

# 2025-2026

## Parent/Student Handbook



***St. Mary's Catholic School  
107 North Lafayette Street  
Mobile, AL 36604  
251-433-9904***

***[www.stmarymobile.org](http://www.stmarymobile.org)***

**Updated: July 2025**

*St. Mary's Catholic School admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. St. Mary's Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs. St. Mary's Catholic School does not practice discrimination of any sort with regard to sex, race, color, national and ethnic origin in employment. While the student is enrolled at St. Mary's Catholic School, he/she will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events.*

## **ST. MARY'S CATHOLIC SCHOOL BELIEFS**

Every child's gifts should be nurtured.

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

## **ST. MARY'S CATHOLIC SCHOOL MISSION STATEMENT**

Our mission is to provide an environment where Jesus' message of love meets the spiritual, intellectual, physical and emotional needs of our children. This mission is manifested through Mary: Moral, Accomplished, Responsible, Yearning to Learn

## **ARCHDIOCESAN PHILOSOPHY STATEMENT**

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

### **Catholic Schools will:**

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

### **STATEMENT OF PURPOSE**

We request that each parent and student read our handbook carefully, so each may become familiar with the policies, rules and regulations of our school. Please keep the handbook and refer to it when you have questions regarding school matters. St. Mary's Catholic School is accredited with the Cognia (AdvancED).

St. Mary's Catholic School is non-discriminatory with regard to race, sex, color, and national or ethnic origin. We recognize that teachers, the principal, parents and students are both male and female. No inference is intended by the fact that one group may be referred to as "he" or "she" in the school handbook.

The administration of St. Mary's Catholic School reserves to itself the right to interpret, amend or change the contents of this handbook at any time. Students, parents and guardians will be informed of any changes to the rules.

## **ADMINISTRATION OF SCHOOL**

### **SCHOOL PRINCIPAL**

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

### **PASTOR**

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

### **SCHOOL ADVISORY COUNCIL**

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

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

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

Responsibilities Include:

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

## **REGISTRATION AND TUITION**

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

The school is suited to their needs.

There is a vacancy.

The conditions for admission to the school by the state have been met (such as age, medical, etc.).

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

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

An applicant must provide complete registration forms, full payment of all fees, birth certificate, baptismal certificate (if Catholic), health forms/immunization records, and academic/behavioral information from other schools attended. Registration fees are **non-refundable**.

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

Openings in grades PK-8 are limited, but available if the class has not yet been filled or when a student presently enrolled transfers. Pursuant to state law and Archdiocesan Policy, children entering kindergarten must be five (5) years old by September 1 of the year they enroll in kindergarten. First grade students must be six (6) years old by September 1 of the year they enroll in first grade. PK2, PK3, and PK4 students must be the appropriate age by September 1 to be placed in the age appropriate class.

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

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

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

- Catholics of St. Mary's or St. Joan of Arc Parish
- Members of Catholic Parishes
- Non-Catholics

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

**TUITION**

**PAYMENT OPTIONS**

Tuition must be paid based on one of the three options set forth below through FACTS Management System. If you choose to pay annually or semi-annually by personal check, your payment will not be processed unless you are registered on FACTS.

On-site payments will NOT be accepted for monthly tuition payments.

I agree to pay my child(ren)'s tuition based on one of the following payment schedules:

OPTION	DRAFT DATE OPTION DETAILS
Annual	July 1st - Fees and tuition are due by July 1st. No processing fee. Full annual payment by this date qualifies for a 5% discount.
Semi -Annual	July 1st - Fees and one-half (1/2) of tuition due by July 1st. No processing fee. January 2nd - The other one-half (1/2) of tuition is due by January 2.  Full annual payment by January 2nd, qualifies for a 2 % discount.
Monthly  (11 Months)	2nd of each month <u>or</u> 16th of each month  Based on your current tuition rate, FACTS management will draft your tuition amount over an 11 month period (July-May). All fees, excluding the registration

fee(s) will be drafted in June. FACTS Management accepts debit or credit cards for a service fee.. Accounts linked to routing numbers are not charged a fee.

### **PAST DUE TUITION**

The following steps will be taken regarding all past due, tuition account:

<b>TIMELINE</b>	<b>ACTION</b>
1-30 Days	FACTS Management will charge a \$30 insufficient funds fee and attempt withdrawal at an additional 2 other dates. Every attempt that results in insufficient funds will incur an additional \$30 fee.
90 Days	FACTS Management will notify the school of the delinquent status and place a hold on the financial account.
More than 90 Days	The administration of the school will contact the parent/guardian and notify them that the student(s) will not be admitted for the following academic quarter. Additionally, records will not be released to other schools until the balance has been paid in full.

Registration will not be accepted for the next academic year until all debts are cleared from the current school year.

If tuition becomes delinquent after registration, your child(ren) will be considered conditional until all debts are cleared from the previous year. The registration fee is non-refundable and must be paid by the due date set by the school.

### **TITHE REQUIREMENT**

The minimum tithe for St. Mary's Parish families for the 2025-2026 school year is \$1,500 (\$750 due 7/01/25, \$750 due 1/01/26).

### **FINANCIAL OBLIGATIONS**

Under no circumstances will transcripts be issued to any other school if tuition is not paid as referenced in Section I.

### **ARBITRATION OF DISPUTES**

Any disputes arising out of or relating to this Contract, performance under this contract, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay half of the cost of the arbitrator. In no event shall punitive damages be awarded by the arbitrator in favor of either party, unless specifically authorized by the applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

I have read the Tuition Agreement and Arbitration of Disputes for Saint Mary's Catholic School and consent to abide by the conditions of this agreement. I agree to abide by the school handbook, which is in keeping with Catholic teaching.

Updated 1/14/2021

## TUITION ASSISTANCE

### FINANCIAL AID

#### **CHOOSE Act Alabama**

The Creating Hope and Opportunity for Our Students' Education Act of 2024 (The CHOOSE Act) is administered by the Alabama Department of Revenue (ALDOR). CHOOSE Act Alabama makes refundable income tax credits called education savings accounts (ESAs) available to support the success of eligible K-12 students in Alabama. An ESA can be used to pay for tuition, fees, and other qualified education expenses through approved Education Service Providers (ESPs) in Alabama.

<https://classwallet.com/alchoose/>

#### **Alabama Opportunity Scholarship Fund**

The Alabama Opportunity Scholarship Fund believes that every child is unique and that every child learns differently. AOSF was created to empower low-income parents to choose what is best for their child. To learn more about the types of scholarships we offer and their eligibility requirements, please click the link below.

