

# St. Mary's Grade School

## Parent Handbook



St. Mary's Grade School

107 E. Pike Street

Clarksburg, WV 26301

304-622-9831

*West Virginia Catholic Schools*

*Mountain Movers*

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# I. Introduction

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The Saint Mary's Family would like to thank you for choosing Catholic Education for your child. In today's society it is often difficult for families to find a group of people that have only your child's best interest at heart. You will find this type of commitment from the entire staff of St. Mary's Grade School.

As parent(s), or guardians, faculty, staff and administration, we all need to work together to support the student(s) in gaining the most out of their educational experience. With this in mind, parents must realize the importance of all aspects of their child's education, from personal responsibility, acceptable behavior, study skills, time management, to good attendance and realistic, obtainable academic achievement.

This handbook is very important to the success of every student in St. Mary's Grade School. By the act of enrolling in St. Mary's Grade School, a student and his/her parents or guardians understand and agree to pursue the educational objectives and practices stated in this handbook and to observe the disciplinary code of the school. The school principal retains the right to amend the handbook for just cause with the approval of the Designated Pastor.

## **Mission**

*The mission of St. Mary's Grade 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 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**

The spirit of St. Mary's Grade School is...

**Service**

**Positive Attitude**

**Inclusive**

**Respectful**

**Inspire Excellence**

**Teamwork**

In conclusion, it should be noted that parental cooperation is essential for the welfare of all students. If in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school. Any communication that defames another student, staff member, or the school will result in referral to the diocese for dismissal.

\*To report an incidence of suspected child sexual abuse, please contact your local law enforcement agency, or you may confidentially contact WV Child Protective Services at 800.352.6513. To report suspected cases of sexual abuse by personnel of the Diocese of Wheeling-Charleston to the Diocese, please contact the Diocese at 888.434.6237 or 304.233.0880.

## II. Admissions Eligibility

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The following policies have been adopted to clearly articulate how enrollment decisions will be determined. If the application is received by the deadline and student meets the school's admissions criteria, student will be further considered for enrollment. Students will be selected and placed in the school based on the maximum capacity of classrooms as set by the Diocese of Wheeling-Charleston according to the following categories in order:

1. Currently enrolled students in good standing.
2. Siblings of students currently enrolled.
3. Students currently enrolled and in good standing at another school in the Diocese of Wheeling-Charleston.
4. Catholic children of participating parishioners who are siblings or children of a graduate of the School.
5. Children of families who are **registered, contributing and active** members of the School Parish (or if a central school, one of the participating parishes).
6. Children of parishioners who are registered, contributing, and active members at another Catholic parish within the Diocese of Wheeling-Charleston.
7. Non-Catholic students. Non-Catholic students will be enrolled or added to a waiting list in the order of applications received.
8. Age requirements: PK3 Program – 3 years old by July 1. PK4 Program – 4 years old by July 1. Kindergarten – 5 years old by July 1.

### Wait List

- Students not selected for admission due to class size limits, will automatically be placed on a wait list.
- If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admission Eligibility protocols.
- The wait list will exist for the current academic year only.
- The wait list will be established after the enrollment process for the upcoming school year has ended and will terminate when that school year ends.

### III. Tuition/Fee Policy

pg. 3

**St. Mary's School Financial Regulations:** You will find these guidelines included in your Financial Agreement.

**Financial Agreement:** 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.

**Tuition and Fees:** All tuition and fees for the current school year will be found on the Official Financial Agreement. Additional financial obligations may be added throughout the year, as needed, by the authority of the Designated Pastor of the school. Preschool is not eligible for Tuition Assistance Programs.

**Catholic Tuition Rates:** In order to receive the Catholic tuition rates, the form titled, Registered, Participating and Contributing Parishioner, is required to be completed and presented every year at the time of signing the Financial Contract. This form must be completed by Parish Pastor and include a raised seal from the Pastor.

#### **PAYMENT PLAN**

Please choose one of the following:

1. Payment in full ( 2% discount - due 1 week before school starts)
2. Monthly withdrawals. Arrangements can be made during your consultation with the Financial Office. There will be a fee added by FACTS for this option.
  - 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 Catholic families requesting Tuition Assistance from the Diocese and/or

the Parish 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.

