

MISSION STATEMENT

St. Mary's School, in cooperation with the parents, is to develop the spiritual, intellectual, physical, and social growth of each individual child by providing a quality educational experience that reflects the presence of Christ on Earth. In this Christian atmosphere, the faculty strives to help each child develop to his or her fullest potential. The students experience an educational program designed to respect the dignity of all students, to recognize individual differences, and to promote social justice and other Gospel values as integral elements of Christian living.

PHILOSOPHY

St. Mary's School expresses the belief that we should live the message of God's love as disciples called to witness the Gospel. We strive to develop a lifetime commitment to the community in response to a changing technological and diverse society. We enable students to take their place as well-rounded Christian citizens in their community, and we establish a foundation in the Teachings of Jesus Christ and the Beliefs of the Catholic Church.

BELIEFS

The beliefs of St. Mary's School are based on the premise that God has uniquely created each child and has her/his own worth, dignity, integrity, and eternal destiny.

The faculty and staff of St. Mary's School endeavor to:

1. Affirm the role of parents/guardians as primary educators.
2. Develop in all students a respect for the dignity and right of others.
3. Assist students in developing an understanding of Christ and His Church.
4. Teach as Jesus did, proclaiming the Good News and translating this proclamation into action.
5. Present a variety of learning experiences that take into consideration the needs and gifts of all students.
6. Instill in students a love for learning which allows students to be challenged beyond what they learn in the classroom.

SCHOOL PLEDGE

I believe St. Mary's is a place where faith and learning go hand in hand.
I believe Jesus is present in my life and in the lives of my classmates and teachers.
I respect others and myself. My words and actions will be kind and honest to show my respect for Jesus.

HISTORY OF ST. MARY'S SCHOOL

A school existed in Immaculate Conception Parish from 1860 - 1968. St. Mary's was staffed by the Dominican Sisters and was located at 740 Franklin Street. The old St. Mary's School was closed due to the condition of the building and a decline in enrollment (when Ft. Campbell opened their own schools and would no longer bus their students to the Catholic school).

On June 16, 1999, Fr. Eric Fowlkes purchased our current school site from the Academy for Academic Excellence. The Jubilee Year (2000) marked the return of St. Mary's Catholic School after a thirty-two year absence. After considerable renovation, St. Mary's School, including a chapel and gym, opened its doors on August 15, 2000 serving grades kindergarten through fourth, implementing a grade each year through eighth. Currently, St. Mary's Catholic School is a parochial K – 8 elementary school located in Clarksville, TN.

STATE OF TENNESSEE APPROVAL

St. Mary's School, a diocesan parochial school, is approved by the Bishop of Nashville, and operates under the supervision of the Superintendent of Catholic Schools for the Diocese of Nashville. St. Mary's is accredited by the State of Tennessee and the Southern Association of Colleges and Schools (SACS). The pastor is the chief administrator of the parish. The principal of the school is responsible for the administration of the school and for instructional programming

St. Mary's Catholic School received state approval status (Initial Accreditation) through the Southern Association of Colleges and Schools April 22, 2004.

ADMINISTRATION

While the oversight for diocesan and parish institutions flows from the Bishop to the Pastor as described in the Revised Code of Canon Law, this is done within the framework of collaboration with many individuals and consultative groups. In a Parish School, the decision making process moves from broad to specific and is entrusted to various groups and persons.

ADMINISTRATIVE TEAM

The Principal in cooperation with the Pastor and the Diocesan School's Office is responsible for the educational program of the school. The Principal serves a threefold role of servant-leader, administrator, and educational leader.

SCHOOL BOARD

The St. Mary's School Board, is mandated and established by Diocesan Catholic School guidelines as an advisory committee to provide advice and assistance to the school's administrative team in the governance of the school. In its commitment to provide a quality Catholic school education. The Catholic school is an expression of the educational mission of the parish with which it is associated and of the Diocese, therefore, the Pastor is responsible to

the Bishop for the administration of the total parish, including the parish school. The Principal functions as the chief administrator of the school and is a member of the Parish staff. Just as the Parish Council serves with the pastor on behalf of the total parish community, members of the St. Mary's Board serve as an advisory group to the pastor and principal for the good of the school community. . The Board meets monthly throughout the year. The function of the School Board is to:

- Assist in long range planning and development
- Recommend policy specific to the business operation of St. Mary's
- Advise the pastor and principal on internal school programs
- Determine sources of funding
- Market St. Mary's School

HOME AND SCHOOL ASSOCIATION

The Home and School Association was formed to be a communications vehicle between the school and the home, to organize service activities (volunteers and fundraising), and to provide adult education. The Association endeavors to foster collaboration between parents/guardians and teachers, and promote mutual support and assistance. The purpose of this organization is to provide educational, emotional, financial and spiritual support for the students, parents/guardians and staff of St. Mary's Catholic School. All parents/guardians of children in St. Mary's Catholic School are members of the Association that meets at least three times a year. Attendance at all meetings is strongly encouraged.

More specifically, the Parents/guardians' Organization exists to...

- Promote school and Parish spirit through its sponsored activities.
- Provide cultural and educational civic enrichment opportunities for parents/guardians.
- Support the school staff and students through fund raising and commitment hours.
- Maintain good communications between home and school.
- Provide a vehicle through which parents/guardians can give service to the school.

SPIRITUAL LIFE PROGRAM

Message:

The school spreads the faith by giving its students the message of the Gospel and the truths of the Catholic religion. The environment reflects a truly Christian spirit of love, forgiveness, oneness, family, and faith-community orientation.

Community:

The school community mirrors the larger Parish community and joins with it in prayer and social gatherings.

Worship:

St. Mary's Catholic School strives to become a worshipping community of faith. To this end, the students participate in weekly Eucharistic liturgies, and seasonal paraliturgical services. In addition, students have opportunities to pray together during each school day.

RELIGIOUS AND MORAL INSTRUCTION

Religious education at St. Mary's School is directed toward enabling the student's faith to "become living, conscious, and active through the light of instruction" (To Teach As Jesus Did, 102). The religious education program reflects the content of all sources of the official Church documents. The program seeks to proclaim and teach God's Word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes. We help the students to examine attitudes and values to develop behavior consistent with what they profess.

PARENT COMMITMENT

The following statements explain the commitment expected when you choose to enroll in St. Mary's Catholic School.

1. By your registration, you accept the serious obligation to be actively involved in your child's Faith development. For a child to benefit from the school's programs fully, it is essential that parents/guardians actively model the faith, values and principles upon which the school is founded.
2. Parents/guardians are expected to attend church services with their child regularly. Parents/guardians are expected to uphold and model Christian standards of conduct and discipline and policies and regulations outlined in the school handbook.
3. Parents/guardians will respect and value the teacher's knowledge and expertise and work to develop and maintain partnerships with teachers.
4. Parents/guardians will provide an environment that supports learning and will work with teachers to understand expectations in and outside of the classroom.
5. Registration is a commitment to the responsibility to pay in full the cost of education and other required fees according to the terms of the registration contract and an agreement to participate in fundraising. Parents/guardians also agree to give time, talent, and financial support.
6. Parents/guardians will communicate high expectations and praise to their children regularly.

POLICIES AND REGULATIONS

St. Mary's reserves the right to change or amend these policies, as it deems appropriate.

Admissions

The Admissions Policy of St. Mary's Catholic School adheres to the laws of the state of Tennessee and the Policies and Procedures of the Diocese of Nashville. These agencies determine the age of admittance, health, academic and other pertinent records required for admittance.

St. Mary's School does not discriminate based on race, sex, creed, color, religion or national origin in its education program, activities, or employment. The following information is needed for eligibility for acceptance to St. Mary's School:

1. The family must provide evidence that the student is in good standing at the school in which they have enrolled him or her, showing satisfactory achievement in conduct, effort, and the academic subjects. It is the responsibility of the Principal to decide the acceptance of applicants.
2. A recommendation from a previous teacher.
3. An entrance interview for the parent and student scheduled with the principal.
4. Each child must visit the school for a day and take a placement test.

Class Size and Order of Priority of Admission

St. Mary's reserves the right to maintain an Order of Priority for Admission of Students. St. Mary's gives preference to Catholic students of registered and contributing families living within the parish.

Class size is determined by the regulations of the state of Tennessee and standards of SACS. If there are more applicants than places in a class, a priority order listing will be used. The order of priority will be as follows:

1. Currently enrolled students who are pre-registered
2. Siblings of children currently enrolled in St. Mary's School
3. Children of faculty and staff of St. Mary's School
4. Currently enrolled students at St. Mary's Preschool
5. Children of registered and contributing members of Immaculate Conception Parish
6. Children of registered and contributing members of other Roman Catholic Parishes
7. Children of other Catholic and non-Catholic families

It is important for parents/guardians to meet the pre-registration dates. There may be more students wishing to enter St. Mary's School than there are available spaces, particularly in the lower grade levels. It is especially important, therefore, that parents/guardians be on time with their registration fee and all subsequent payments.

Failure to meet deadlines for payment of the registration fee or the student fee may result in the loss of a child's space in the school in grade levels for which there is a waiting list. Parents or guardians having already registered their students must give 30 days notice prior to the start of classes of their intent not to return or forfeit tuition already paid.

St. Mary's policy also refuses readmission to a student whose family owes tuition from the previous year unless previous financial arrangements have been made.

Admissions of Students with Disabilities

St. Mary's School has the right to accept or reject students when, in the administration's judgment, the school will be unable to meet these students' special needs because of emotional, behavioral, or educational issues. The school does not have to accept students who have been expelled, suspended, or on probation from other schools.

Parents/guardians who request admission of a child with disabilities will confer with the principal concerning the extent of the disability and submit evaluation results of educational/psychological tests. The school must make it known that no Special Education teacher is provided. In cases where it is evident the school cannot provide needed educational assistance, the school may refuse to admit the student. If it is determined that the special needs can possibly be met in a regular classroom, the parents/guardians must sign an agreement that it is understood the school may not be adequately equipped to provide satisfactory results.

An IEP (Individual Educational Program) can be set up in some cases after an S-team (Support Team) recommends that classroom modifications be tried. If after a trial period it is found that progress is not being made, the school may request that the student be transferred to a school providing Special Education or students with disabilities.

The school is unable to accept students with severe physical disabilities since the building is not equipped with necessary accommodations.

To Enter Kindergarten

Age Requirement: Five (5) years of age on or before **September 30** of the enrollment year.

To Enter First Grade

Age Requirement: Six (6) years of age on or before **September 30** of the enrollment year. We will require the parent or guardian to show evidence that the child has attended a kindergarten program.

For Determining Admission to Grades Two through Eight:

- A. Review of the most recent school report/evaluation on the student's academic and disciplinary performance.
- B. A scheduled interview between the school Principal, at least one parent, and the student.
- C. Testing of reading, math, and writing skills.
- D. The presence of siblings in other grades of the school is a consideration for maintaining family unity.