<https://www.alabamascholarshipfund.org/parents-and-guardians>

#### **MATTEI Scholarship Fund**

Tuition assistance is available to qualifying families and requests should be applied for through the FACTS Financial Aid Application. Applications are accepted each spring prior to the upcoming school year. MATTEI Scholarships are available for qualified students who show financial need and have been accepted at St. Mary's Catholic School.

#### **Parish Assistance**

Limited tuition assistance is available to qualifying families and requests should be applied for through the FACTS Financial Aid Application.

## PARENTAL INVOLVEMENT

It is an expectation of enrollment in St. Mary's Catholic School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor-driven, disruptive, threatening, hostile, or divisive. It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school and the parents are partners in the education of their children. If, in the opinion of the school administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

#### **ACCESS TO STUDENT RECORDS**

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

## **NON-CUSTODIAL PARENTS**

At the time of registration, the parents shall provide competent information regarding the custodial care of the student and visitation rights. Upon request, the parents shall furnish to the principal a copy of any relevant court order so as to ensure the safety and welfare of the student. The parent shall have a continuing duty to apprise the school of any changes in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third-party access to the child. Unless prohibited by order of the court or another legally binding instrument, non-custodial parents shall have the right of access to school records relating to his/her child, and, upon request, may receive copies of all school notices relating to the school activities.

## **WRITTEN RECOMMENDATIONS**

Neither administration nor faculty will provide letters of recommendation for students, except in limited cases of college admission, or for the application to enrichment of extra-curricular programs.

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

A complaint cannot be made towards a person (teacher, principal, parent or student).

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

## **PARENT PARTICIPATION**

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

## **PARENT-TEACHER ORGANIZATION (P.T.O)**

St. Mary's Parent-Teacher Organization exists to provide service to the school. The P.T.O. helps with school receptions, open house, social events, fundraisers, and more. Membership is open to all parents and legal guardians of students attending St. Mary's Catholic School.

## **ROOM PARENTS**

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

## **OTHER VOLUNTEER AREAS**

St. Mary's parents are encouraged to volunteer their time and talents in the educational process. Ask your student's teacher how you can assist and be a positive influence in the quality of our students' education. Volunteers must be trained in the Archdiocese of Mobile Children and Adolescents Protection Program and must check in at the school office to obtain a visitor/volunteer pass.

## **SCHOOL VISITATIONS**

All school visitors must check in the office before entering the school. Visitors must wear their name badge while on school grounds.

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

## **TEACHER MEETINGS**

Conferences may be arranged with the teachers by calling the school office, by written request from the parent to the teacher, or through email. Conferences will take place at the teacher's discretion in an effort to avoid any disruption to the classroom schedule. Times will vary based on teacher planning periods and their availability for before or after school.

## **PARENT/TEACHER COMMUNICATION**

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

## **LUNCH**

Visitors wishing to eat lunch with students should call ahead to the school office to provide adequate preparation by the cafeteria and to obtain the correct time at which lunch is served. Lunch prices for visitors are available upon request and are subject to yearly price increases. Soft drinks are prohibited.

## **SPECIAL ACTIVITIES**

Visitors should report to the front office prior to reporting to the area on campus where the activity is to be held. Visitors must sign in with the office personnel and receive a badge used to access areas on campus other than the area specified for a special activity.

# **EDUCATIONAL CURRICULUM AND PROGRAMS**

## **ACADEMICS**

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

## **RELIGION**

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

## **PHYSICAL EDUCATION AND HEALTH**

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

## **AUXILIARY COURSES**

### **STEM/ART**

Students can explore learning through a STEM and an art curriculum incorporating the subjects of Science, technology, engineering, and Math, along with the teachings of the Roman Catholic Church.

### **SEL (Social Emotional Learning)**

Through age-appropriate lessons, students grow in self-awareness, empathy, responsible decision-making, and positive relationships. SEL emphasizes character development—fostering virtues such as compassion, respect, honesty, and perseverance—while helping students navigate challenges with grace and integrity. Guided by Gospel teachings, students learn to care for themselves and others, becoming faith-filled individuals prepared to lead with both courage and kindness.

## **BAND**

Students in grade 5-8 have the opportunity to play an instrument in the school band program. The band director, hired by McGill Toolen High School, conducts class weekly. Students in band are responsible for making up information and assignments missed when they miss class for band instruction or other band activities. Although the school heavily subsidizes the band program, a fee is required of all students in order to be in band.

## **LIBRARY**

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

Families will be charged a fee for lost or damaged books.

Students in grades 1 - 8 participate in the Accelerated Reader program.

## **RESOURCE PROGRAM**

Students with exceptionalities and/or learning differences may be eligible to receive reasonable accommodations or modifications when requested by parents and agreed upon by the school. Psychometric testing that includes cognitive and achievement scores from a qualified professional, indicating diagnoses and reasonable recommendations, are required to receive these and additional support. The Resource Program emphasizes student assistance utilizing classroom inclusion and individualized or small-group instruction. There is an additional monthly fee for this program.

## **PRESCHOOL GUIDELINES**

Children entering PK2 must be 2 on or before September 1. Children entering PK3 must be 3 on or before September 1. Children entering PK4 must be 4 on or before September 1.

## **EDUCATIONAL CURRICULUM AND PROGRAMS**

Preschool core programs include art activities, music, creative and dramatic movement, games and social activities, language development, reading, phonics, math, social studies, science, technology, and personal development. Daily religious instruction takes place in the classroom, during participation in weekly Mass or chapel, and through Bible stories, songs, and crafts. The classroom teacher, under the direction of the Principal, will provide a curriculum outline which is based on NAEYC (National Association for the Education of Young Children) recommendations.

## **DISCIPLINE AND CONDUCT**

Age-appropriate behavior is expected from each child. Rules are clear, fair, and consistent. Reasons are given for the following rules, and consequences are implemented for breaking them. Time out, redirecting, and removal from the situation are acceptable methods of discipline. Spanking, embarrassment, and verbal abuse are not allowed. The preschool reserves the right to exclude a child from the program if the child or parent is unable to adjust to the program and rules as determined by the administration. Parents will be called to pick up their child if a behavior causes physical/psychological harm to others. This includes but is not limited to: hitting, biting, throwing objects, etc.

## **POTTY TRAINING**

Pre-K 3 and 4 students must be fully potty trained. This includes during nap time. Accidents may happen. Accidents are infrequent, unusual incidents. Fully potty-trained Pre K 3 and 4 students are independent in the bathroom. Due to CAPPS training, teachers cannot physically assist Pre-K 3 and 4 students in the bathroom. We can only offer verbal assistance. If your child has an accident and is unable to clean themselves, a parent will be contacted to come and assist them. Pre-K 2 students will be working to be fully potty trained by the end of the school year.