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

### **REFUND POLICY**

- a) 90% refund of paid tuition will be refunded if withdrawn before the first day of class.
- b) 80% refund of paid tuition will be refunded if withdrawn between the 1st and 5th day of class.
- c) 60% refund of paid tuition will be refunded if withdrawn between the 6th and 10th day of class.
- d) 40% refund of paid tuition will be refunded if withdrawn between the 11<sup>th</sup> and 15th day.
- e) 25% refund of paid 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.

## IV. General Policies

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### A. Safety:

1. St. Mary's utilizes the following safety procedures: partial lockdown, full lockdown, weather emergency, evacuation, and medical emergency.
2. During an emergency, please do not attempt to contact the school or your child for the safety of all students, faculty and staff. Phone lines must be kept open to communicate with emergency personnel.
3. The school will alert parents in a timely manner when the All Clear call has been given in a true emergency.
4. Visitors must enter the building through the breezeway entrance where the bell is located.
5. All visitors must sign in at the office before proceeding in the building.
6. If someone other than the parent is getting your child from school, please notify the office of the change.
7. Students leaving the school day early must be signed out at the office by a parent/guardian and the office manager will get the student from the classroom.

### B. Arrival and Dismissal Procedures:

1. Students may enter the school at 7:20 am.
2. In the morning, drop offs are to drive down the back alley and adults will assist with students exiting vehicles.
3. The route into the building is lined with adult supervision.
4. All students report to the Auditorium from 7:20-7:35 am.
5. Afternoon Pick Up is also in the back of the school.
6. Kindergarten -6<sup>th</sup> Grades dismiss at 2:25 pm. Preschool dismisses at 2:15.
7. Parents or rides are to park in the back parking lot and stand outside of their vehicle for the child to see them.
8. Students will be escorted out of the building by the staff.
9. Parents are to remain by their vehicle or walk towards the alley.

### C. Classroom Policies:

1. Students are expected to be prepared for class every day.
2. Students are to be in school by 7:45 when the Tardy bell rings.
3. Students are to have iPads and devices charged every day and prepared with paper, pencils and notebooks.
4. Students may have a water bottle filled with water only at their desk.
5. Classroom teachers may add classroom policies and procedures.

### D. Communication:

1. St. Mary's utilizes RenWeb's School Reach to inform parent of upcoming events and information with a text or email.
2. The home and/or cell phone number listed on the Student Information Form will be used for these calls and emails.
3. To add, remove or change a number, please contact the school office.



4. Teachers utilize the school webpage, [www.stmaryswv.org](http://www.stmaryswv.org), to post weekly classroom newsletters. These can be found under the classroom pages tabs. pg. 6

E. Illness/Accidents:

1. If your child is absent due to illness, please call the school on the day of the absence.
2. If your child is ill at school, we will notify the parent to come and pick up the child.
3. In the event of an accident, the parent will be notified immediately. Action will be taken in the best interest of the child's well being.
4. A student who is running a fever is required to stay home until the fever is gone and will be sent home if running a fever at school. A student must be fever free for 24 hours before returning to school.

F. Medication:

1. Pupils requiring medication during the school day must have a signed Medical Authorization Form on file at the school.
2. All medications must be in the original containers and affixed with the student's name.
3. All medications are to be kept in the office, even OTC medications.
4. All medications will be administered by an adult and documented by school personnel in the office.
5. No student is permitted to have OTC or prescription medication in possession during the school day. Please bring medications to the office and given to a staff member.
6. All medication must be labeled with directions identifying the medication, dosage amount, dosage time and purpose of the medication.
7. Indiscriminate dispensing of medication such as Tylenol or cough drops is strictly forbidden without permission from the parent or guardian.

G. Child Abuse Laws: WV State law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services with DHHR by any staff member.

H. Child Custody:

1. In the case of divorce or separation, a copy of the court order and custody agreement / parenting plan must be submitted to the office.
2. It is the responsibility of the custodial parent to provide this information.
3. Without proper documentation, the school cannot keep a parent from taking a child from school.
4. 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.

I. Field Trips: The diocese of Wheeling –Charleston recognizes the importance and value of trips for field study and approves these visits to places of cultural, educational, spiritual or co-curricular significance to further enrich the lessons of the classroom.

1. The Principal will approve all field trips taken by the students in the school.
2. A field trip is a privilege, not a right.

