde.state.wv.us/closings/county/all

EMERGENCY INFORMATION

At the beginning of the school year, parents fill out an Emergency Information Form for the school record with current names, addresses, telephone numbers, emergency numbers, and medical information for each student. It is imperative that this information be kept up to date. If you should have a change of address or telephone number, notify the school office immediately in writing.

EVACUATION

If students must be evacuated and are unable to return to the building, they will be taken to Immaculate Conception Church Basement, church or other predetermined location depending on the situation.

If students have to be evacuated from the area, the evacuation will be carried out under the direction of the Office of Emergency Services. If the entire school is being evacuated **under no circumstances will parents be allowed to pick their children up at the school.** All parents, NO EXCEPTIONS, will be required to pick their children up at the evacuation site.

If the school is required to shelter in place, all entrances will be locked until school receives word that the shelter in place is over. A sign will be posted on all doors indicating that shelter in place is in effect.

FIRE DRILLS

Fire drills are held at regular intervals as required by law. These are an important safety precaution. It is essential that when the first signal is given that everyone follow directions promptly. Children are taught the correct procedures for quick and efficient evacuation. Periodically, different exits will be blocked so that children have practice in any emergency. Silence is required during a fire drill.