## GRADE LEVEL GUIDELINES FOR PROGRESS REPORTS/REPORT CARDS

### Kindergarten Academic and Self-discipline Skills

#### PROGRESS CODE

C -Demonstrates consistently and independently

*After a skill is taught, the student is able to perform the skill or activity independently.*

S -Demonstrates sometimes with support

*The student has not yet mastered the objective and needs assistance from the teacher when asked to apply the skill or perform the activity.*

N-Needs continued development

*Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the Child needs more time to develop before being able to master the skill.*

Blank space- Not assessed during the marking period.

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

No yearly averages are given at the Kindergarten level.

### GRADE PRACTICES: GRADES 1- 2

#### GRADING

Grading Scale: Reading, Writing, Mathematics

A 90–100

B 80–89

C 70–79

D 60 –69

F 59 and below

Reading	Writing	Math
Comprehension/Listening	Handwriting	Concepts
Phonics	Communicating Ideas	Computation
Oral Expression/Fluency	Punctuation/Capitalization	
	Spelling/Grammar	

#### Skills Codes

- ✓ Student struggling with skill- The student needs considerable assistance for skill being taught
- ✓ Student below grade level with skill -The student is performing below grade level with continuous teacher assistance

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

4: Meeting targets and performing above expectations

3: Meeting targets

2: Working towards targets with continuing assistance

1: Needs more time to develop

## **Grading Scale: PE & Art**

S: Successful

N: Needs improvement

## **Yearly Averages**

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

## **GRADE PRACTICES: GRADES 3 – 8**

### **Grading Scales/Codes:**

• Religion, Reading/Literature, English/Writing, Mathematics, Social Studies, Science, Physical Education

A: 90–100

B: 80–89

C: 70–79

D: 60–69

F: 59 and below

### **ART**

S: Successful

N: Needs improvement

### **COMPONENTS FOR GRADE**

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

### **SEMESTER EXAMS**

- No semester exams should be administered in grades 3–5
- Comprehensive exams are a middle school expectation. A semester exam should be averaged into the second and fourth quarter test component with a weight of no more than two test grades.

### **YEARLY AVERAGES**

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

## **EVALUATING CONDUCT**

### Grades 1-5

O: Outstanding- 0 parent conversations about negative behaviors

G: Good- 1-2 parent conversations about negative behaviors

I: Inconsistent- 3-5 parent conversations about negative behaviors

U: Unsatisfactory- 6+ parent conversations about negative behaviors

### Middle School

O: Outstanding- Zero demerits

G: Good- 1-9 demerits

I: Inconsistent- 10-19 demerits

U: Unsatisfactory- 20+ demerits

## **PROMOTION/RETENTION**

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

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

## **QUARTERLY ACHIEVEMENT RECOGNITIONS**

Quarterly achievement recognitions recognize student leaders in grades 3-8. All recipients must demonstrate a classroom achievement and model behavior.

- Principal’ s List - All A’s and model behavior
- Honor Roll - A combination A’s and B’s with no more than 3 B’s and model behavior
- Upward Bound - recognized 2<sup>nd</sup> and 3<sup>rd</sup> quarter. Requires a student to raise any major academic grade without dropping a grade in any subject and demonstrating model behavior.

Parent conferences are offered throughout the year to discuss student’s progress. Parents are encouraged to maintain a close, working partnership with classroom teachers. Conferences may be scheduled by note, email, or telephone for a time that is convenient for both the teacher and the parent. Conference questions/interruptions should never be attempted during the regular school day without prior arrangements with the teacher.

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

## **TESTING**

Students are given benchmark assessments three times during the school year. Grades K-8 will complete the NWEA MAP assessment as their benchmark. Additionally, the ITBS assessment provides for ability and achievement testing in grades 2 - 8 in the spring each year. Scores will be discussed with parents when available.

## **HOMEWORK**

Homework is an integral part of the school program. It is designed to supplement, complement, and reinforce classroom teaching and learning. A reasonable amount of time that may be spent on homework for the average child would be about 10 minutes per grade level. (In first grade, an average child may spend 10 minutes. In fourth grade, an average child may spend 40 minutes, etc.)

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

## ATTENDANCE

### TARDY/EARLY DISMISSAL GUIDELINES

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

### TARDIES

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

### ABSENT STUDENTS' HOMEWORK

When a student is absent in grades K-8, parents may call the office or email the classroom teacher and ask that assignments be sent via email, if possible. In addition, assignments may be picked up after school or sent with a sibling. Please allow 24 hours for requests.

### EARLY DISMISSALS

Early dismissals are discouraged, **especially after 2:00 P.M.** If a child requires early dismissal, the parent must notify the teacher in writing prior to the student leaving so that he/she may prepare. After 2:00 P.M. we cannot guarantee early dismissals with ease of access. Persons picking students up must also show proper identification (this includes both parents). Students who are checked out early are not given additional time to complete assignments missed. They must have them completed by the next day. The early dismissal may count as an absence. If a student is aware in advance that he/she will be missing school time, that student must make an effort to get assignments ahead of time. Students will only be released to people listed on the Emergency Medical Card unless written permission is sent in advance.

## ATTENDANCE GUIDELINES FOR STUDENTS IN GRADES K-8

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

### **Absences will be excused for:**

1. Illness;
2. Death in the immediate family;
3. Emergency conditions as determined by the principal;

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

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

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

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

## **EXTENDED CHILD CARE**

### **AFTER-SCHOOL CARE**

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

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

### **AFTER SCHOOL CARE TUITION RATES**

Registration Fee: \$50/child

Regular attendance for one child: \$60/week

Regular attendance for two children: \$80/week

Regular attendance for three children or more children: \$100/week

Drop-in Rate: \$20/per day ( \$10 for each additional child)

Late Fee: \$1.00 per minute past 5:30 P.M.

All charges will be assessed through FACTS Tuition Management as incidental bills. Parents must be registered for FACTS in order to utilize after school care.

## **FIELD TRIPS**

Students are given the opportunity to enhance their academic and cultural development through field trips. The insurer for the Archdiocese does not allow siblings to participate in field trips.

In some instances, the school depends on the parents for transportation. No side trips are allowed for any reason, as this jeopardizes our insurance coverage. All drivers must stay together. All students transported in a private vehicle must wear a seatbelt.

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

## **STUDENT PROGRAMS**

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

CYO Sports

McGill-Toolen Catholic High School Middle School Sporting Team

Altar Servers

National Junior Honor Society

Scholars Bowl

Marian Leaders

Parent-facilitated after-school programs

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

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

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

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

## **SCHOOL SAFETY**

Per Archdiocesan regulations, faculty and staff will be trained in ALICE procedures. This program addresses lockdown and active shooter scenarios. ALICE procedures are included in the school safety manual.