3. Any student may be denied participation if they fail to meet academic or behavioral requirements. pg. 7
4. A parent has the right to refuse to allow a child to participate in a field trip.
5. A standard Field Trip Permission Form must be signed by the parent in advance of a field trip.
6. Telephone permissions and hand written letters/notes are not acceptable permission forms.
7. Emergency situations require the approval of the Principal.

J. Awards:

Students are chosen for awards based on the published criteria of the sponsoring organization.

K. Records:

1. School records are accessible to the student, the parents and/or guardian, the principal, the school counselor, the school psychologist, classroom teacher and the school secretary.
2. An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a state law or court order granting such matters as divorce, separation or custody, which provides to the contrary.
3. If access to a student's records is restricted due to a divorce decree, a copy of the custody section of the divorce decree should be part of the student's school records.

L. Volunteers:

Parents, grandparents and parish volunteers are a vital part of our Catholic school. Volunteers enable us to offer many advantages to our students that would otherwise not be available.

1. The Diocese of Wheeling-Charleston requires that anyone volunteering in the school capacity follow a three step approval process:
  - a. Complete an online VIRTUS training
  - b. Read and sign for understanding the Diocesan Policy on child Sexual Abuse.
  - c. Complete a Background check and be cleared.
2. This process must be completed prior to supervising or volunteering in the school.

M. Holiday Parties:

1. Classroom parties are held four times a year: Halloween, Christmas, Valentine's Day and Easter.
2. 5 Adults/Parents/Guardians will be assigned to each party.
3. Every volunteer at the party must have completed all Safe Environment Policy requirements set forth by the Diocese of Wheeling-Charleston.
4. A Head Homeroom Parent will be selected to organize the party.
5. Younger siblings are not permitted to attend the party with the adult working the party.
6. Parties are scheduled for 1 hour in length. All party volunteers must register and receive name tags. Admittance will be five minutes before the scheduled party time.

N. Birthday Parties:

1. Birthday parties at school are not permitted. Parents not permitted to attend.
2. Students may bring in a snack to share with the class.
3. Snacks need to be prepackaged from a store.
4. Invitations to parties must include all classmates or at least all of the same gender in order to be distributed at school.

O. Flowers or deliveries from flower shops cannot be accepted at school for students due to allergies.

P. Inclement Weather Days:

We follow Harrison County Schools in their announcements about the closing of school. Our days may be Snow Days or Tech Days. This will be announced through our texts and/or email system.

Q. Snow Days:

A Snow Day is a school day that has been cancelled. Students will not be assigned school work.

R. Delay Days:

We follow the delay schedule announced by Harrison County Schools. In the event of a 3 hour delay, St. Mary's and Notre Dame operate a Tech/Remote Learning Day.

S. Tech Day:

A Tech Day is an out of school day in which students will be required to complete work at home. The work may or may not be in virtual format. All students must complete Tech Day work that is assigned. Students who do not participate will receive failing grades for the work assigned. Tech Days are counted as regular days of school.

T. HandS Association:

HandS is the Home and School Association for St. Mary's.

1. All families are welcome to join this association.
2. Membership fees will be established by the organization.
3. HandS will work under the jurisdiction of the administration of St. Mary's.

U. Technology:

All students are expected to utilize technology tools in a responsible and moral manner.

1. Cell phones are not permitted at school. In the event that it is necessary for the student to have a cell phone for after school activities, the cell phone needs to be checked in to the office in the morning and retrieved at the end of the day.
2. Smart Watches are not permitted in school.
3. Students should not be texting or emailing from school technology during the school day.

4. Students 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 dismissal. pg. 9
5. The use of Social Media during the school day is prohibited and may result in disciplinary action.
6. Unauthorized recordings, photographs, pictures or videos taken of class, students, teachers, staff members or lectures without express permission are prohibited and may result in disciplinary action.
7. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action.
8. Teachers/Staff are not permitted to be 'friends' on any personal social networking sites with any student and/or parent of the school.
9. Parents will be charged \$300 to replace lost, stolen, or damaged iPads.

V. Pictures:

1. Individual student pictures will be taken in the Fall and Spring of the school year.
2. Class pictures will be taken in the Spring of each school year.
3. Picture purchase is optional and is made through the company supplying the pictures.