School Records

All student records must include:

- A. Tennessee School Entry Medical Examination. Forms are available at your family doctor's office or Public Health Office.
- B. Tennessee Certificate of Immunization (GREEN form)
 - 1. Four doses (five preferred) of DTP (they must have received one dose after the fourth birthday)
 - 2. four doses (five preferred) of Polio
 - 3. MMR - Two doses required for students entering Kindergarten, 4th, and 8th grades
 - 4. Three doses of Hepatitis B required for entering Kindergarten
 - 5. HIB (If your child began receiving this series of shots as an infant, he or she needs to complete the series.)
- C. Other Official Documents Needed:
 - 1. Completed Application
 - 2. Social Security Number
 - 3. Baptismal Certificate
 - 4. Birth Certificate
 - 5. Child's Health History Checklist
 - 6. School Emergency Information Card
 - 7. Parent Questionnaire
 - 8. St. Mary's Catholic School Parish Subsidy Card
 - 9. Kindergarten Questionnaire, if applicable
 - 10. The child's most recent report card and standardized test results (for transfer students)

Student records are secured in the school office. Generally the records contain the registration form, health and immunization record, copies of past report cards, testing data, student pictures and records of attendance (tardy, absence). A record of attendance and academic progress is kept permanently at the school.

Directory Information

Directory information refers to that portion of a student's record that may include the student's name, picture, family member's names, address, and phone numbers. Parents/guardians who do not wish to have this information disclosed must notify the school in writing not later than August 31 of each school year. We make the school directory available to all registered school parents/guardians and it is not to be used by anyone for commercial purposes.

Educational Records

When a student transfers to another school, St. Mary's will send all educational records to the receiving school once St. Mary's receives a written request. However, parents/guardians must pay all fees, tuition and any fines to date. St. Mary's will keep a record of what school requested the record. We make the records available only to officials, teachers, and specialized personnel in the receiving school who have legitimate educational interest in the records.

Emergency Information Cards

A card is kept on file for each student, which contains information as to how to contact a parent or designated adult during the school day. Throughout the school year parents/guardians must keep this information current and inform the school of any changes.

Personal Property

Students are not to bring personal possessions (toys, cd's, radios, etc.) to school or on fieldtrips unless the child has the permission of the teacher **and** Principal beforehand. All items must be clearly marked. **At no time are students allowed to bring war-like or weapon-like toys to school.**

Registration

Students in St. Mary's School register for the next school year in January. We register new students following the re-registration of St. Mary's School students. New students applying for grades one through eight must present official documents listed previously to include the most recent report card and standardized test scores. A non-refundable registration fee is determined annually by the School Board.

Current students, for whom the academic program does not meet their educational needs or who present chronic discipline problems, may not be invited to re-register at St. Mary's School. The School Board reviews tuition rates and policies annually.

Rights of the Non-Custodial Parent

As a school, we recognize that students do not always live with both parents/guardians. It is our position that the non-custodial parent has identical rights and access to his/her child's academic records and to other school-related information regarding the child unless prohibited by court order. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Any change of address, phone number or custody requirements must be sent to the school office immediately in writing. It is the responsibility of the parents/guardians to provide the school with a true and correct copy of the legal document for any student for whom there is a legal custody agreement.

Concerning children of divorced or separated parents/guardians:

The welfare and education of the child is the foundational philosophy for this policy.

1. Because a student's achievement is furthered by the participation of the parents/guardians in the educational process, all parents/guardians are encouraged to attend and participate in school functions.
2. Without information to the contrary, it is assumed that both parents/guardians have parental and legal rights. If that is not the case, it is the responsibility of a custodial parent to inform the school concerning who has custody of the child.
3. If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school **IN WRITING**. (No child may be released to relatives or friends without the parent/guardian's written permission.)
4. Academic records, i.e., report cards, progress reports, standardized tests, will be made available to the non-custodial parent upon written request unless the school is notified in writing by the custodial parent that this is prohibited by court order. Non-custodial parents/guardians may pick up copies of records and report cards at the school office, or they may send a self-addressed stamped envelope to receive them by mail.
5. Since custody disputes can disrupt the educational process, school personnel will not become involved in such disputes.

School Property

The orderliness and appearance of our school reflect our care and school pride and spirit. Therefore, all students should take care of whatever school property is allowed for their use. This includes desks, furniture, books, walls, play ground and sports equipment.

We require fines equal to the repair or replacement costs for loss or damage to school property resulting from carelessness or negligence. Books must be taken home in backpacks or other waterproof bag. It is the student's responsibility to keep library books and textbooks in good condition. Accidental damage to school property (such as broken windows) must be reimbursed as part of a student's social responsibility.

Library books must be returned in a timely manner. Lost library books must be replaced or the cost reimbursed to the school. Failure to do so will result in the loss of library use and withholding of the report card and school records until obligations are met.

ACADEMIC PROGRAM

Books

The school provides books for the use of the students. Students are responsible for maintaining their textbooks and will be required to pay for damaged, defaced or lost books. Students must keep **all textbooks covered** and should carry them in a book bag.

Adhesive book covers are not to be used, as these damage the books and leave an adhesive film when they are removed.

Curriculum

The curriculum at St. Mary's School is in accordance with Diocesan regulations and guidelines provided by the Catholic Schools Office. The administration and faculty implement the curriculum to meet the needs of the students.

St. Mary's School offers a kindergarten through eighth grade program in Religion, Language Arts (Phonics, Reading/Literature, English Grammar/Composition, and Spelling/Vocabulary), Handwriting, Mathematics (including Pre-Algebra and Algebra I for qualified junior high students), Science, Social Studies/Geography/History, Safety/Drug Awareness, Spanish, Family Life, Music, Art, Computer Education, and Physical Education.

Religion is the distinctive mark of every Catholic school; we provide systematic religious instruction daily at St. Mary's School. We require **ALL** students to participate in religious instruction. Religion must permeate the school and be an integral part of everyday living. The student should show a deep interest in religion by diligent study and by taking an active part in religious exercises. Instruction in the meaning of the Liturgy and liturgical participation is a vital part of the overall religion program. The individual and collective talents of students play an important role in the celebration of the Mass and in paraliturgical function. Catholic students are prepared in the second grade to receive the sacrament of Reconciliation and the sacrament of Holy Eucharist. The sacrament of Confirmation is administered to Catholic students in the eighth grade as scheduled by the Diocese of Nashville. Students have the opportunity to receive the Sacrament of Reconciliation several times a year.

Counseling Services

The school has contracted with Catholic Charities to provide a professional counselor two days a week. The goal is to enhance the functioning and coping abilities of parochial school students and/or their families who are experiencing an uncomfortable disruption in their personal or family life. The school administrator, faculty, a student, or a student's parent can make referrals. A student may be seen once without parents/guardians' permission for urgent reasons. Subsequent sessions require signed parent authorization and their involvement in the counseling process is encouraged.

Graduation

The eighth grade graduation is a simple ceremony held with Mass at the time agreed upon by the pastor and the principal. Appropriate awards are presented at that time. Seventh grade families are responsible for helping with the reception. They provide and set up the food, serve, and clean up after the reception. The dress code for graduation is given to the students ahead of time. The students' graduation attire must be approved by the principal at the graduation practice.

The kindergarten graduation is a simple ceremony at the time agreed upon by the pastor and the principal. A small reception will follow.

Homework

Achievement in the classroom, as well as in later life, depends to a large extent, on how conscientiously and responsibly a student applies him/herself to school work. The purpose of homework is to foster good habits of independent work and study, which are good life-skills. It is important that children develop good out-of-class study habits. It should provide extra practice needed to perfect skills and encourage individual initiative.

The fundamentals in each subject area need to be reinforced and developed with additional practice outside the classroom. Homework, the extension of class work, is directly related to the mastery and application of a subject. Homework is a vital part of the learning process. Students must assume responsibility for their homework just as they will assume job responsibility in the future.

Homework includes practice, review, enrichment, and/or reinforcement of what is taught during class time. Homework provides valuable feedback to the teacher regarding a student's progress and valuable feedback to parents/guardians regarding what is being taught in the classroom. Besides reinforcing academic learning, homework teaches and encourages the development of these life-skills:

*independent study

*self-discipline

*accountability

*time-management

*responsibility

*self-satisfaction

*organization

*dependability

Students and their parents/guardians share in the responsibility for the students' mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units are discussed fully in the classroom so that students should be able to complete their homework independently. The nature of the subject matter taught may lend itself to different types of homework, including long-range projects, independent practice of newly learned skills, reading chapters of textbooks, drills on important concepts, etc. Assignments requiring study and review are as necessary as written work.

Teachers recognize individual differences in students. However, homework is based on what the average child can accomplish. Students need an atmosphere conducive to study. That is, a specific quiet place, and a consistent appointed time for study at home. We also urge parents/guardians to help the child realize that study and review of assignments are as vital and necessary as any written work. Parents/guardians can help a child with his/her homework, not by doing the work for the child, but through encouragement and interest, recognition of success and efforts, by listening and asking questions. St. Mary's School believes in the honor system. Therefore, we expect that each student will do his/her own work.

Teachers will usually assign homework on Monday through Thursday and occasionally on Fridays. On weekends we strongly recommend that students spend time reading, reviewing, working on long-term projects, making up assignments missed through absence and relaxing with their family.

The following guidelines will aid parents/guardians in gauging time spent doing homework (actual concentrated working time):

Kindergarten	15 minutes	Grade 4	45 - 60 minutes
Grade 1	20 - 30 minutes	Grade 5	50 - 75 minutes
Grade 2	30 - 40 minutes	Grade 6	55 - 75 minutes
Grade 3	30 - 45 minutes	Grade 7	75 - 90 minutes
		Grade 8	90 - 120 minutes

We expect parents/guardians to see that all homework assignments are completed. Any child not completing his/her assignments may be detained at recess or specialty classes to complete them. Late assignments will not receive full credit. Parents/guardians need to contact their child's teacher if a student consistently brings home no homework and assignment book or has consistent difficulty with assignments or greatly exceeds the time guidelines.

It is the responsibility of the student and the parent to see that all tests and class work missed during an absence are made up. Days allowed for make up of homework correspond to the number of days absent for an illness or family emergency. When a child is absent due to illness for more than 2-3 days, parents/guardians should make arrangements with the teacher to get the child's work. Teachers appreciate parents/guardians who contact the school in the morning to let them know assignments will be picked up after school. If assignments are not completed and given to the teacher by the due date, a penalty of zero will be given.

Homework Expectations:

Teachers expect that students will:

1. Complete the work neatly and accurately.
2. Complete the work according to grade level expectations.
3. Hand in the work at school on the day it is due.
4. Promptly seek assistance from the teacher if they do not understand work.
5. Re-do the assignment that does not meet the expectations.

Parents/guardians can establish a learning environment in the home by:

1. Showing a positive attitude toward education
2. Taking an interest in their child's schoolwork
3. Establishing good study conditions with a regular time and place
4. Monitoring their child's study habits
5. Exercising patience as they encourage their child

Honor Roll

Students in grades 1 - 8 receive the following special recognition, based on grades in every subject.