### **THREATS OF VIOLENCE**

Law enforcement will be notified when a student in Grades 6 – 12 makes a threat of violence by any means. Threats by students in Grades K – 5 will be handled on an individual basis. Threats made by students may result in the student being suspended, expelled or asked to withdraw. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation from a qualified mental health professional is required. This written statement is not a guarantee that a student will be able to return to school.

### **SCHOOL REGULATIONS**

The school day begins at 7:50 A.M. and ends at 2:50 P.M. Students may be dropped at school at 7:20 A.M. when adult supervision is provided. Any student left on campus after 3:15 P.M. will be placed in After School Care. There are additional fees for these services and parents will be responsible to pay in a timely manner. **IN ORDER TO ENSURE OUR STUDENTS' SAFETY, PARENTS NEED TO DROP THEIR STUDENTS OFF IN THE SCHOOL CARPOOL, NOT OFF CAMPUS.** This includes the Lafayette Street parking lot, side streets, and Old Shell Road. Parents who constantly violate rules may be subject to action by the school.

## **DISMISSAL**

Walkers are dismissed to the gym at 2:50 P.M. and will be checked off by the adult on duty before being dismissed from school. Students may not walk to meet McT siblings or to a car off campus. Students who are waiting on older McT siblings can be picked up by his/her sibling in the school lobby between 2:50-3:15. At 3:15 all students will report to After School Care. St. Mary's provides crossing guard supervision at the intersection of Lafayette St. and Old Shell Rd. Car riders are dismissed at 2:50 P.M. and should remain on the breezeway with their teachers until their ride arrives or until 3:15 P.M. when they will be taken to After School Care. Students will be taken to After School Care for safety and supervision.

## **LEAVING SCHOOL GROUNDS**

Students are not allowed to leave the school grounds after arriving on campus. Immediate disciplinary action will be taken if a student is in violation. When parents find it necessary for their child to leave campus during the day, a written note should be presented to the office. Students cannot walk to the local convenience stores or fast food restaurants to meet their rides.

## **REMAINING AT SCHOOL**

Students are not allowed to wait on church or school property outside of the fenced-in school yard for parents or others to pick them up after school. For student safety, parents should have the student walk directly home or wait on the breezeway with his/her teacher until 3:15 P.M. If his/her ride has not arrived by 3:15 P.M., the teacher will send the child to After School Care. Students are not permitted to wait on campus for after school CYO and McGill-Toolen practices.

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

## **INTRODUCTION**

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

## **POLICY**

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

## **DANGEROUS WEAPON**

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

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

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

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

*Revised March 2018  
Department Of Education  
Archdiocese of Mobile*

### **VANDALISM/THEFT/LOSS**

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

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

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

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

### **PARKING LOCATIONS**

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

### **RELEASE PERMISSION**

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

### **BICYCLES**

Students are required to WALK bicycles on the school grounds. Students should wear helmets. Bicycles should be locked properly in the bike racks provided. The school is NOT responsible for stolen or damaged bicycles. No motorized, skateboards, scooters, or similar apparatuses are allowed on campus at any time.

## STUDENT HEALTH

### HEALTH AND MEDICATIONS

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

Parents will be called should a child become ill during the school day. It is essential that the school office have current contact information. Parents will be called to inform them of any head injury, no matter how slight. The school office will call 911 in cases that warrant immediate emergency assistance.

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

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

Students are not allowed to carry any prescription or over the counter medicine on their persons. The parent or guardian should give the first dose of the new medicine at home in case of a possible allergic reaction. School personnel are not allowed to dispense, administer, or apply medications if these conditions are not met.

### IMMUNIZATIONS

Beginning with the 2018-2019 school year, all students enrolled in the Archdiocese of Mobile's Pre-K- 12 Catholic schools, daycare students, and Mother's Day Out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health.

As indicated by the Vatican Pontifical Academy for Life, Catholics may be immunized. When it is a question of protecting the whole population and avoiding death and malformation in others, this becomes more important than an individual student's objection to abstaining from vaccines developed from abortions that might have occurred decades ago. Catholics are responsible for the common good. Until such time that the Vatican were to alter this position, the Archdiocese of Mobile does not accept a religious objection to immunization based upon Catholic teachings.

### BIRTHDAY PARTIES FOR STUDENTS

Invitations for birthday parties may only be passed out in the classroom if all the students are invited to attend. Please check with the classroom teacher before planning to bring invitations to the classroom. In addition, parents are encouraged to send a birthday treat to the class if they wish; please coordinate this with the classroom teacher.

### CAFETERIA AND LUNCH PROGRAM

Students/Parents are not allowed to order fast food lunches to be delivered from outside sources to school, such as but not limited to Doordash and Uber Eats. Students may not bring carbonated beverages or candy to school. All drinks must have reclosable lids for snack and lunch.

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

With Payschoolscentral.com, parents can log in at any time to make a deposit to their child's account, view their child's account balance, set up recurring deposits to their child's account, set up e-mail notifications when their child's account falls below a certain dollar amount, or request a report showing what the child has purchased on their account. In most cases, payments are processed before 9 P.M. CT should post to the student's account the next morning.

There is a \$1.95 ACH (Electronic Check) fee or up to 4.5% credit card transaction fee that is assessed to each transaction. The fee is only charged when money is added to your student account through PaySchools Central. Parents can view account balance and see what students have purchased without having to incur this fee. If parents have multiple children enrolled in the school, money can be added to each child's account during the same transaction. Transactions processed by Payschoolscentral.com are safe and secure. Cash and checks (payable to St. Mary's Cafeteria) can be made directly to the cafeteria without additional fees.

## ST. MARY'S CATHOLIC SCHOOL WELLNESS POLICY GUIDELINES

### NUTRITION/NUTRITION EDUCATION GOALS

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

Food will not be used as a reward or a punishment for student behaviors. The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

### UNIFORMS

All St. Mary's students in PreK3-8th grade must wear the school uniform, as well as the P.E. uniform for elementary and middle school students. Pre K2 students will wear street clothes to school each day.