W. Toys and Games:

1. Students are not permitted to bring toys, gaming devices or personal iPads to school.
2. Fidget spinners are not permitted at St. Mary's Grade School.

X. Meals

St. Mary's utilizes the Notre Dame cafeteria for our meal program.

1. A morning snack/breakfast and a hot lunch may be purchased from the cafeteria.
2. Students are also permitted to bring cold lunch boxes from home.
3. Cafeteria meals are to be selected one week in advance on the school form.
4. Breakfast and Lunch menus are published monthly.
5. The cafeteria is a place where good human and social relationship can be developed. Each student is expected to use general rules of courtesy and respectful behavior. Below are some expected behaviors in the cafeteria:
  - a. Follow all directions of the staff members supervising the lunch room.
  - b. Maintain quiet and order while waiting to be served.
  - c. Observe good manners and dining standards at the tables.
  - d. Be seated at all times while eating and wait to be dismissed from the table.
  - e. Food may not be carried out of the cafeteria.
  - f. No food may be delivered to the cafeteria.
  - g. Clean up all spills from the floor and table.
  - h. Leave the table and surrounding areas clean and orderly.
  - i. Return cafeteria trays and utensils to the designated areas.
  - j. Place all trash in the proper containers.
  - k. Be courteous and respectful to all lunch room supervisors.
  - l. Meals are billed monthly independently from St. Mary's through Notre Dame Cafeteria.

Y. Free and Reduced Meals:

pg. 10

1. Applications are sent home at the beginning of each school year and must be returned to school by the first of September or submitted online.
2. All students must complete an application every year.
3. If an application is not submitted, the family is responsible for full payment for breakfasts and lunches.

Z. Tuition Policy:

All tuition agreements will be handled through the Finance Director's Office located in Notre Dame High School.

1. Every family must have a completed Financial Agreement Contract five days prior to the first day of school.
2. Tuition Assistance Program (TAP) applications open in the early Spring.

## V. Academic Standards

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We, at St. Mary's grade 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. Your choice to partner with St. Mary's reflects your desire to help your child recognize God as the greatest good in his/her life. We will strive to work with you to help your child develop his/her moral, intellectual, social, cultural and physical life.

To support us in this endeavor we ask that you:

- Ensure your child is well rested and ready for school each day,
- Participate in school activities when volunteers are needed or programs are presented,
- Notify the school of any changes in address, phone numbers or health problems of your child,
- Read school correspondences and respond in a timely manner,
- Support the religious and educational goals of the school,
- Support and cooperate with the teacher in a respectful and courteous manner, and
- Cooperate with the administration and teacher when dealing with discipline issues.

Together, as partners, we will support one another in helping your child become the best person he/she is capable of becoming.

### A. Daily Bell Schedule:

7:20 am	Student Drop Off in the alley behind the school
7:30-8:15am	Students to class/ Breakfast in cafeteria
7:45 am	Tardy Bell
8:15-8:30 am	Morning Prayer
10:40-11:10	Lunch for PK3, PK4, K, 1, and 2
11:20-11:50	Lunch for 3, 4, 5, and 6
2:25pm	Dismissal in alley behind the school

2 Hour Delay Arrival: 9:20 am      3 Hour Delay: Tech Day, No in person school

Early Dismissal: 12:00 pm

### B. Mass Attendance will be most Fridays at Immaculate Conception Church for PK4 year olds to 6<sup>th</sup> grade at 8:00 am. Students are to wear Formal Uniforms on Mass Days.

### C. Grading:

PK / K / 1 /All Enrichment Classes:

O – Outstanding/ Mastery (reflects an A with 93-100 %)

S – Satisfactory (reflects a B with 85-92%)

P – Progressing (reflects a C with 77-84%)

N – Needs Improvement (reflects a D with 69-76%)

U – Unsatisfactory (reflects an F with 0-68%)

NA – Not assessed at this time and will be assessed at a later date

Grades 2-6 will receive letter grades based on the following percentage scores. pg. 12

93-100 A

85-92 B

77-84 C

69-76 D

0-68 F

D. Curriculum:

Curriculum includes all spiritual, intellectual, physical and emotional learning experiences that are planned, guided, and sponsored by the school. St. Mary's follows the standards established by the West Virginia Board of Education for each grade level and the instructional times set forth by the WVDE for every subject.