Principal's List- requires all A's or E's in all subject areas, 1's in Effort and 9, 11, 13, or 15 in conduct.

Honor Roll- requires A's and B's/E's or G's in all subject areas and 1's or 2's in effort and 9, 11, 13, or 15 in conduct.

Homework List- requires 100% of homework completed for all subject areas.

Christian Citizenship Award- requires a student that is a positive influence on others; shares, plays fair, and is a peacemaker. The student consistently demonstrates courteous behavior, cooperation and respect for all. The student is attentive and participates in Mass and prayer services. The student is never reported for inappropriate behavior.

Perfect Attendance- A student qualifies for this award if he/she has not missed any days of school during the reporting period.

Interim Reports and Report Cards

We expect students to work to the best of their ability. They are to contribute to the learning situation by their attention, participation and by being prepared. Assignments are to be done promptly, neatly and with a high degree of effort. Incomplete assignments seriously affect learning and grades. Parents/guardians give their child a better chance to learn by making certain that attendance is consistent and that they come to school with a good breakfast, a nutritious lunch and get plenty of rest on school nights.

There are four report periods at nine-week intervals in the year for grades K-8. We note report card dates on the school monthly calendar. Parents/guardians also receive a midterm progress report. Throughout the school year, parents/guardians are encouraged to make an appointment with the teacher if there is a question concerning any aspect of a child's learning. Teachers will also contact parents/guardians at any time there is a concern.

Interim Progress Reports are sent home for grades K – 8 at the midpoint of each nine weeks. These midterm reports help parents/guardians to see areas where their child may need extra effort, support, or review before the end of the quarter, and to recognize their areas of strength. The parent/guardian must sign the report and return it to the teacher the next day. After the receipt of this report it is the responsibility of the parent to monitor the child's ongoing progress and inform the teacher of any concerns.

It is the policy of St. Mary's School to withhold report cards for nonpayment of tuition, after school care, or other fees. There is a charge of \$5.00 to replace/duplicate lost or damaged report cards. The grades for each report period are based on **class work, class participation, homework, tests, and/or projects/other experiences** in the learning process. The average of the year will be the *average of two semesters*. The passing mark is D- (70).

The grading system for grades 3 - 8:

A+	99 - 100	B+	91 - 92	C+	84 – 85	D+	75 - 76
A	95 - 98	B	88 - 90	C	79 – 83	D	72 - 74
A-	93 - 94	B-	86 - 87	C-	77 – 78	D-	70 – 71
						F	Below 70

The grading system for grades 1 – 2:

E	93 – 100	G	86 – 92	S	77 – 85	N	70 – 76
---	----------	---	---------	---	---------	---	---------

Grades 3 – 4 receive conduct and effort grades as follows:

G = Good	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory

Grades 5 – 8 receive comments on conduct and/or effort according to the following codes:

Effort Comments:

1. Outstanding effort
2. Progressing well
3. Missing/incomplete assignments
4. Low test/quiz scores
5. Late assignments
6. Unprepared for class
7. Poor class participation
8. Performance influenced by absences/tardiness

Conduct Comments:

9. Demonstrates reverence for prayer and liturgy
10. Does not demonstrate reverence for prayer and liturgy
11. Demonstrates respect for others
12. Does not demonstrate respect for others
13. Follows rules
14. Does not follow rules
15. Demonstrates appropriate behavior outside outside classroom

We ask parents/guardians to *review weekly* tests, class work, projects, and homework sent home. Teachers may ask parents/guardians to *sign tests* and *return* them to school the *following day*. *Please be prompt in signing and returning* necessary information/papers.

If a student is absent for a just cause, for more than one-half of the class days of a given period it will be up to the discretion of the teacher in consultation with the principal, to decide whether we will issue a report card. In determining the average for the year, we drop the grade for this period; it is not to be counted as a zero nor figured in the final average.

Failure in any subject for the entire year must be made up in an accredited summer school. Evidence must be given to the school that the student has completed this requirement before entering the next grade. A report card with the passing grade must be submitted.

Parental Request for Retention

A student whose grades in the major academic areas meet only minimal standards may be retained by parental request and approval of the administrator. This kind of retention is to be noted on the report card and permanent record card.

Promotion and Retention

We promote students once each year only at the end of the school year. Promotion to the next grade level is based on the student having fulfilled the requirements of the current grade placement.

We may retain students in their current grade placement for the succeeding school year if, in the judgment of the student's teacher(s) and the Principal and with the consultation of the parent, it would be to the child's educational advantage to remain at the current grade level. When there is a possibility that a student may be retained, we will advise the parent of this at the end of the first semester. Once we notify the parent, the student is considered to be on academic probation. Whether the student will be promoted or retained at the end of the year will then be

determined by his/her progress in the balance of the year. If the school advises retention and the parent refuses the school's decision, we require a signed statement of refusal of the parent.

Kindergarten: Promotion shall be based on the progress of the child especially in terms of maturity and readiness for the academic program of the first grade.

Grades 1 – 3: The solid foundation in reading is essential for later academic achievement. Therefore, promotion is to be determined mainly by the child's progress in reading.

Grades 4 – 8: Promotion is to be determined by the grade average the student receives in Language Arts, Mathematics, Social Studies, and Science. A student who has received a general average of 70% in these subjects may be promoted provided he/she has not failed both Language Arts (English/Reading) and Math. Successful completion of summer school or tutoring is required for major subjects where an "F" grade is received. If a student fails two out of three major subjects of Reading, English, and Math, promotion will not occur until summer school sessions have been successfully completed. Then, the student is placed on academic probation for 9 weeks into the next year. If a student fails Reading, Mathematics, and English retention is required.

Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during his or her entire elementary school years.

Parents/guardians shall be notified in writing or by documented conference as soon as possible that their child has a possibility of failing the grade.

Parents/guardians may not demand the promotion of a child who does not meet the prescribed requirements for promotion. Students who attend summer school must submit grades before re-admittance into school. Passing grades must be evident for promotion.

Standardized Testing

Each year all Catholic Schools in the Diocese administer the IOWA Test of Basic Skills to students in grades K – 8. Individual results of the tests are sent home with the fourth quarter report card. Students in grades 3 & 6 also take the Cognitive Abilities Test.

Students in grades 7 & 8 take the Explore Test in the Fall. Results are sent home with the students in January.

School Schedule

7:40	Van Riders may enter the school building
7:45	Carpool Drop-off Time; Students may enter classrooms
8:00	School Day begins with announcements and opening prayer
8:15	Mass on Tuesdays and Thursdays
2:45	Afternoon announcements
2:50	Dismissal

Before/After Care Program

St. Mary's Catholic School has an appointed director for a Before & After School Care program who is governed by the school principal. The policies, tuition, etc., for the program are found in the registration forms, which is available from the school office. The program is held in the gym and includes time for play and study. Special crafts and activities are organized for the students.

The program is available on all days the school is open. On days when the school dismisses early, the program opens at the early dismissal time. Before Care opens at 6:30 AM and closes at 7:45 when students are allowed to enter the classrooms. The After Care begins at 2:50 and closes at 6:00 PM. Breakfast is served during Before Care and a snack is provided for the After Care program.

Music Grades K – 8 will meet once a week

Art Grades K – 8 will meet once a week

Spanish Grades K – 8 will meet once a week

Guidance Grades K – 6 will meet twice a month, Grades 7 – 8 will meet as needed

Library Grades K – 6 will meet once a week, Grades 7 – 8 will meet twice a month

Through regularly scheduled class time and open library time, students are encouraged to explore the many books, research materials and audio-visual materials. In order to maintain an adequate collection, parents/guardians are urged to help their children return all library materials on time and in good condition.

Children can develop a sense of responsibility through the use of the library. The following basic regulations are to be followed:

1. Classes are assigned a weekly library period. Students may checkout books from the library unless they have overdue books. No books may be checked out when the library is unattended.
2. A fine is charged for all books that are not brought back to the library on time. Lost or damaged books must be replaced by the cash replacement value, as determined by the school librarian.
3. No student may check out or renew a book in another student's name. Also, when checking out a book, the student must use his/her student number.
4. Reference books, such as encyclopedias, dictionaries, etc. may not be taken out of the library.

The Accelerated Reader Program

Accelerated Reader is a valuable tool for strengthening students' independent reading skills. All students are asked to do independent reading throughout the school year and to take Accelerated Reader tests on the books they read. The AR program allows teachers to establish individualized reading goals for students based on their ability. It also provides students and parents/guardians valuable feedback on reading progress. A percentage of each student's reading or literature grade may be based on the AR test scores. The librarian also establishes point clubs and other incentives to motivate students to read. Students can take AR tests in the library or on the networked computers in the classrooms or computer lab.

Students are expected to demonstrate honesty and integrity in their use of Accelerated Reader. The following are examples of what will be considered as cheating:

1. Giving or receiving questions or answers for Accelerated Reader tests, or in any way cheating on an Accelerated Reader test.
2. Using Cliff Notes, classic comic books, movies, videos, or abridged versions of the books on the Accelerated Reader book list to try to pass tests.
3. Using any means besides reading the full, unabridged version of the book to pass an Accelerated Reader test.

Gym Grades K – 8 will meet twice a week

Physical education is offered for all students. If a student has some limitations to full participation, parents/guardians should submit a written note to the office for excuse from physical education activities. Continued limitation will require a doctor's written excuse on file. Grades are based on participation, cooperation, and effort.

Students in junior high must wear the St. Mary's gym uniform for class. Students who fail to bring their gym uniforms will receive lower grades since they are not prepared for full participation. Students in junior high may have some written tests on rules of sports.

No student or group of students may use the gym at any time without adult supervision. Gym rules must be followed at all times. Students may not play in the gym wearing hard soled shoes nor may they play in their socks since they could easily slip and get hurt.

Computer Grades K – 8 will meet once a week

Each classroom is equipped with at least two computers that are networked and on-line. Various educational programs are available for use in the classrooms. Educational skills and concepts taught in the academic subjects are enhanced by the practice of educational computer programs. Keyboarding, PowerPoint, Excel, Internet research, design making, word processing, and other computer skills are taught according to grade level.

The lab is used regularly for computer classes and as needed by the classroom teachers. Students use the lab to take Accelerated Reader tests, STAR Math and STAR Reading Tests.

Internet access offers your child the potential to interact with worldwide educational resources. While it offers fascinating opportunities for children to access information, gain knowledge, and expand their horizons, it can also be a threat to your child's well-being and security. Though the school's Internet is protected by a filter, it is still essential that students use the Internet with care. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

ATTENDANCE

In order to meet the requirements for promotion, students must attend school 85% of the days school is in session. Attendance for promotion is determined at the end of the school year. Students cannot be absent more than 27 days.