**ST. MARYS CATHOLIC SCHOOL**

 **Girls, K3-K4** Shop In-Store or Online  
May 5 - 11  
and Receive 10% Off

 1 - 7 \$48.50 #19E97 406 Gingham Dress with St. Marys Logo on Left Collar <b>MONO</b>	 1 - 6 \$18.50 #4114 406 Gingham Bloomer-Short	
 Youth \$27.50 Half Size / Jr. \$29.50 #2653 Khaki 23 Skort	 Youth \$27.50 Half Size / Jr. \$29.50 #2669 Khaki 69 Skort	
Navy T-Shirt with St. Marys Preschool Heat Seal Youth \$16.50 #8000  <b>HEAT SEAL</b>		
All-White Velcro Tennis Shoe  Not Sold at Zoghby's	All-White T-Strap Tennis Shoe  Youth \$45.00	Navy/White Saddle Tennis Shoes  Youth \$53.00 Girls may wear any solid white or solid navy shoe.

Toll Free: 1-844-342-0039 • zoghbyuniforms.com

**ST. MARYS CATHOLIC SCHOOL**

 **Boys, K3-K4** Shop In-Store or Online  
May 5 - 11  
and Receive 10% Off

Navy T-Shirt with St. Marys Preschool Heat Seal Youth \$16.50 #8000  <b>HEAT SEAL</b>			
 #1378 406 Gingham OR #1267 Khaki Twill All Elastic Pants	 406 Gingham OR Khaki Twill All Elastic Shorts #1251		
Khaki: 1 - 7 \$23.50 Check: 1 - 7 \$30.50	1 - 7 \$20.50 1 - 7 \$26.50		

Boys may wear any solid navy shoe.

Toll Free: 1-844-342-0039 • zoghbyuniforms.com

### PRESCHOOL SHOES:

Solid colors only

NO light up shoes or sandals

**ST. MARY'S CATHOLIC SCHOOL**  
 Shop In-Store or Online  
 May 5 - May 11  
 and Receive 10% Off

**Girls, Grades K5 - 4**

 4 - 20 Adult \$20.50 Youth \$23.50 #5513 Can wear L/S Peter Pan #5413	<p><b>Polo to be Worn with Skort.</b></p>  Pique #5738 Youth \$25.50 Adult \$28.50 Performance #5728 Youth \$30.50 Adult \$33.50 #57E07 / #57E2N MONO Can wear L/S Pique Polo #5639
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Jumpers and skorts may be no shorter than 3" above the top of the knee.  
 Jumper and skorts may be worn on Mass days with white peter pan collared shirt.

 4 - 16 7H - 20H \$49.50 \$51.50 #1978	 4 - 16 7H - 20H \$49.50 \$52.50 #3514
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 Navy/White Saddle Tennis Shoes Youth \$53.00 Adult \$100.00	 Navy Saddle Shoe with White Laces Youth \$99.00 Adult \$100.00	 White Ankle Sock with Double-Sided Logo 3-Pack \$19.95
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**ST. MARY'S CATHOLIC SCHOOL**  
 Shop In-Store or Online  
 May 5 - May 11  
 and Receive 10% Off

**Boys, Grades K5 - 4**

 4 - 20 Adult \$25.50 \$28.50 #5115 Can wear L/S Oxford #5015	 Pique #5738 Youth \$25.50 Adult \$28.50 Performance #5728 Youth \$30.50 Adult \$33.50 #57E07 / #57E2N MONO Can wear L/S Pique Polo #5639
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Shorts and pants may be worn on Mass days with white button down shirt. PE shorts must be worn under shorts or pants on all days.  
 K5 students with elastic waistband do not need to wear a belt.

 4-16 Husky \$31.50 Mens \$36.50 \$41.50 #1280 #1352 K5 ONLY #1362	 4-16 Husky \$40.50 Mens \$43.50 \$46.50 #1270
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 Plaid 38N All Elastic Shorts 1-7 \$28.50 Husky \$30.50	 Plaid 38N All Elastic Shorts 1-7 \$32.50 Husky \$35.50	 Plain Black Belt No bullet belts allowed Plain \$17.50	
		 Black Crew Sock \$10.95 / 3-Pack	 Black Tennis Shoe Not sold at Zoghby's

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**ST. MARY'S CATHOLIC SCHOOL**  
 Shop In-Store or Online  
 May 5 - May 11  
 and Receive 10% Off

**Girls, Grades 5 - 8**

<p><b>Must be worn on Mass day</b></p>  4 - 16 Adult \$25.50 \$28.50 #5515 Can wear L/S Oxford #5415	<p><b>Pique #5738</b>                  Youth \$25.50                  Adult \$28.50  <b>Performance #5728</b>                  Youth \$30.50                  Adult \$33.50                  #57E07 / #57E2N                  MONO                  Can wear L/S Pique Polo #5639</p>
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Skirts may be no shorter than 3" above the top of the knee.

 4 - 16 \$46.50 7H - 28H \$49.50 #3572	<p><b>Optional for 6th Required for 6th - 8th</b></p>  Girls \$85.50 Ladies \$95.50 Patch \$6.00 Sew on Patch \$5.00 Patch free with purchase of blazer LADIES: #2000 GIRLS: #4000 ALT
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 Navy Saddle Shoe with White Laces Youth \$99.00 Adult \$100.00	 White Ankle Sock with Double-Sided Logo 3-Pack \$19.95
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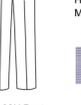
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**ST. MARY'S CATHOLIC SCHOOL**  
 Shop In-Store or Online  
 May 5 - May 11  
 and Receive 10% Off

**Boys, Grades 5 - 8**

 4 - 20 Adult \$25.50 \$28.50 #5115 Can wear L/S Oxford #5015	 Pique #5738 Youth \$25.50 Adult \$28.50 Performance #5728 Youth \$30.50 Adult \$33.50 #57E07 / #57E2N MONO Can wear L/S Pique Polo #5639
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**Optional for 6th Required for 6th - 8th**

 Boys \$85.50 Mens \$95.50 Patch \$6.00 Sew on Patch \$5.00 Patch free with purchase of blazer MENS: #1000 BOYS: #3000 ALT	 4-16 Husky \$40.50 Mens \$43.50 \$46.50 #1270
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 Plain Black Belt No bullet belts allowed Plain \$17.50	<p><b>6th - 8th Mass Days Only</b>                  Navy and Light Blue Self Tie  <b>COLOR: 1285</b>                  \$18.50</p>	 White or Black Crew Sock \$10.95 / 3-Pack	 Black Loafer Youth \$76.00 Adult \$94.50	 Black Leather Lace-Up Youth \$66.00 Adult \$76.00
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	Cotton Performance	\$16.50 \$18.50		Boys Only Girls Only	Mesh Nike	\$19.50 \$25.50
White Cotton or Performance T-Shirt with Heat Seal		#8000 HEATSEAL	Navy Mesh Short with Heat Seal		Mesh: #806 Nike: #1266 HEATSEAL	
<b>Outerwear</b>						
	Youth Adult	\$30.50 \$35.50		Youth Adult	\$46.50 \$49.50	
Navy Sweatshirt with Logo		#1500 MONO	Navy Fleece with Logo		#1022/1001 MONO	
	Youth Adult	\$36.50 \$40.50		Youth Adult	\$36.50 \$40.50	
Navy Cardigan with No Logo		#1100	Navy Pullover Sweater with No Logo		#1110	
	Youth Adult	\$46.50 \$49.50		Youth Adult	\$31.50 \$35.50	
Navy Soft-Shell Jacket with Logo		#317 MONO	Navy 1/2 Zip Sweatshirt with Logo		#1505 MONO	
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**\*\*The basketball long sleeve warm up shirts are only permitted to be worn on game day as it is not part of the approved SMS outerwear.**