1. Additional instruction in Reading and Math are provided through Title 1 funding.
2. Speech therapy and speech screening are available for qualifying students through Harrison County Schools.
3. Psychological Testing is available through Harrison County Schools.
4. Special Education is not provided at St. Mary's.

E. Religious Instruction:

1. All religious instruction is based on the beliefs of the Catholic Church.
2. Students will receive a grade in Religion.
3. Teachers follow a textbook and teach bible verses and liturgical events throughout the church year.
4. Students will participate in various service projects and programs throughout the school year.
5. Weekly Mass and Morning Prayer encompass our faith instruction.

F. Parent Conferences:

1. The primary responsibility for student achievement lays with the parents, therefore, the parent –teacher conference is a crucial part of the education process.
2. Parents are urged to attend scheduled parent-teacher conferences.
3. Parents may schedule a meeting with the teacher at any mutually convenient time to discuss the student's progress.
4. Teachers may also request a conference if a particular situation warrants such action, but such actions are extraordinary measures and should not be taken for granted by parents.
5. Parents are not to enter a teacher's classroom without a previously scheduled meeting time unless the teacher or administrator has given approval.

G. Report Cards:

1. Report Cards will be distributed 4 times during the school year, approximately every 9 weeks.
2. Parents will be notified of midterm progress in each 9 week quarter.

H. Performance Testing:

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1. Students in grades kindergarten through 6<sup>th</sup> grade will participate in NWEA testing called MAP (Measures of Academic performance) three times during the school year...beginning of the year, middle of the year, and end of the year.
2. All new applicants will be tested for on-grade level performance before enrollment.
3. Students in grades 2-6 will complete a Religion assessment each school year to determine growth and understanding of religion concepts.

I. Promotion and Retention:

1. Advancement to the next grade will be based on a student's daily performance, test results, teacher recommendation, and the student's ability to complete work successfully.
2. Promotion to the next grade depends on passing all subject areas in the current grade level.
3. Parent conferencing will take place when a student is in danger of retention.

J. Homework:

1. Homework is given as a follow up and means to reinforce skills learned at school.
2. It is a requirement that students complete all assigned homework.
3. Continued refusal to complete homework will result in detention.
4. Parents are to check folders and backpacks daily for assignments and school correspondence.
5. Assignments missed due to absence from school are given 1 day per day of absence to be completed and returned. For example, students who miss 3 days of school will have 3 days following their return to school to complete missed assignments.
6. Arrangements for obtaining missed assignments must be made with the teacher.
7. Teachers are not required to provide work for students in the event of a planned vacation. Work can be collected during the absence and completed upon returning to school.

K. Student Records:

1. The Buckley Amendment (Family Education Rights and Privacy) requires student records to be transferred from school to school.
2. No student records will be given to the parent to transport to a new school.
3. Newly enrolled students must complete a Request for Records form in the office that will be faxed to the old school.



## VI. Attendance

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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 so that students are present on time daily. If students are not physically present in the building, they are counted absent unless they are participating by remote learning or participating in a school related event. Long vacations during the school year are strongly discouraged for the academic success of the child.

- A. St. Mary's Grade School is open to all faiths and religions.
- B. Students that regularly attend and participate in a local Catholic Parish may apply for a Parish Tuition Rate. Approval for this rate is given by the parish pastor.
- C. St. Mary's Grade School requires a two step admission policy. Application must be made first, followed by an academic screening process and an examination of the Application. Once approval has been given, the student is invited to complete the Enrollment Process.
- D. Enrollment in St. Mary's requires a current and up to date Immunization Record, a Health Check Form completed by the child's pediatrician and dentist, and a State Certified Birth Certificate.
- E. St. Mary's Grade School does not have facilities or staff to provide for students requiring Special Education services, Learning Disorders and Behavior Disorders.
- F. Excused Absence: The parent provides a written excuse/phone call to the school and/or medical excuse from a medical facility. If the child visits a medical facility, please provide the school with an excuse to confirm this visit.
- G. Unexcused Absence: The parent has not provided written or verbal reasons for the absence to the school.
- H. Tardy: The child arrives at school after the 7:45 bell.
- I. Three (3) Tardy days will be noted as one (1) unexcused absence. 5 or more Unexcused Absences per semester will result in the student having to take semester exams.
- J. The Truancy Officer for Harrison County Schools and/or Child Protective Services will be contacted in the event of 5 consecutive unexcused absences and 10 total unexcused absences.
- K. Excessive Absences, 20 days or more, may be cause for Retention in the current grade level.
- L. Fevers: A student must be fever free for 24 hours in order to return to school.
- M. If a student is absent for more than one day, the parent is asked to notify the school each day for an update on the length of the absence.