Regular attendance and diligent application to study are essential for scholastic success. Poor schoolwork is often the result of excessive absence. A student should be present every day that school is in session, unless there is a very good reason, such as illness or death in the family. Parents/guardians should send a written note of explanation regarding the absence. If advance notice is not possible, parents/guardians must notify the school office between the hours of 8:15 and 9:00 a.m. that a student will not be attending school that day. **If a parent has not contacted the school office by 9:00, the office will cancel their child's lunch order for the day.**

Steps to follow when a child is absent:

1. Parents/guardians should call the school by 9:00 a.m. on the first day the student is absent and send a note to the teacher on the day returning stating the reason for an absence.
2. A doctor's statement may be required for an extended illness.
3. If your child cannot go out for recess or participate in gym, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or gym may require a doctor's statement.
4. Upon return to school, students who have been absent are responsible for making up all missed assignments and tests within a reasonable amount of time.

We strongly discourage personal vacations during school time. When a child misses school because of family vacations or reasons other than the child's illness or other bonafide emergency, the parent is responsible for providing instruction in all missed class work. We will not expect teachers to provide advance assignments or make-up tests.

Exclusive of suspension/expulsion as defined by the Student Handbook, it will be the student's responsibility to see the teacher about allowable make-up work upon the day of the student's return to school. During the school year, this work must be completed at the convenience of the teacher within an equal number of days commensurate with the number of consecutive days of the absences.

Because regular attendance is so important to learning, the school recognizes students with perfect attendance. In regard to perfect attendance, students who are tardy three times during the school year are ineligible for perfect attendance awards.

PLEASE NOTE: This policy is intended to encourage full-time school attendance. It recognizes that students may be ill, have doctor's appointments that cannot be scheduled outside of school hours or may have other legitimate reasons for missing school.

When requesting homework for your absent son/daughter, please call the school office by 8:30 A.M. The teacher will receive the message and **make-up work will be in the school office after 12:00 P.M.**

Verification of absences is made by a written notice from parents/guardians to the homeroom teacher. The school shall receive all explanations of absences not later than the second day after the child returns to school. Failure to produce appropriate explanation will result in the absence or tardiness being classified as unexcused.

Release from School

We discourage appointments of any kind during class time. If appointments must be made during school hours, a written note should be sent to the school office the day before the appointment, giving the reason for requesting the student's release. The principal should grant the early dismissal to a pupil only if the parent or guardian has made the request in writing. This request will be kept on file. Parents/guardians coming to school for dismissal of a child are to come to the office to sign the child out. They should not go to the classroom (unless specifically directed to do so by the office).

Checkout Procedures for Student Release from School:

1. If a student leaves during the school day, parents/guardians must check him/her out in the office. The office staff will call the student to the office via the intercom.
2. Parents/guardians should not go directly to the classroom, as this is disruptive to the learning environment.
3. Parents/guardians are encouraged to make routine appointments for their children outside of school hours.

Role of the Student

The student is expected to attend classes regularly, be prompt in arriving each day, participate in all activities, and be attentive and cooperative. Following an absence, the student is responsible, with the assistance of the teacher, to make up all required assignments and tests. Thus, students are encouraged to take responsibility suitable to their age levels for their effort, conduct and achievement.

Tardiness

We expect students to be in school by 7:50 a.m. Classes will begin at 8:00 daily. Parents/guardians arriving with children after 8:00 are to report to the front office with their child/ren to sign them in. Emergencies causing tardiness are either called into the office prior to the student's arrival or explained in a written note. Repeated and/or unexcused tardiness can affect a student's performance in school. Chronic lateness and/or absence may jeopardize placement or re-registration in St. Mary's School.

The school day begins at 8:00 a.m. Students arriving in the homeroom after that time will be considered tardy. When a student is tardy, he/she must report to the office for an admittance slip.

It is important that students who are tardy report to the office **immediately**. It is very embarrassing to call parents/guardians and inquire if a student is ill only to find that he/she has come in late. It also causes panic in the parent.

Steps to follow when a child is tardy:

1. A student who arrives after 8:00 a.m. is tardy.
2. Students must report to the office when arriving late to get an admittance slip.
3. A parent must come in to sign the child in after 8:00 a.m.
4. A student may be required to attend detention after six tardies in one grading period.
5. A conference between the principal and the parent will be required for frequent tardiness.
6. Students who are tardy three times during the school year are ineligible for perfect attendance awards.

We will enact disciplinary action, usually in the form of detention, if a student receives **six** tardies in a semester. Every **three** tardies after the first six will result in the student serving detention. Students who receive six tardies in the course of the year will not be considered eligible for perfect attendance.

If a student should be tardy **fifteen** times during the school year, we will suspend him/her. For every **three after 15**, we will suspend him/her. Extreme cases of tardiness may result in parents/guardians being asked to remove the child from school.

Medical appointments will be excused tardies if a note is brought from the doctor or dentist **the day of the appointment**. We will count the student tardy, but will not use it toward detention. A student is tardy if he/she is not in the homeroom when the morning announcements begin (8:00 A.M. the school day begins).

The following guideline has been issued by the superintendent of the Nashville Diocesan Schools, for all area Catholic schools, regarding Excessive Absenteeism and Tardiness:

Should a student be absent or tardy for more than one-third of the days in a grading period, the Principal should conduct an investigation to determine whether the reason for the absenteeism/tardiness is legitimate. If it is, the Principal, in consultation with the child's teacher(s) will determine the necessary provisions to ensure that the student has the opportunity for keeping up with his/her work. If the reasons are not legitimate, the Principal must demand that the parents/guardians amend the situation immediately. Should they refuse, the Principal has the right to ask the parents/guardians to remove the child from school.

It is assumed that the student's experience in a Catholic school is more than intellectual. The Catholic school impacts the child's social, emotional, spiritual and physical dimensions. Additionally, the school provides other experiences which are important parts of the total school program (e.g. field trips, liturgies, special events, etc.). A student who is an excessive absentee has not experienced the total breadth of the school program and serious consideration should be given to whether the child should be retained or promoted to the next grade level.

Records of Absence/Tardies/Early Checkouts:

Students must be present 3 ½ hours to be counted for a full day of attendance. Student records will reflect absences, tardies and early checkouts according to the following:

Tardy	Students who arrive after 8:00 AM but before 11:30 a.m.
Absence	Students who arrive after 11:30 a.m. or leave before 11:30 a.m.
Early Checkouts	Students who leave early but after 11:30 a.m.

SAFETY REGULATIONS

PARKING LOT PROCEDURES

Morning Arrivals

Students are to be dropped off in the front of the building. Drivers are expected to follow the directions of the staff members on duty and to model to these teachers respectful, cooperative behavior. Drivers should also be considerate and respectful of one another.

If a child has projects or things to get out of the car trunk, the parent needs to park the car and walk the child to the school doors.

Students are not to be dropped off on the side or back of the building. The side of the building between the house and the school is a Fire Lane and cars are not to park by the building. Carpool drivers are expected to follow carpool rules and set a good example for the children. Parents/guardians are asked to not get out of their cars to talk with other parents/guardians during morning arrival or afternoon dismissal.

Afternoon Departures

Cooperation is needed from every driver to make the carpool procedure run smoothly and safely. We expect every driver picking up children to observe the school plan. A good example is not set for the children if a driver chooses to pick up-drop off on the side or back of the building. Please be patient and cooperative. The dismissal carpool procedure is outlined in the diagram included in your brown folder.

Please note: If you come in to pick up your child/ren while we are dismissing students you will need to wait. **The drivers have First Priority.** Also, if you come into the building please refrain from talking to other students, parents/guardians, or teachers as they are trying to listen for names to be called for car drivers.

Please observe the following:

1. Pull in the drive on the right side of the building.
2. The first car should pull forward and stop.
3. Start making three lines at the curved line. This will allow cars to pull off Madison Street.
4. ALWAYS drive slowly.
5. As soon as children come to your car, get them quickly into the car and exit the area.
6. **Parents/guardians are asked not to visit in the parking area.** It is essential that once children have arrived at the car, the car must exit the area to make room for other incoming cars.

It is important that cars move in and out of the car pool area as quickly and safely as possible. Do not leave cars parked in the carpool area to go into the building or visit with others. These spaces need to be vacated to make room for other cars.

Emergency Closings

We announce information regarding late openings, early dismissals, or no school due to inclement weather over the local radio stations. St. Mary's School follows the decision of the Clarksville-Montgomery County's public school system. If they announce that Montgomery County public schools are delayed or have no school, then there is a delay or no school for St. Mary's students.

The decision to close school or dismiss early from school due to weather is not a decision made by the school administration. We follow the Clarksville-Montgomery County School System. We will put an announcement on the local television channels once we have received information from the school system.

Emergency Drills

The safety of each child is one of the school's greatest concerns. The school holds regular drills to teach the students to respond calmly in the event of an emergency.

Fire drills are conducted once each month and tornado drills are conducted in the fall and spring of each year. During fire drills, each class is directed to an outside area a safe distance from the building. During tornado drills students go to a designated area within the building. They will crouch down and cover their head with their hands. Students are expected to remain silent during drills in order to hear directions.

The school has a detailed crisis management plan which is reviewed and updated by the faculty and staff on a regular basis. The school consults with the police department in design of crisis plans.

Late Pick-up of Students

Parents/drivers arriving late (after 3:00) enter the office and sign the required form for late pick-up. Parents/drivers arriving after 3:05 must enter the gym and sign the required form for late pick-up. After 3:05, we will assess a late charge of \$5.00 for children and \$1.00 for every minute after 3:10. Parents/drivers arriving late to pick up children from any organized school activity where pick up times have been published will be billed at the rate of \$1.00 per minute.

Visitors

If parents/guardians have business to take care of in the school building, they need to park in the spaces in front of the school or beside the left side of the school building. Parking is not allowed in the carpool area or between the house and the school. NEVER PARK IN THE FIRE LANE OR BETWEEN THE HOUSE AND SCHOOL DURING SCHOOL HOURS. All who enter the school need to stop by the school office to sign-in and receive a visitor badge. All requests for visits from parents/guardians, guests, or guest speakers must have the approval of the principal prior to the date. Parents/guardians are welcome to come to any school Mass and are invited to have lunch with their child in the cafeteria.

Playground Procedures

Teachers, parents/guardians, and staff will supervise children. We post playground rules in every classroom. We ask parents/guardians to be alert to strangers on the playground. When it rains, parents/guardians supervise in the classrooms instead of on the playground.

Students must obey the directives of the playground supervisors. Pushing, hitting and any other actions that endanger the safety of fellow students are prohibited. Students may not throw objects that endanger the well-being of others.

Students must remain within eye-contact of playground supervisors, and should respect off-limits restrictions of certain areas of the playground. Should a problem arise, students should deal with the problem appropriately:

1. Tell the person to stop the behavior causing the problem.
2. If ineffective, they move away.
3. If still ineffective, they get adult help.

UNDER NO CIRCUMSTANCES SHOULD STUDENTS TAKE THE LAW INTO THEIR OWN HANDS.