**NON COMPLIANCE**

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

**UNIFORM CODE VIOLATION**

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

**GROOMING**

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

Girls' skirts and jumpers should be no shorter than 4 inches from the middle of the knee, both front and back.

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

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

## MAKEUP

Make-up, nail polish, and artificial nails are not permitted for students in grades K-8. No tattoos or body piercings (except pierced ears for girls) are allowed.

## JEWELRY

Students will be allowed to wear only appropriate jewelry in keeping with the atmosphere of our Catholic school. Girls may wear one pair of earrings in the lower ear lobe not larger than a dime and without hoops. Jewelry should be limited to one watch, one ring, one bracelet and simple crosses or holy medals. Ankle bracelets are not to be worn.

## MCGILL-TOOLEN CATHOLIC HIGH SCHOOL ATTIRE

Only individuals who are currently enrolled in McGill-Toolen sponsored sports are allowed to wear McGill-Toolen affiliated polos, jackets, sweatshirts, or weather wear. They will be worn on Wednesdays only while on campus.

## CYO ATTIRE

Students are allowed to wear CYO jerseys only on their team's game day over the PE shirt in place of the uniform shirt. If the game is on a Mass day, students may change into their jerseys after Mass. If a game is played over a weekend, students can wear the jersey on Friday. The basketball long sleeve warm up shirts are only permitted to be worn on game day as it is not part of the approved SMS outerwear.

## OUT-OF-UNIFORM DAYS

Policies regarding grooming, make-up, and jewelry still apply on out-of-uniform days. Out-of-uniform days pertain to clothing only. Clothing must be modest and appropriate for Catholic school. Shoes must not be backless as sandals. Platform shoes may not be worn. Any student whose clothing is not modest and appropriate will wait in the school office until his/her parents can bring an appropriate outfit. IF A STUDENT IS NOT SURE that his/her outfit is appropriate, he/she must BRING A CHANGE OF CLOTHING that is acceptable. Students who do not dress appropriately on out-of-uniform days may lose the privilege of participating in other out-of-uniform days throughout the year. Hoodies are permitted as long as hoods are not worn on the student's head while on campus. Students will be asked to remove the hoodie if they are non-compliant.

All final decisions regarding appropriate student dress will be determined at the discretion of the administration.

## ALLOWED OUT-OF-UNIFORM ATTIRE

	Girls	Boys
Pre K-4th	Shorts (appropriate length) ↳ <i>not allowed November 1- March 31</i> Dresses/ skirts (appropriate length) Jeans (no holes or rips) Joggers No leggings-straight leg or flare	Shorts (appropriate length) ↳ <i>not allowed November 1- March 31</i> Jeans (no holes or rips) Pants Joggers
5th-8th	Shorts (appropriate length) ↳ <i>not allowed November 1- March 31</i> Dresses/skirts (appropriate length) Jeans (no holes or rips) Joggers No leggings-straight leg or flare	Shorts (appropriate length) ↳ <i>not allowed November 1- March 31</i> Jeans (no holes or rips) Pants Joggers

\*\*\*\*All shoes must be closed toe with backs. Crocs are permitted as long as the back strap is worn.

## **GENERAL RESPONSIBILITIES OF STUDENTS**

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

Under no circumstances will disrespect to an authority figure be tolerated, whether verbal, written or physical. Parents must be a good example and instruct their children with regard to proper respect for teachers and all who are in authority. Violations will warrant serious action by the principal.

Students are expected to participate with reverence during church activities, and their behavior should be respectful.

Students are expected to be on time in the morning and for each class throughout the day. Those who abuse this regulation may be required to make up the time.

Students will follow school rules and procedures, be prepared for class, have supplies, complete assignments on time, etc., with regard to classroom responsibilities.

Students are required to dress out for P.E.

Cheating is a form of stealing. A student cheating on homework, daily work, quizzes, tests or other assignments will receive a failing grade and will not be allowed to make up the work.

Chewing gum is not allowed on the school campus at any time.

Students are responsible for having parents sign forms, folders, and reports sent home by the school/teachers, and they are also responsible for returning them to school the next day.

Non-related school items should not be brought to school without the permission of the teacher. Items such as toys, trading cards, cameras, radios, tape recorders, or video/virtual games cause classroom and yard disturbances. Such items may be taken up and returned only to a parent.

Students are responsible to show up for, and serve, detentions. If they fail to serve a detention, they are subject to further discipline.

Students are responsible for following all guidelines in the St. Mary's Catholic School Acceptable Use Policy when using technology at school and when using their school-related G-mail addresses.

While the student is enrolled at this Catholic School, he/she will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events.

## **CELL PHONES**

During the school day (including after school care and detention) - cell phones and other nonschool electronic devices are not to be visible, heard, or used. This includes evidence of use such as messages seen on a confiscated device.

Consequences for violating this policy are as follows:

- 1st offense - Device is confiscated and brought to administration. A detention will be issued and the device will be confiscated until picked up by a parent/guardian. Middle school students will also be issued 5 demerits. There are no exceptions.
- 2nd offense - Device is again confiscated and brought to administration. The student will be issued an in-school suspension and the device will be confiscated until picked up by a parent/guardian. Middle school students will also be issued 5 additional demerits. There are no exceptions.

- 3rd offense - Device is again confiscated and brought to administration. Students will be suspended from school and all extracurricular activities for 3 days for continued violation of school policy and may not return to school until the parent/guardian meets with administration.
- 4th offense - A fourth offense will result in additional disciplinary action including the possibility of long-term suspension or expulsion.

### **PERSONAL ELECTRONIC DEVICE POLICY:**

Personal electronic devices are not permitted without administrative approval. This includes all smart watches, fitbits, ipads, or any other network enabled device. St. Mary's Catholic School is not responsible for lost, stolen or damaged electronic devices that are brought on campus. **Recordings or pictures of any type on the school campus during or after school hours without permission of the principal and/or teacher is not allowed.**

### **DISCIPLINE AND CONDUCT**

The goal of discipline is self-discipline.