N. Excused Absence:

1. Death in the family
2. Illness accompanied by a doctor's note
3. School related activity: Math Field Day, Spelling Bee...

O. Appointments during the School Day: Appointments during the school day are discouraged. A parent must come to the Office to sign the child out and sign the child back in at the Office upon returning to school. Absence from school for 3.5 hours or more will be noted as a half day absence.

P. Snow Days:

1. St. Mary's follows the procedures of Harrison County Schools when closing or delaying the start of school. 2 Hour Delays are followed. 3 Hour Delays are Tech/Remote Learning Days for St. Mary's and Notre Dame.
2. If the day is noted as a Snow Day, the day will have to be made up at some point during the current school year.

Q. Tech/Remote Learning Days:

1. St. Mary's will utilize our iPads for scheduled and unscheduled Tech Days.
2. Tech Days will be counted as regular school days and will not need to be made up.
3. Assignments will be posted by the teacher by 10:00 am on the Tech Day with due dates.
4. Students are responsible for completing all Tech Day work or a grade of zero (0) will be given.
5. Teachers will schedule Remote Learning sessions as needed.

## VII. Student Code of Conduct and Behavior

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- A. Student Conduct:
  - 1. Students are expected to maintain a proper atmosphere in the building. Shouting, running, noise-making, and general boisterous behavior is out of order.
  - 2. Students are expected to use good manners in dealing with each other and the staff.
  - 3. Students may not leave class unless they have permission from the teacher.
  - 4. Students are prohibited from chewing gum on school or church property.
  - 5. Any misconduct or disruption during Mass or at church may lead to immediate detention.
  - 6. In public, when representing St. Mary's Grade School, students are required to follow all codes of conduct and policies stated within the Student handbook.
  - 7. The Principal and/or Assistant Principal have the right to determine the appropriateness of an action.
  
- B. All students must be toilet trained and able to independently use the bathroom.
  - 1. Pull-ups and diapers are not permitted.
  - 2. Repeated occurrences of bathroom accidents that extend beyond a two week period will result in dismissal from St. Mary's until toilet training is mastered.
  
- C. Care of School Property:
  - 1. Defacement of school property such as: lockers, doors, walls, desks, bulletin boards, books and equipment is a serious offence and parents will be responsible for payment of the damaged equipment and supplies.
  - 2. Textbooks are the property of the school and must be replaced for full cost by the parent if damaged.
  
- D. Personal Property:
  - 1. The school is not responsible for any personal item brought to school by a student.
  - 2. Students should not bring money to school. All monies from home should be in a sealed envelope with the student's name on the front.
  - 3. All items deemed a distraction to the learning process will be kept in the office until the end of the school day ie: trading cards, toys, Sharpie markers, laser lights....
  
- E. Cheating:
  - 1. Any student caught or suspected of cheating will be given a zero (0) for the work and the parents will be contacted by the teacher.
  - 2. Acts of cheating include but are not limited to: copying another student's homework and/or plagiarism.
  - 3. Continued acts of cheating will put a student's presence at St. Mary's into question.
  
- F. Student Council:
  - 1. Each year, one representative from each grade level will be elected by the classroom students to serve on an advisory board to the Principal/Assistant Principal.
  - 2. Elections will be held in September.
  - 3. Meetings will be conducted at the discretion of the Principal/Assistant Principal.

G. School Counselor:

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1. A school counselor is available on site daily to assist students and parents with academic, social, emotional and behavioral issues.
2. Most discipline problems will be addressed by the counselor during the school day with the student and contact will be made with the parent when needed.
3. The school counselor is also available to assist with the application and enrollment process.
4. The School counselor will arrange all meetings for the Student Assistance Team (SAT).