Playground Rules

1. Playground equipment must be used properly
2. No balls hit, thrown, or kicked against the building.
3. No fighting- play type or otherwise.
4. No handling of rocks, sticks, etc.
5. **1st Whistle- STOP AND FREEZE**
6. No student is allowed in the building without permission.

HEALTH POLICIES AND PROCEDURES

Health Office

The function of the Health Office is to provide emergency first aid or sick care until the students are in their parent's care. To carry out this function **the office must have current and accurate information.**

Students who have been ill with fever, cold, sore throat, skin rash, skin eruption or other possible contagious condition **must be free of ailments and/or fever free for twenty-four (24) hours before returning to school. This is state law.**

A child should not be sent to school with a stomachache, headache, or other ailment. If a child is not well enough to stay in class, we will call a parent to come take him/her home.

A child suffering from any ailment that does not require the medical attention of a doctor, shall be readmitted upon receipt of a parent's written verification of recovery or wellness to attend school.

THE PRINCIPAL MAY REQUEST VERIFICATION FROM A PHYSICIAN IF THERE ARE CONTINUED ABSENCES AND VIOLATION OF THIS REGULATION.

Communication of Concerns

When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, **we will call the parent immediately to come take the child home.** Students may be subject to inspection for head lice when warranted. We will notify parents/guardians should a case be diagnosed in their children's homeroom.

A child suffering from any communicable disease and in need of special medical attention, will be excluded from attendance and readmitted upon receipt of a **doctor's written verification** of recovery or wellness to attend school.

Injury/Accidents

The school office will notify the parent/guardians giving details of the accident or injury of an injured student as soon as it is reasonably possible, taking into consideration the apparent severity of the accident/injury and the priority of providing assistance to the student. If the school cannot reach the parents/guardians they will follow the guidelines of the medical release on the Emergency Card.

Medication

NO CHILD MAY ADMINISTER HIS OR HER OWN MEDICATION- EITHER PRESCRIPTION OR NON-PRESCRIPTION.

The parent must deliver medications to the office in the original containers, labeled with the child's name, name of medication, name of physician, date, and directions for administration. We will give all medication to the student through the office/infirmery. A physician consent form with specific information provided and parental permission form will be kept on file. We require a form for both prescription and non-prescription medications and cannot keep more than a twenty-day supply of medications. Parents/guardians must give the first dose of any new prescription or over the counter medication, except emergency medications, such as Epipen.

Child Abuse

Any person who has reason to believe that a child has been physically or sexually abused under any circumstance **must** make a report to civil authorities and Diocesan authorities.

Sexual Harassment

Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

St. Mary's affirms that sexual harassment or abuse in any form is not tolerated. The school is committed to providing its employees and students with an environment that is free from sexual harassment and abuse. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

COMMUNICATION

Good communication between the home and school is essential for student success. To welcome new parents/guardians and familiarize them with St. Mary's School procedures, we hold an orientation for new parents/guardians and the parents/guardians of kindergarten students before school opens. Back-to-School night, held approximately two weeks after school opens, provides all parents/guardians an opportunity to learn of procedures, expectations, and have questions answered.

Consistent, timely and effective communication on the part of every adult directly involved in the child's learning situation is essential. Every effort should be made, for the good of the student, to communicate questions and concerns directly to the appropriate person/s.

Parents/guardians are encouraged to confer with the school staff in regard to their child(ren)'s progress in school. It is considerate and appropriate that an appointment be made with the person(s) concerned.

All parents/guardians are welcome to contact the Principal and/or teacher whenever necessary. If the Principal or teacher cannot be reached immediately, leave a message and you will be contacted as soon as possible. Parents/guardians are asked to respect the personal privacy of the school staff by not contacting them at their homes unless that staff member specifically makes this an option.

Communication is very important to all of us and we need to be careful to direct our concerns to the *proper person(s)*. Nonproductive and/or negative encounters can lead to negative expectations about the support one can get from another.

Do not wait until a problem is out of hand or at a crisis state before communicating.

A difficulty which involves a child should first be discussed with the teacher. Communication should occur promptly before a problem gets out of hand. In working with people misunderstandings may arise. Parents/guardians with concerns need to explain their concerns to the teacher first. If they do not reach an agreeable solution, parents/guardians should contact the Principal to explain the situation. The mission of the school is always to reach mutual reconciliation in the best interest of the child.

Parents/guardians are some of the most important, influential people in a child's life. Parental support is *essential*; school/teacher support for parents/guardians is a *must*. **Let us work together as powerful motivators of your children.**

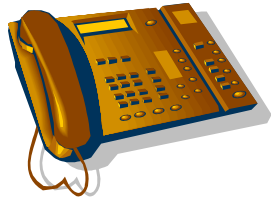
True courtesy is born of Christian charity and is prompted by love of God and consideration for others. School authorities have an obligation to expect wholesome respect from their students and a spirit of loyalty and cooperation.

Students are expected to show courtesy to every other student and to every staff member and visitor to the school. In turn each student and faculty member is to be treated by teachers, parents/guardians, and peers with dignity and respect.

Conferences

We schedule one Parent-Teacher Conference on the school calendar (usually in the fall). Parents/guardians or teachers may request other conferences when deemed necessary. Parents/guardians wishing to set up a conference with a teacher or to discuss a matter via the phone should call the office during the school day. Parent requests will be forwarded to the appropriate teacher(s).

CHAIN OF COMMAND



Make An Appointment (Please call school to set up time)

Disputes should be solved at the lowest level of authority. Parents/guardians with a particular grievance concerning a classroom matter should first contact the teacher involved to discuss the situation. Then, if necessary, the principal should be consulted. If the matter is still unresolved, a conference may be held with the parent, principal, and teacher.

I. CLASSROOM CONCERNS:

Classroom Teacher

Principal

Pastor

Superintendent of Catholic Schools

Bishop of the Diocese of Nashville

II. OVERALL SCHOOL CONCERNS:

Principal

School Board

Pastor

Superintendent of Catholic Schools

Bishop of the Diocese of Nashville

In conclusion, for communication to be effective, all must realize it is for the benefit of the student. In addition, it must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes and appropriate and respectful behavior.

Calendar

We send a yearly calendar to the parents/guardians in August. This official school calendar is in compliance with the Diocesan school calendar. Check with the monthly newsletter for changes or memos from the Principal for changes.

Educational Trips

Educational trips are an important part of the St. Mary's curriculum. These trips are academically oriented with well-planned preparation and follow-up. Field trips are important learning experiences. Teachers who plan such trips will notify parents/guardians well in advance. Occasionally there is a small cost for field trips.

It must be understood that class field trips on all grade levels are **privileges**. No student has a right to participate in a field trip. Only those students who will benefit from a given off-campus activity and those whose behavior reflects the spirit of St. Mary's Catholic School will be invited to participate. Ordinarily the school uniform is to be worn on all field trips. Teachers will notify parents/guardians of any exceptions.

When a student is invited to participate in a field trip, he/she will bring home a permission form stating the educational purpose, destination, date, and cost. Teachers send field trip permission forms home for parent/guardian signature prior to the scheduled departure of the activity that is planned, which would take your child off school grounds. The original form must be completed, signed, and returned to the school prior to the scheduled departure for the activity. **A personal note from home, even though signed by the parent DOES NOT constitute permission for your child to participate in the activity, only the official form may be used. Also, permission will NOT be granted over the phone, or by someone who does not have legal custodial care of the student.**

Field trips are an extension of the school day and the same disciplinary rules apply. Good behavior and good manners are expected. The students must remember that they represent their school in public. Also, for safety reasons, it is essential that students listen and follow the directions of all teachers, chaperones, and tour guides.

Before EITHER parent (or any family relation) may drive on a field trip (or volunteer in the school in any manner), they must have completed a Personnel Profile Form, viewed the Abuse PowerPoint presentation, completed the Sexual Harassment Form, and completed a Kroll Background check. These forms must be completed and turned into the office at least at the beginning of the year. This is a diocesan policy and there are no exceptions to this policy. These forms are placed in the family's brown folder at the beginning of each year or parents/guardians can obtain these forms from the office. In addition, a completed form for **Diocesan School Vehicle Safety Policy for Privately Owned Vehicles** must be on file for all parents/guardians who drive on field trips. Parents/guardians must have sufficient liability, medical and uninsured motorist insurance coverage (\$100,000/\$300,000).

We expect parents/guardians who accompany students on field trips to enforce the behavioral policy of the school and any additional rules that may be required as part of the trip. **Younger siblings cannot attend field trips**, as the first duty of the adult chaperone is the supervision of the students. **Parent chaperones should not stop for treats or snacks with their students, or leave assigned students at the destination.** St. Mary's Catholic School has asked parents/guardians not to drop off students at school until they have ascertained that the teacher has arrived and is present.

As during the regular school day, only G-rated movies, shows, or music may be played during field trips or in the cars unless special permission is given by the parents/guardians and the principal for specific academic reasons.

Tennessee's Child Restraint Law

This law requires children ages 4 through 8 who are under 5 feet tall be secured in an approved belt-positioning booster seat system in the rear seat. Children taller than 5 feet or over the age of 9 must use a seat belt. The driver of the car is responsible for making sure that the children are properly restrained. The driver or the parent if present in the car but not driving may be charged and fined for violation of the law.

To ensure full compliance with the Tennessee Child Restraint Law, the policy for all trips, unless taken by bus, will be as follows: If a child requires a car seat or booster seat, it is the responsibility of the parent/guardian to provide the proper child restraint system. If a child required by law to have a belt positioning booster seat, does not bring one on the day of a field trip, he/she will remain at school. Students in grades K-8 (older students, dependent upon weight and height) should ride in the back seat of cars with air bags.

Of course, smoking and the drinking of alcoholic beverages are not allowed during (or in the case of alcohol, prior to) the field trip.

Lost and Found

All personal items of a student (clothing, lunch boxes, books, book bags, etc.) should be clearly marked with the student's name (first and last). This facilitates the return of lost items. Unmarked articles are placed in the wooden cabinet in the hall near the Computer Lab. At the end of each semester unclaimed articles are removed.

Messages and Deliveries

Deliveries from home must be left in the school office with the child's name written on the item. **Parents/guardians are not to go directly to the child's classroom.** Students will generally not be allowed to call home for forgotten homework or other items. Part of the educational process is learning to take responsibility for materials needed for class. The office staff will deliver messages to the students.

Newsletters

Monthly newsletters are sent via the oldest student in each family. Please see that your child is responsible for giving you all written communication from the school office. Classroom teachers send a weekly newsletter.

Parties and Invitations

The school policy concerning private parties given by students is as follows:

While we fully endorse students to invite friends of their choice to such functions, we want them to be sensitive to the feelings of all their classmates. We ask, therefore, that unless the private party has been planned for all classmates, invitations be sent privately, through the U.S. mail or any other acceptable vehicle outside the school. We do not permit students at any grade level to distribute in the classroom, or anywhere else on campus, social invitations to select friends.

Birthday parties are not permitted; however, students may bring a small birthday treat to school to be distributed by the teacher at lunch or snack time.