Students are expected to live out Catholic Christian values by:

- 1) Praying and participating reverently in all worship and religious services
- 2) Treating others, students and staff, with respect
- 3) Being prepared and on time for class
- 4) Doing their own work with their best effort and ability
- 5) Reaching out to help others in need
- 6) Treating school & parish property and the property of others with respect
- 7) Following the uniform code and dress in a way that shows modesty and respect
- 8) Following staff instructions in a respectful, timely manner
- 9) Representing St. Mary's School in a positive way at school or in any public situation or event.

We believe that we all are responsible for our own behavior choices. Children must be given the opportunity to realize this by learning from their mistakes. Children can, and do misbehave occasionally and need correction. Parents are welcome to contact the teacher if there is a question or concern about a situation that occurred in the classroom. If a concern arises, it is important to begin by talking to your child about the situation FIRST and evaluate the situation carefully before deciding if it is necessary to contact the adult involved for additional information.

Each of the grade level groups have specific age appropriate reporting systems that are explained to students and parents at the start of each year.

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

Behavior judged detrimental to the safety and well-being of others will be penalized. Disciplinary actions are intended as positive endeavors. Complaints involving school personnel or students must be taken through the proper channels. The school administration reserves the right to determine what is fair and just.

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

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

Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and

privileges, to disciplinary sanctions, up to and including expulsion.

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

Administration will notify parents of discipline referrals. Parent cooperation and communication is vital concerning disciplinary issues.

### **DETENTION**

Middle school students will serve one hour after school once they have a total of 10 demerits on LiveSchool. Parents will be notified in advance when students must serve a detention. Students are required to report to detention on the day assigned. Detention has priority over any school activity. During detention, students will be assigned a task to complete and may not be used to study or complete homework.

### **IN-SCHOOL SUSPENSION**

After a student serves three detentions, an in-school suspension (ISS) will be given if misbehavior continues. Students are not allowed to attend their normal classes and all school-related functions until a conference is held with parents, students, and principal. Parents will be notified if a student is suspended. Students who are suspended are responsible for all classwork/homework missed.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of school suspension (OOSS) separates the offender from the student body and is a warning that this separation may become permanent unless serious behavior changes are made quickly. Students are to remain off campus during the time assigned to out-of-school suspension. This includes activities, practices, and all other school-sponsored activities. During OOSS, students are expected to complete all class work missed.

### **PROBATION**

A period of time when a student is allowed to attend school, but includes a loss of privileges and usually includes specific restrictions, educational and service projects, and/or extra duties. A period of probation normally follows a suspension but also may be used independently.

### **STUDENT CONTRACTS**

Contracts listing behaviors that must be changed are set up during a meeting with the student, parents, teachers, and/or principal.

### **EXPULSION**

The student is released from the school and may not return. Individual teachers may have additional classroom rules and the middle school has a policy for grades 6-8 with additional rules to implement as well.

### **DISCIPLINE REFERRALS**

Parents will be notified of any major violations and all disciplinary referral forms.

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

### **STUDENT APPEALS PROCESS**

Students have the right to set up an appointment with any teacher/staff member to discuss any academic or discipline measure received from that teacher/staff member. Appointments need to be requested within forty-eight hours from the time the action to be discussed was issued. Appointments should take place before school, after school, or at a mutually free period for the teacher/staff member and student. The superintendent of Catholic schools as well as the Department of Catholic Education are not levels of appeal for disciplinary issues.

## **PARENT CONCERNS**

St. Mary's Catholic School's faculty, staff and administration always welcome talking with parents and/or students about any concerns that may arise. When at all possible, students (especially in grades four - eight) should be encouraged by their parents to resolve concerns directly with the teacher before parents become involved. If a concern should arise that has not been resolved by the student and teacher/staff member or that requires parental involvement, the parent/guardian should set up an appointment to discuss their concern directly with the teacher/staff member involved. Most concerns should be resolved at this level.

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

## **CHILD ABUSE**

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

## **CHILD ADOLESCENT PROTECTION POLICY**

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

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

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

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

## **St. Mary's Catholic School**

### **Bully Prevention Policy**

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

St. Mary's Catholic School has a firm policy against behavior that infringes on the safety of any student or staff member. These beliefs are expected to be held by all students, staff members, coaches, parents, volunteers, and substitutes. Bullying of any kind through words or actions will not be tolerated.

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

**Definition:**

Bullying is intentional, **repeated**, aggressive behavior that involves an **imbalance of power** or strength. It can take many forms, including physical (hitting, pushing), verbal (name-calling, teasing), relational (spreading rumors, excluding someone), and cyberbullying (using digital platforms to harm or intimidate).

Bullying can cause significant emotional, psychological, and physical harm to the victim, and it disrupts the safe, supportive environment necessary for learning and growth. Our school is committed to preventing bullying and promoting respect and kindness among all students.

**Scope:**

This bullying policy applies to all students, staff, volunteers, and visitors within our school community. It covers behaviors that occur on school property, during school-sponsored events, and off-campus activities that impact the school environment, including cyberbullying. The policy addresses any form of bullying, whether physical, verbal, relational, or online, and provides procedures for reporting, investigating, and responding to bullying incidents.

Our goal is to ensure a safe, inclusive, and respectful environment for all members of our school community. This policy outlines expectations for behavior, preventative measures, and the consequences of violating these standards. It emphasizes the responsibility of all members of our community to contribute to a positive school climate by promoting kindness, empathy, and respect.

**Reporting:**

**1. Reporting Procedures:**

- **For Students:** Students who experience or witness bullying are encouraged to report the incident to a trusted adult, such as a teacher, school counselor, or administrator. Reports can be made verbally or in writing.
- **For Parents/Guardians:** Parents or guardians who become aware of bullying are encouraged to report it to school personnel promptly. They can do so by contacting the school's administration via phone, email, or in person. Parents/Guardians will be asked to complete the Bully Report Form.
- **For Staff and Volunteers:** Staff and volunteers who witness or suspect bullying must report the incident to the school's administration immediately.

**2. Investigation and Response:**

- Upon receiving a report of bullying, the school administration will promptly investigate the incident, ensuring confidentiality to the extent possible.
- The investigation will include interviews with the victim, the alleged bully, and any witnesses. The school will take appropriate actions based on the findings of the investigation.
- If bullying is confirmed, the school will take steps to address the behavior, which may include counseling, mediation, disciplinary action, and/or other appropriate interventions.
- Support will be offered to the victim, including counseling services and safety planning.