H. Dress Code:

St. Mary's requires students to be uniformly dressed. Such uniformity facilitates the achievement of many of our value-oriented objectives. Students should take pride in themselves and in the way they think, act, and feel. The following guidelines must be adhered to by students and support our objectives.

1. Parents are responsible for knowing the uniform dress code.  
Students not adhering to the dress code will be removed from class until suitable clothing is obtained.
2. Students will maintain a Regular Daily Uniform and a Formal Uniform. See explanations of both below.
3. All shirts are to be tucked into pants or skirts at all times.
4. Socks must be worn at all times and seen above the top of the shoe.
5. All pants/shorts must be loose fitting and belted at the waist if the pants have belt loops.
6. All Plaid school uniforms must be purchased from Land's End at [www.landsend.com/myschool](http://www.landsend.com/myschool). Our code is 900053315.
7. Only Navy Blue school fleece jackets from Land's End are to be worn to school.
8. Navy blue sweat shirts (no hoodies permitted) purchased from a school approved site with an approved logo may be worn with the regular uniform with a polo shirt under it.
9. Teacher/Counselor/Administration has the right to request a student to pull his/her hair away from his/her face if it is affecting the student's ability to do school work.
10. Days of Mass attendance or Special programs are designated Formal Uniform Days.
11. Students are permitted to have a 'no uniform day' on the day of their birthday.
12. 'No Uniform' Days are *not* permitted on required Formal Uniform days.
13. On No Uniform Days or "Dress Down Days", students must maintain acceptable clothing. No jeans with holes or tears, crop tops, sleeveless tank tops, spaghetti strap shirts, miniskirts, short shorts, shirts depicting alcohol or tobacco logos or controversial issues.
14. Tennis shoes are not to have light up soles. No sandals, crocs, slippers, high heels, or hiking boots.
15. Dress Shoes are *not* to have white soles.
16. All headbands or hair bows must be in the school colors of navy, gray, white or the school plaid and no bigger than a child's fist.
17. The Administration always has the final say on uniform issues.
18. No costume jewelry is permitted.

**BOYS:**

- White/Light Blue/ Gray polo shirts with collar- long or short sleeve
- White Oxford Style Shirt- long or short sleeve
- Dark Navy dress pants- pleated or flat front style
  1. No knits, cargo pockets, or corduroy permitted
  2. Belt is required if pants have belt loops
- Dark Gray/Navy Sweaters or School fleeces
- Socks: dark – navy, brown, black
- Shoes – dark – navy, brown, black – no white soles or tennis shoe during winter uniform from Nov 1- April 1.

**GIRLS:**

- Dark Navy or School Plaid Jumpers/Skorts/Skirts
  1. Must be no more than two inches above the knee
  2. Plaid must be purchased through Land's End
  3. Hunter Classic Navy Plaid ONLY
- Navy/Black/Brown Shoes – no white soles or tennis shoes from Nov 1-April 1.
  1. No sandals, lights, heels, clogs, or hiking boots
- Navy or White Knee Socks/Tights
- No costume jewelry at any time
- OPTIONAL
  1. Land's End Classic Navy sweater
  2. Land's End Classic Navy sweater vest

**FORMAL UNIFORM (PK 4 year olds-6<sup>th</sup> grade) \* PK 3 year olds do not require a Formal Uniform.**

All students must own a dress uniform, which includes the plaid and a navy fleece from Land's End.

The Formal uniform follows all above standards and codes.

The Formal uniform may be worn at any time.

Formal uniforms will be worn on Mass days, and any other occasion where Formal Uniform is announced.

**GIRLS:**

- Plaid skirt/ jumper
- White cotton blouse- short or long sleeve with collar
- Dress shoes in navy, black or brown- (no white soles)
- Optional- tie, sweater, sweater vest
- Navy or White Knee Socks/Tights

**BOYS:**

- Navy dress pants (belt required if loops)
- White cotton dress shirt- long or short sleeve with collar

- Plaid tie
- Optional- sweater, sweater vest
- Navy or black socks
- Dress shoes in navy, black or brown – (no white soles)

### **WARM WEATHER UNIFORM for Girls and Boys (April 1-Nov 1)**

- White/Blue/Gray polo shirt with collar
- Navy shorts- Knee length
  1. If there are belt loops, belt must be worn
  2. Loose fitting
- Any color tennis or sport shoe with white socks
  1. Closed toed
  2. No slippers
  3. No light ups on tennis shoes
  4. Socks – white only in ankle or calf length

#### I. School Safety:

St. Mary's Grade School attempts to provide a safe environment for all individuals. Upon being reported to the office, the administration investigates all forms of possible written or verbal threats, harassment (in jest, on-line or face to face), and/or bullying. Students found engaging in said activities will face disciplinary action that may include detention, suspension, and/or disenrollment from St. Mary's Grade School. All disciplinary action is at the discretion of the Principal and may be made based on many factors. Please read the Discipline Policy below.