Classroom parties are held on Halloween, Valentine's Day, the last day before Christmas vacation, and at the end of the year. Students in Pre-K and kindergarten may have an Easter Egg Hunt. Easter treats are discouraged for other grades until after Easter so students can observe Holy Week. The week after Easter is a very appropriate time to celebrate the Resurrection with special treats.

SELF DISCIPLINE AND STUDENT CONDUCT

St. Mary's School strives to teach and foster self-discipline for the well-being of both the student and the school community and for the creation of a Christian atmosphere for learning. It takes the collaboration of all--students, parents/guardians, and teachers, to achieve success in the most important area of growth and development.

In guiding the child's growth in habits of virtue and Christian attitudes, it is well to emphasize the positive rather than the negative. We expect students to show obedience and respect to each teacher in the school, not just to their own teachers. In turn, each student is to be treated with dignity and respect by teachers and peers. We expect St. Mary's students to be students of fine character, loyal and spiritual, learning to assume responsibility. Children need to understand that they choose one behavior over another and must take upon themselves the consequences of that chosen behavior.

To create and foster a positive learning atmosphere, we expect all St. Mary's students to demonstrate increasing maturity as they develop in three important areas:

Respect
Spirituality
Responsibility

Respect

A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly. While involved in St. Mary's School activities, we expect students to:

- Be respectful and attentive to others' needs.
- Be gentle and sensitive in their attitudes toward others.
- Play safely on the playground in designated areas.
- Resolve mistakes by talking about differences and creating positive solutions.
- Show common courtesy and good manners toward teachers, other adults and fellow students.

Spirituality

A spiritual person is one who lives his or her faith. We expect St. Mary's students to:

- Have a quiet and reverent attitude during prayer, prayer services, and liturgy.
- Treat symbols of the Church (crucifix, holy water, etc.) in a reverent manner.
- Recognize and affirm the goodness in others.
- Participate in special service projects to the parish, school, and community.

Responsibility

A responsible person is one who responds to meeting personal, school and community obligations. To make school a positive learning experience, we expect St. Mary's students to:

- Complete schoolwork on time.
- Follow directions.
- Handle all school property with care.
- Participate in class with attentiveness and effort.

Acknowledging Student Growth

We offer positive incentives for the practice of good self-discipline at St. Mary's Catholic School in the form of the following: extra recess or free time, uniform breaks, movie treats, positive notes home, special privileges in the classroom or school, awards, and "fun" fieldtrips. We will hold a special celebration for each class every quarter to recognize student growth in these important areas. Students who display exemplary respect, spirituality, and responsibility will be rewarded by the principal every quarter.

Expectations of Students

We expect all students to maintain a high standard of conduct. We remind students and parents/guardians that the student is a representative of St. Mary's School always. Accordingly, we expect students to conduct themselves as representatives of St. Mary's School, **both on and off campus.**

Discipline

Discipline is an aspect of moral guidance. One of the most important lessons education teaches is self-discipline. It is the shared responsibility of the home and the school to help students grow in self-discipline. Training in self-discipline develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration of other people. Good discipline is maintained by recognizing and praising good behavior and by taking corrective action when necessary.

It is extremely important that a student know that his/her parents/guardians stand with the school and its policies and that parents/guardians expect their children to act responsibly. With such an understanding, students will perceive that home and school serve them by working together for their welfare.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a respectful, safe, orderly learning environment. School and classroom rules and expected behaviors are explained to the children. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted, or which infringes upon the respect due to others in the school, will not be tolerated and may subject the student to corrective measures.

Corrective measures may include, but are not limited to the following:

1. Teacher-student conference
2. Deprivation of privilege or preferred activity
3. Time-out in the classroom or office
4. Communication with the parent via note, telephone, or conference
5. Referral to principal
6. Detention: 1 hour or more on a designated day as assigned by the teacher and approved by the principal
7. Inclusion on a work-list to aid in physical chores around the school
8. In-school suspension or out-of-school suspension
9. Expulsion

SCHOOL-WIDE RULES

1. The prescribed uniform is to be worn by all students.
2. Students are to show respect for teachers, staff, visitors, and one another.
3. Students are not to disrupt the learning environment in the classroom by unnecessary talking or by leaving their seats without permission.
4. Students are to be respectful during prayers and school liturgies.
5. Walking, not running, and talking in low tones are acceptable indoor conduct.
6. Students enter the faculty room only with permission.
7. Students are to respect the teacher's desk and possessions and the possessions of all other students. They are to show proper care for all school property: books, desks, lockers, counter tops, etc.
8. Chewing gum is prohibited.
9. Students should never leave a classroom, the cafeteria, the playground, or any other part of the school building without a teacher's permission.
10. The office phone may be used only with the permission of the teacher and office staff, and only for an emergency. The telephone in the gym is for teachers/staff use only. If parents/guardians need to contact students during the school day, they may leave a message with the school office personnel.
11. Radios, walkmans, CD players, cell phones, pagers, electronic games, digital or electronic toys or gadgets, etc. are prohibited at school and at all school-related activities. Trading cards, hard balls, and skateboards are also prohibited at school. The school cannot assume responsibility for damage or loss of any article brought to the school.
12. All food should be eaten in the cafeteria unless a particular event sponsored by the school or by individual teacher permits otherwise.
13. All class/homework assignments must be completed according to specifications and turned in on time.

INAPPROPRIATE STUDENT BEHAVIOR

In their efforts to learn to be respectful, spiritual, and responsible, students may make mistakes. Just as it is important to celebrate students' achievement toward becoming more respectful, spiritual and responsible, it is also important for students to learn when their behavior departs from this path. Toward that end, there will be fair and just consequences at St. Mary's School for students' behavior that interferes with the attainment of these goals.

Discipline is fundamental in education, as it is fundamental in life. Correct training implies that a child act in conformity with regulations imposed from without by parents/guardians, teachers, and others in authority. This, in time, yields to self-discipline: the ability to cope with people and environmental situations. Proper modes of behavior and self-direction are objectives of the school.

Detention- Grades Three through Eight

Detention is a part of the Disciplinary Policy of the School. Students can be required to serve detention for behavioral problems and/or excessive tardies. Detention is held after school.

For the first detention, a letter will notify parents/guardians at least one day in advance. The student will serve detention in a classroom after school.

For the second detention in one quarter, parents/guardians will receive notification in writing. The student will serve detention in a classroom after school. The student who receives two detentions in one quarter is not on probation. Probation means that the student may lose further privileges if they earn a third detention. This is a warning to the student to monitor behavior more carefully. We may request a conference.

For the third detention we will notify parents/guardians in writing. The letter indicates the date the detention will be served. The letter also indicates which school-related activity(ies) the student will be suspended from participating in (e.g., assemblies, recesses, field trips, athletics). We will hold a conference.

Respect

The teacher will handle most discipline matters in the classroom. In grades three through eight, students will be issued one behavior report or one detention for each inappropriate behavior depending on the severity of the behavior. Determining the severity of the behavior will be based on teacher and/or Principal discretion. When a student accumulates three behavior reports or any multiple of three, they will serve a detention.

Any child receiving a detention during the quarter will not participate in the special celebration held for each class. Students in grades K-2 will participate in the celebration at the discretion of the teacher. All students begin each new quarter with no recorded behavior infractions.

We will send each behavior report home and ask that it be returned the next school day with the parent's signature. Failure to return a signed behavior report form will result in a parent contact.

The inappropriate student behavior that warrants an automatic detention includes, but is not limited to:

- Physical fighting, pushing, hitting, use of profanity, or derogatory written notes
- Theft of property of the school or property of any person is serious. Possession of stolen property with the intent to deprive the true owner thereof shall be considered theft. IN ALL CASES, the student shall be required to pay for the damage. We will report to law enforcement officials if theft exceeds \$25 or if there is suspicion of chronic theft.
- Academic Cheating is a very serious matter. It includes plagiarism, forgery, cheating on tests, class work, or other assignments, copying another student's assignment and allowing another student to copy an assignment. **ALL** cheating results in a zero on the assignment.
- Improper language- oral, written, or gestures
- Disobedience: Willfully disobeying the authority of a person duly authorized to exercise such authority at school or at a school-sponsored activity
- Disrespect or Disobedience for authority
- Disrespect to or exclusion of other students
- Disruptive or Boisterous behavior: Engaging in conduct which is boisterous or disruptive to the educational process. Teachers charging students with boisterous or disruptive conduct shall specify in detail in what way the conduct was disruptive or boisterous. Mere non-participation in classroom assignments shall not be deemed disruptive.
- Vandalism- deliberate damage to school property, furnishing, books or equipment or to the property of other students. IN ALL CASES the student shall be required to pay for the damage. We will report to proper law enforcement officials if damage exceeds \$25.00.
- Skipping Class: Willfully refusing to attend and participate in assigned classroom and/or leaving a classroom or the school building without permission from the person in charge.
- Possession or use of drugs, alcoholic beverages, or tobacco, anytime on or off campus
- Chronic failure to complete assigned work.
- Possession, handling, or transmitting any object(s) that can be considered a weapon or other dangerous object of no reasonable use to the student at school. St. Mary's considers firecrackers, stink bombs, bottle rockets, or other such devices to be explosives, regardless of whether such devices must be ignited in order to activate. Possession of such devices is absolutely prohibited and may be punished by expulsion.
- Possession or use of obscene, pornographic, or graphically violent printed or electronic materials
- Harassing others and writing threatening notes or lists regarding others.

Spirituality

The spirituality category includes any inappropriate student behavior reflecting irreverence, intolerance, cruelty, and injustice. This inappropriate behavior will be dealt within grades kindergarten through eight with a teacher-student conference. If necessary, the parent, Principal, and members of the pastoral staff may also become involved.

Responsibility

To foster students' responsibility and to promote good study habits, we will give a study reminder form when appropriate. Study reminder forms keep parents/guardians informed of a student's daily academic work.

Improper study habits which warrant a study reminder form are, but are not limited to:

- Not following instruction
- Missing or incomplete assignments
- Coming to class without proper materials
- Careless or messy academic work
- Not cooperating in classroom activities
- Not being attentive in class

In addition, we will give uniform reminders for being out of uniform. When a student accumulates **five uniform reminders in one quarter**, they will serve a detention.

Each study reminder form will be sent home and returned the next school day with the parent's signature. Failure to return a signed study reminder form will result in a parent contact. If a student obtains **five study reminders in one quarter**, they will serve a detention. If a student has a diagnosed learning disability, we will take this into account when teachers issue study reminders. We will make an effort to develop a plan to resolve the student's difficulty. All students begin each new quarter with no recorded study or uniform infractions.