**3. Retaliation and False Reporting:**

- Retaliation against individuals who report bullying or participate in the investigation process is strictly prohibited and will result in disciplinary action.
- False reporting of bullying incidents to harm another individual is also prohibited and may result in disciplinary consequences.

## Education:

### **Prevention and Education:**

#### **1. Student Education:**

- **Curriculum Integration:** Bullying prevention and social-emotional learning (SEL) are integrated into the curriculum through lessons that focus on empathy, conflict resolution, respect, diversity, inclusion and communication skills. Students will participate in activities that promote understanding and respect for diverse perspectives.
- Preventative measures will include classroom discussions, workshops, and the integration of social-emotional learning into the curriculum.
- The month of October will be Bully Prevention Month. Students will participate in a “Bully Prevention Week” to bring awareness of the impacts of bullying on the learning community.

#### **2. Staff Training:**

- **Professional Development:** Staff will receive ongoing professional development on identifying, preventing, and responding to bullying. Training will include strategies for creating inclusive classrooms and fostering positive relationships among students.

#### **3. Ongoing Evaluation and Improvement:**

- **Feedback Mechanisms:** The school will establish channels for students, parents, and staff to provide feedback on the effectiveness of the bullying education plan. Surveys, suggestion boxes, and focus groups will be utilized to gather input.
- **Regular Review:** The bullying education plan will be reviewed annually by the Student Assistance Team to assess its impact and make necessary adjustments. The review process will involve input from students, staff, parents, and community partners to ensure that the plan remains relevant and effective.

[Bully Report Form](#)

### **St. Mary's Catholic School Student Network/Internet Agreement**

St. Mary's Catholic School's goal is to achieve excellence in computer technology, in support of its educational goals, and shall reflect the Christian principles upon which the school is founded. In order for students to be prepared for tomorrow's technical world, St. Mary's Catholic School uses computers/electronic devices as part of its curriculum. Use of the computers/electronic devices also includes any resources or networks that may be connected to them (printer, file server, iPads, Chromebooks, Internet, etc.). To gain access, parents and children must agree to the school's Acceptable Use Policy governing how computers and the resources connected to it may or may not be used in the school. After you have read and discussed this policy with your family, please fill out the AUP permission form (including the student's signature grades 3-8), sign, and return it to the school.

#### **Network/Internet Guidelines**

Use of the school's network is always done as a tool for learning. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials either deliberately or by mistake. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Mary's Catholic School supports and respects each family's right to decide whether or not to allow their child(ren) access.

## **Privacy**

Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to internet usage, the creation and/or distribution of messages or content via student email system, and/or the creation of information within technology tools that fall under the purview of St. Mary's Catholic School technology devices. St. Mary's Catholic School may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

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

The violation of technology policies and any usage deemed unacceptable by administration, faculty, and/or technology directors can result in loss of privileges. Violations of the policy and the resulting loss of privileges may correspond with disciplinary actions. Note: Revoked privileges may have academic consequences if assignments require the use of school technology.

## **Acceptable Use Policy**

Students are responsible for their actions while using the school's Internet capabilities. Access to utilize the school Internet resource is a privilege, not a right. Access mandates that students practice mature and safe responsibility. All work done through the school's network, as well as through the students' individual accounts must reflect the expectations and guidelines of government laws, the Archdiocese of Mobile, and St. Mary's Catholic School.

St. Mary's Catholic School's administration reserves the right to monitor, record, or suspend access to any of the student's technology privileges. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. The faculty and staff are responsible for ensuring your child's Internet safety while on the school's premises, but outside of school, families bear the responsibility for such guidance in the same way that they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The Acceptable Use Policy also applies to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and calendar (Google Apps for Education); Student Information Systems such as Rediker; and online-based educational tools such as IXL.

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

- Using the network for any illegal activity, including violation of copyright
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Accessing personal account, including but not limited to email, on school issued devices
- Posting personal communications without the original author's consent
- Posting anonymous messages
- Posting content that is profane or uses language and/or symbols with the intent to degrade, bully or offend other
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others
- Any activity that interferes with the operation of any computer system (e.g. jailbreaking)
- Any activity that damages any equipment or programs-restitution will be required if this occurs
- Uses that violate any of the expected standards of behavior outlined in the handbook including but not limited to plagiarism, cheating, bullying, hazing, and harassment

## **Sanctions**

1. Violations may result in a loss of access.
2. Additional disciplinary action will be taken, keeping in line with existing school practices/policies regarding inappropriate language, behavior, or materials viewed or produced.
3. Serious violations of this policy/school code of conduct may result in suspension or expulsion.

Users must follow St. Mary's School Technology Acceptable Use Policy when using student issued iPads along with any and all technological resources on campus. All network users are held responsible for their actions and activity within all school owned technological devices. Personal technological devices, including but not limited to iPads, are not permitted.

## **iPad Warranty, Loss, and Theft Policy**

Accidental damage to the iPad is covered under the terms and policy of AppleCare. AppleCare insurance covers two instances of accidental damage, with a \$100 deductible fee to replace the iPad in each instance. Any instance of damage beyond that will require the payment of repair or replacement. Fees may be assessed and charged to the student for required repairs or replacement. Loss and theft are not covered by St. Mary's School. In case of loss or theft, the student is responsible for the full replacement value of the iPad (estimated \$400).

## **Expectations of School Issued iPad Usage**

iPads issued by St. Mary's School are property of the school. St. Mary's School reserves the right to modify, change, update, and both issue and revoke apps.

- All iPads are to remain in school issued cases at all times.
- All iPad cases should remain free of student decorations- including stickers.
- All iPads that are brought home nightly must return the following school day fully charged.
- All iPads that remain on campus nightly must return to the proper school cart to be fully charged for the following school day.
- All iPad usage in the classroom is determined by the teacher.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and students involved may receive a consequence.

## **Consequences of School Issued iPad Misuse**

- 1st offense - The iPad will be taken away for that class and a parent will be contacted.
- 2nd offense - The iPad will be taken for the rest of the day. A parent will be contacted, and the student may have reduced grades that day in other classes.
- 3rd offense - The iPad will be taken for a week with the same consequences as above.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

### **OTHER QUESTIONS AND CONCERNS**

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

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

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

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

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

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

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

**PARENT/STUDENT HANDBOOK AGREEMENT 25-26**

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

Your signature below includes that you have read the St. Mary's Catholic School handbook. That you and child agree to abide by the provisions, rules, and regulations contained therein. I understand that the principal has the right to amend this handbook at any time deemed necessary.

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

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

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_