#### J. DISCIPLINE POLICY

The discipline policy will have different levels of consequences based on the level of the offense. These guidelines refer to behavior in school, at any school-sponsored or approved event or any event connected in any way to the school, whether on or off school property.

\*The **Disciplinary Committee** consists of the principal, vice principal, designated pastor, guidance counselor, and student's classroom teacher.\*

#### **Detention: IN SCHOOL**

Detention will be held as needed in an assigned room. The requirements for detention are promptness, silence, constructive writing, or work detail. The length of detention may range from full day to partial day. Students will be permitted lunch during lunch detention.

Parents will be notified of a student's infraction and detention.

## **Suspension:**

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Suspension is out-of-school, at the discretion of the principal or discipline committee for a period of up to ten school days. The student's parents will be notified and suspension will officially start when so designated by the principal. Parent notifications will be required when a student is suspended out of school. The student may not participate in any school activity during the suspension.

## **Dismissal**

Dismissal includes disenrollment, removal, or cancelled enrollment to the school.

### **Level I Offenses**

1. Dress code violation – 3 violations = 1 detention (if violation cannot be remedied through the office, the student may be sent home to change with the resulting absences being unexcused)
2. 5 Unexcused absences per semester. All absences must have a doctor's excuse and/or parental note. An unexcused absence is an absence that has not been reported to the office.  
\*Three tardies to school results in 1 unexcused absence

### **Level II Offenses**

1. Disrespect to other students, such as name calling, pushing, shoving, etc...
2. Disruption at school, on school ground or at an after school activity, including but not limited to classroom, bathroom, lunchroom, and/or playground. This includes students continuously getting out of their seat, speaking out of turn, inappropriate bathroom behavior, throwing food, and screaming or shouting out
3. Inappropriate language
4. Cheating or plagiarism
5. Consistent problem – repetition of same offense following correction

These offenses may result in one to three days of in school detention depending upon the severity of the circumstances and teacher recommendation. The discipline committee may be consulted at teacher request.

### **Level III Offenses**

1. Disrespect to teacher, such as talking back, arguing with teachers, refusal to do school assignments, etc.
2. Any misuse of electronic devices and/or social media

These offenses may result in three days of in school detention. A second offense may result in a discipline committee conference with the parents and student.

#### **Level IV Offenses**

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1. Fighting
2. Destruction or defacing school property, buses going to or from school or, another student's personal or private property
3. Harassment/ Sexual harassment of students or school personnel
4. Making defamatory, derogatory, racial, sexual, and/or ethnic remarks to students and/or faculty
5. Extortion
6. Stealing
7. Insubordination or open defiance of a teacher or any school personnel
8. Assault and/or battery of another student or school personnel regardless of reason
9. Serious threat towards teacher, school personnel, or student
10. Inciting any action that causes substantial disruption of the education process or denies student(s) free access to any phase of the curricular or extra-curricular program
11. Violation of any part of the Technology Acceptable Use Policy
12. Any other serious misconduct that is detrimental to Saint Mary's Grade School

Each of these offenses may result in a conference with the discipline committee, and/or a minimum of four days in school detention and a maximum penalty of request for dismissal from the diocese from Saint Mary's.

#### **Level V Offenses**

1. Possession of a deadly weapon
2. Possession of illegal substance

This offense will result in automatic dismissal from Saint Mary's.

In an attempt to reduce the amount of time students spend in detention, severe consequences are attached to continued disregard for school rules. Parents will be required to work closely with the discipline committee to insure the elimination of disruptive or noncompliant student behavior. All disciplinary actions are at the discretion of the principal. All school investigations on discipline and findings are final and not subject to appeal.