ADDITIONAL SMCS POLICY REGARDING STUDENT BEHAVIOR

Besides the 'Standards for Student Behavior' described previously, whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, we may take action to restrict privileges and right of school attendance. Such action may be of five kinds:

1. **PROBATION:** It is a defined period of time in which a student's behavior and/or academic performance is carefully scrutinized. Probation may either follow suspension or serve as a warning that suspension is pending. Parents/guardians are immediately notified, verbally and by letter. It is part of a constructive plan to encourage appropriate behavior. Probation may involve additional requirements and/or restrictions on the child during the probationary period, which we may extend or shorten as circumstances warrant. **Probation includes restricting the student from all extracurricular activities--sports, scouting, etc.**

2. **IN-ROOM SUSPENSION:** It is a temporary denial of a student's access to school activities. Students will be isolated from the class within the room.
3. **IN-SCHOOL SUSPENSION:** It is a temporary restriction of activities, privileges and interaction with other students for a specified length of time. Responsibility for the stipulated conditions and length of in-house suspension resides with the Principal. **The parents/guardians and child must meet with the Principal prior to readmission to classes.**
4. **OUT-OF SCHOOL SUSPENSION:** It is a temporary denial of a student's access to the school grounds and school activities. It is the termination of enrollment until stipulated conditions are met. An appropriate period of suspension for unacceptable behavior may be issued by the school's administration. Responsibility for suspending a student resides with the Principal. Parents/guardians are immediately notified...verbally and by letter. During the course of suspension, and before the student is re-admitted to class, a conference with parents/guardians is held to discuss alternatives and plans for solutions. A period of probationary will follow suspension. Each day the child is suspended, we will expect him/ her to do work in each subject assigned. All assigned work must be completed and acceptable in order for the student to be reinstated in school. **The parents/guardians and child must meet with the principal prior to readmission to classes. Suspension includes all extracurricular activities.**
5. **EXPULSION:** It is the school's refusal to continue a student's enrollment in the school. Notification is given by telephone and in writing. Parents/guardians have the right to appeal in writing within 5 school days. Expulsion is recorded on the student's permanent record. Diocesan policy for elementary schools requires that the Principal, in consultation with the Pastor, make the final decision whether a student will be expelled. If the decision to expel is made, the Principal will inform the Superintendent of Schools. Expulsion may be considered, even on the first offense, for extreme and serious disruptive behavior harmful to self or to others. Expulsion may also be considered for repeated conduct detrimental to the progress or efficiency of the school.

If a hearing is requested on the expulsion decision, parents/guardians must notify the Pastor, Principal, the School Board, and the Superintendent of Schools by certified mail within 5 school days of receipt of the official expulsion letter.

A hearing will be arranged with the Pastor or his delegate, the Principal, and the School Board of at least a quorum are present at the hearing along with the parents/guardians of the expelled student. The Pastor or his delegate, within three days following the hearing states his findings and evaluation of the disciplinary action. The decision of the Pastor is final.

Immediate suspension and/or expulsion and legal intervention will result if a student is found to be in possession of a gun, weapon-like object, explosive, drugs, drug paraphernalia or threatens hostile and/or harmful actions or uses any facsimile as a weapon to threaten, intimidate or coerce.

At the beginning of each school year, the classroom teacher will outline and explain the specific rules and guidelines for the classroom. If questions or problems arise, the parent and teacher should meet to discuss the matter and to arrive at mutual support that will foster the child's growth in self-responsibility and self-discipline.

The school administration and staff reserves the right to determine whether a student's behavior meets expectations.

Search and Seizure

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community. The school has the right to protect the health, welfare, and safety of the students against physically or morally dangerous materials and against dishonest behavior. Lockers and desks are school property and may be searched/inspected at any time. Search of a student's person (pockets) and/or personal property (backpacks, etc.) on school property or at school activities may be conducted by the school principal or other designated officials for reasonable cause. Searches of students or student property should only be conducted with the consent of the principal.

Dining Hall Rules

1. Stay seated until your table is dismissed. In emergencies, raise hands.
2. Talk quietly to people around you.
3. Keep hands and feet, objects, food and unkind remarks to yourself.
4. Use your best table manners. Eat with your mouth closed. Keep your elbows off the table.
5. Clean up after yourself.
6. When lights go off or the whistle blows, students must STOP, FREEZE, AND LISTEN!
7. No running.
8. Arrive and leave on time.

Students bring their lunch to school. Students have the opportunity to purchase pizza from Pizza Hut for lunch Tuesdays and Fridays and chicken from Chick-Fil-A on Mondays and Thursdays. These lunches will require order forms to be filled out and returned to the school office by the stated Friday (weekly or monthly- as written on the order form), 9:00 A.M. **We cannot accept late orders.**

PICTURES

Group and individual pictures are taken each school year for purchase by the family. The dates will be noted on the monthly school calendar. All students are required to have their pictures taken for purposes of the confidential permanent records. However, purchase of pictures by parents/guardians is strictly optional. The school does receive a percentage of the profit from sales. Occasionally pictures taken during the school year may be used for a school publication. Parents/guardians are to complete the Video and Picture Policy Form yearly.

SCHOOL OFFICE

The School Office is open for business from 7:30 a.m. to 3:30 p.m. All school business should be transacted during these hours.

All persons entering the school are to report to the school office where staff members are available to handle all matters.

Individuals are not permitted to interrupt the classes with messages and deliveries.

The office phone is used for school-related matters by teachers, staff, and administration.

SCHOOL FUNDRAISING

Fundraising is an integral part of private school operation. To offset greater tuition increases, to enhance the school programs and to promote a greater sense of community participation, there are several fundraising opportunities. St. Mary's Catholic School commits to several fundraising activities per year. The major fundraisers are intended to raise major funds that support the school budget. The profits from these sales come directly back to the school. This money is used in a variety of ways that directly benefit and enhance your child's educational experience. Please be supportive and as generous as possible to these fundraising activities.

All parents/guardians and students must be actively supportive of our fundraising projects. Committees of parents/guardians are needed to help organize each fundraiser. Only with parental involvement will the fundraisers be successful. We will expect every school family to participate in a least one major fundraiser. Your best prospects are friends, neighbors, relatives, and work companions. Please be safe. We do not encourage door – to – door fundraising.

The Home and School Association, to which every St. Mary's Catholic School parent belongs, sponsors several fundraisers each year. These fundraisers are optional but encouraged as they support many "extras" which the school cannot afford to include in its budget.

SUPPLIES

Each student should come to school with the necessary school supplies. A list of needed supplies is given to the parents/guardians either with the final report card or during the summer. These supplies may need to be replenished during the school year.

We require every student in the school to have a book bag, either backpack style or duffel. Any backpack style is acceptable, but duffels may be **no larger than 19" x 10" x 10"**.

Because of the lack of space in the desks and classrooms, students in grades K-8 are **not allowed** to use loose-leaf binders or trapper keepers unless specified on the supply list.

All books must be covered with book covers. Pictures, drawings, and graffiti are not to appear on books or notebooks. Book covers are available for purchase in the school office.

Book covers should be marked with name, grade, and subject only. School clothing and supplies should be labeled with the child's name.

We require every student in grades 2 - 8 to have their assignment books with them daily.

TELEPHONE

The school telephone is not available for students to make personal calls. Permission will be granted only in an emergency. Because we expect students to be responsible citizens, use of the phone will not be permitted for forgotten homework, lunch, money, PE clothes, field trip permission forms or to make arrangements to go to another student's house after school. However, if a sports practice or other school event is canceled, calls will be permitted to arrange rides home.

TUITION

The Pastor in consultation with the School Advisory Board and the Parish Finance Council sets the tuition yearly. Tuition may be paid annually or on a monthly basis. Payments for each year begin in July and end in April.

The school reserves the right to cancel the registration of any student whose family fails satisfactorily to meet tuition and fee payments during the preceding semester or in such cases to require full tuition payment in advance of registration acceptance.

The school reserves the right to withhold re-registration and to deny readmission unless all delinquent fees are paid. Tuition and fees are published yearly in early spring. See Statement of Tuition Prices for the current school year.

Report cards will not be issued if a family's account is delinquent. St. Mary's will not release student records or test scores until all obligations to St. Mary's have been fulfilled.

The Student Book/Activity Fee is due by June 15 of each year. If the Student Book/Activity Fee is received after June 15, we will assess a \$25.00 late fee. There will be no exceptions to the late fee charge. This fee covers the rental and updating of textbooks, purchase of workbooks, instructional material, library books, copying costs, cost of standardized achievement tests, special school activities, counseling, and Catholic Schools Office Assessment Fee.

The student is responsible for any lost or damaged books.

PERSONAL APPEARANCE

The St. Mary's uniform represents personal pride in our school. In the community the uniform identifies the students as ambassadors for St. Mary's Catholic School and Immaculate Conception Parish.

In an educational environment the purpose of this dress code is to minimize distractions so that an atmosphere conducive to learning is fostered. The St. Mary's uniform must be worn at all times throughout the school year, unless it is permitted otherwise. All students must wear a complete uniform beginning the first day of school.

If it is necessary for a student to come to school out of uniform, whether partially or completely, they must bring a written note from the parent stating the reason and be approved by the administrative staff in advance.

A student without a written excuse or advanced approval will be issued an **Out-of-Uniform Notice**. The Principal is the deciding authority as to violations.

All uniform components must be purchased from Larose Uniform Company.

Uniforms - Boy's (Kindergarten – Fifth Grade)

❖ Navy blue twill slacks

Style: Must be hemmed or cuffed to hit the ankle.
Hems may not be rolled up.

❖ Light blue buttoned down oxford shirt or white polo shirt with logo

Style: Logo, in either long or short sleeves. No oversized shirts.
Shirts must be tucked in at all times.

** The maximum number of buttons that may be undone on the blue oxford are the top two (2).

- **BLUE SHIRT WITH LONG PANTS ONLY**

❖ Belts

Style: A solid navy blue belt must be worn inside the loops.

❖ Shoes

Tennis shoes are allowed for grades K - 5. **Solid white** tennis shoe (sneakers) however may have a small logo on the side of the shoe in one additional color only.

Shoelaces must be white and tied at all times. A sturdy shoe such as an oxford or loafer is permissible in a **dark color**. Sandals are **not** appropriate for school wear.

❖ Socks

Must be worn at all times and must be **visible above the ankle bone**.
Students are not allowed to wear “footies” or socks that fall below the ankle.

❖ Optional Wear from October 31st – March 31st Grades K - 5

A white turtleneck can **ONLY** be worn under a SMCS logo shirt. The SMCS logo shirt/sweatshirt must remain on during the day when wearing the turtleneck.

Boy's Warm Weather Uniform Grades K - 8

(Optional Wear from August – October 31st and April 1st – June)

❖ Navy blue shorts

Length: No more than three (3) inches above the kneecap.

❖ White polo shirt with logo

Must be neatly tucked in.

❖ A navy blue cardigan sweater with a SMCS logo and/or a SMCS sweatshirt may also be worn with either uniform.

All uniform components must be purchased from Larose Uniform Company.

BOY'S - Boy's Grades 6 - 8

❖ Navy blue twill slacks

Style: Must be hemmed or cuffed to hit the ankle.
Hems may not be rolled up.

❖ Light blue buttoned down oxford shirt (mass days) or white polo shirt with logo

Style: Logo, in either long or short sleeves.
No oversized shirts.
Shirts must be tucked in at all times.

** The maximum number of buttons that may be undone on the blue oxford are the top two (2).

❖ Belts

Style: A solid navy blue belt must be worn inside the loops.

❖ Tie

Style: Must be worn to all masses with the **Blue buttoned down shirt**.

❖ Shoes

A dark colored leather shoe (**NOT A TENNIS SHOE OR SNEAKER**) is required for daily wear. Tennis shoes are required for gym classes. Shoelaces must be white and tied at all times. A sturdy shoe such as an oxford or loafer is permissible in a **dark color**. Sandals are **not** appropriate for school wear.

❖ Gym Uniform

Style: Must wear navy shirt with emblem and navy micromesh shorts ordered from Larose Uniform Company.

❖ Optional Wear from October 31st – March 31st

A white turtleneck can **ONLY** be worn under a SMCS logo shirt or sweatshirt. The SMCS logo shirt/sweatshirt must remain on during the day when wearing the turtleneck.

❖ Hair (ALL BOYS)

Hair should be clean and well groomed with no extreme styles, including tinted hair, tails,” or mohawks. Boys are **Not** allowed to have hair that falls below shirt collars, over the ears, or in the eyes.

❖ Socks

Must be worn at all times and must be **visible above the ankle bone**. Students are not allowed to wear “footies” or socks that fall below the ankle.

Uniforms - Girl's (Kindergarten – Fifth Grade)

❖ **Plaid jumper**

Length: Jumper must touch the kneecap when standing. (Minimum length)

Shorts must be worn under jumper at all times but may not be visible or extend past the length of the jumper.

❖ **Peter Pan collared shirt** Long or short sleeve is **worn with the jumper only**

❖ **Navy blue skort Grades K - 5**

❖ **White polo shirt with logo (Either long or short sleeves)**

Worn with skort or jumper. Must be neatly tucked in at all times.

❖ **Shoes**

Tennis shoes are allowed for grades K - 5. **Solid white** tennis shoe (sneakers) however may have a small logo on the side of the shoe in one additional color only.

Shoelaces must be white and tied at all times. A sturdy shoe such as an oxford or loafer is permissible in a **dark color**. Sandals are **not** appropriate for school wear.

❖ **Socks**

Must be worn at all times and must be **visible above the ankle bone**.

Students are not allowed to wear “footies” or socks that fall below the ankle.

May wear cuffed ankle socks, knee socks, or tights in **either** navy blue or white **only**.

❖ **Optional Wear from October 31st – March 31st Grades K - 5**

A white turtleneck can be worn under the SMCS sweatshirt when worn with the skort. The sweatshirt has to remain on during the day when wearing the turtleneck. The turtleneck can also be worn under the jumper.

Warm Weather Uniform Grades K - 5 (August – October 31 and April 1– June)

❖ **Plaid Shorts**

Length: No more than 3 inches above the kneecap.

❖ **White polo shirt with logo**

Must be neatly tucked in at all times.

❖ **A navy blue cardigan sweater with a SMCS logo and/or a SMCS sweatshirt may also be worn with either uniform.**

❖ **Hair (ALL GIRLS)**

Hair should be clean and well groomed with no extreme styles, including tinted hair.

Allowed to wear bows or scrunchies in SMCS plaid or solid white or navy. Ponytail holders or barrettes, white or navy blue only.

GIRL'S - GRADES 6 - 8

❖ **Plaid Skirt**

Length: Skirt must **touch** the kneecap when standing. (**Minimum length**)

Shorts must be worn under skirt at all times but may not be visible or extend past the length of the skirt.

❖ **White 3/4 Sleeve Overblouse with logo**

Long or short sleeve to be worn with the skirt.

❖ **Navy blue skort (August – Oct. 31 and April 1 – June)**

Worn with the white polo shirt

❖ **Blue Vest (SLVPO Sweater):**

Must be worn to all masses

Worn with the white $\frac{3}{4}$ sleeve shirt and plaid skirt.

❖ **Shoes**

A dark colored shoe is required for daily wear. Students cannot wear sandals and are asked not to wear shoes with no back (clogs, etc.) Tennis shoes are required for gym classes.

❖ **Socks**

Must be worn at all times and must be **visible above the ankle bone**.

Students are not allowed to wear “footies” or socks that fall below the ankle.

May wear cuffed ankle socks, knee socks, or tights in **either** navy blue or white **only**.

❖ **Gym Uniform**

Style: Must wear navy shirt with emblem and navy micromesh shorts ordered from Larose Uniform Company.

❖ **Optional Wear from October 31st – March 31st**

A white turtleneck can be worn under the white oxford shirt. **The vest has to remain on during the day.**

❖ **Hair (ALL GIRLS)**

Hair should be clean and well groomed with no extreme styles, including tinted hair.

Allowed to wear bows, scrunchies in **SMCS plaid or solid white or navy**. Ponytail holders or barrettes, **white or navy blue only**.

All Students:

No nail polish or makeup is allowed. Girls are not permitted to wear false fingernails.

One necklace either plain or with cross may be visible on the outside of the uniform. No body piercing is allowed. Boys are not permitted to wear earrings. Girls are asked to wear simple jewelry with one set of stud earrings or small hoops that fit closely to the ear lobe (or the size of a dime).

Appropriate Dress Code Requirements

- ✓ **All clothing must be neat, clean and fitted properly.**
- ✓ **All clothing should be marked with student's name.**
- ✓ **The maximum number of buttons that may be undone are the top two (2).**
- ✓ **Hats and sunglasses are not to be worn inside the building.**
- ✓ **Items not covered in this uniform list are considered Out-of-Dress Code violations.**

PLEASE NOTE:

Uniforms are checked each day. Students who are not in full uniform will receive a written infraction notice, and parents/guardians will receive a copy.

Consequences for uniform infractions are as follows:

First Infraction – Warning

Second Infraction – Loss of one out-of-uniform privilege.

Third Infraction – Loss of two out-of-uniform privileges, then the parents/guardians may be asked to come to the school and adjust the uniform.

As in all matters, the Principal is the ultimate authority regarding suitability of school dress.

Out of Uniform Days

Students may be allowed to come out of uniform for special occasions provided the following guidelines are observed:

1. Clothing must be free of holes and tears.
2. No “cut-off” shorts, short shorts, or boxer-style shorts.
3. No tank tops, “see-through” shirts or shirts with offensive advertisements or wording on them.
4. No bicycle shorts or spandex shorts.
5. No “sagging” of pants or shorts for boys or girls.
6. No facial make-up.
7. No earrings for boys.
8. No body piercing for boys or girls.
9. No hats or sunglasses inside the building.
10. It is expected that students will look neat and clean at all times.

PARENT INVOLVEMENT

The support backbone of the school depends on its parent commitment. Volunteers are an integral part of the school, and are welcomed, needed, and appreciated. Parental involvement at school helps keep tuition rates as low as possible and promotes the mission of the school. Volunteering at school is a tangible sign of commitment to your child's education. Volunteers coming in or going out of the building need to stop by the school office and sign in and out.

Providing a rich variety of activities to our students is not possible without adequate parent involvement. The Home and School Organization and the Marketing Committee of the School Board need parents/guardians to help organize and assist with school events and activities.

There are many other ways that parents/guardians can enhance the educational mission of St. Mary's. Volunteers are needed in the school office, library, cafeteria, and for special events. Parents/guardians can help landscape the school grounds and help maintain the computer lab.

Parents/guardians can be scout leaders or guest speakers in their fields of expertise. In addition, teachers often need help preparing special materials for their classes which parents/guardians can take home to complete.

The Principal encourages teachers to facilitate parental commitment with clear and specific explanations of specific tasks, and materials, teaching methods and skills to be used. In addition, parents/guardians who work as teacher aides in the classroom need to keep in mind those observations of children's behavior and academic performance are of a confidential nature. It is inappropriate and unethical for volunteers to share this information with anyone other than the teacher.

Not all volunteer work must be done at school. Many worthwhile contributions can be done at home, on weekends and in Parish activities. Parents/guardians who are scheduled at school for a volunteer time are asked to notify the school office as soon as possible if you are unable to make it at your scheduled time. The school staff counts on faithful volunteers and plans accordingly. If a person was expected and does not show up it often makes for a difficult situation.

Diocesan policy requires background checks for staff and volunteers who work with students. This policy applies to all paid employees of the school and all volunteers with regular and ongoing contact with students; including, but not limited to, coaches, scout leaders, religious education instructors, overnight chaperones, counselors, and youth leaders. The school will provide volunteers with the necessary paperwork in the fall of each year. Volunteers must also attend a diocesan child safety workshop and read and sign the Diocesan Code of Conduct before working with children. The principal must approve all volunteers.

Jesus was a perfect model volunteer. He gave totally of Himself in service to others and asked for nothing in return. The reward, He knew, was of an eternal nature. The time and effort you give can help make our school the best learning environment possible for our students. The staff at St. Mary's Catholic School thanks you in advance for your support. May God bless you in many unexpected ways for your generosity to His children.

Home and School Organization

This organization is sponsored by the school to promote a cooperative effort to meeting needs of the school and student body. All parents/guardians are urged to take an active role by attending meetings and helping with school activities. This organization strives to:

- Support the pastor, principal, teachers, staff, and parents/guardians.
- Build a closer relationship between the home and the school so parents/guardians and teachers can work together for the good of each child.
- Support and promote quality Catholic education.
- Encourage Catholic/Christian values of family life.
- Provide parental assistance for school functions as deemed necessary by the principal.
- Unify parents/guardians in an effort to raise funds each year for the school.

The Home and School Association coordinates parent volunteers for school events and activities. All parents/guardians are members of this organization.

Room Parents/Guardians

Room parents/guardians work closely with classroom teachers in the preparation of special events and needs of the class. Room parents/guardians can be a great help to the teachers. Room parents/guardians, in cooperation with the teacher, organize class parties and call other class parents/guardians for additional help. Teachers call on the room parents/guardians for various needs within the classroom throughout the year. Room parents/guardians assist with field trip drivers, special events, and teacher appreciation luncheons. Because room parents/guardians are so important, and so many parents/guardians wish to become involved, the school tries to change room parents/guardians each year to give others the chance.

Several parents/guardians, or grandparent volunteers are needed to serve as room parents/guardians for each class. Room parents/guardians should realize that every teacher and every grade level is different.

Please call the school office or your child's teacher to find out ways you can help. Every parent is needed and every talent will help enrich the educational experience of the students.

Guidelines for Volunteers at School

Catholic education is the responsibility of all the members of the St. Mary's Catholic School community. Volunteers play an important role in our school. The St. Mary's staff has prepared these guidelines so that your volunteer experience can be most effective and most advantageous to all children.

1. Volunteer time must be scheduled ahead of time. It is important that the teacher expects you are coming so that he/she can be prepared to use your help in an effective way. The school has set a drop in observation time for Tuesday mornings. Casually dropping in at

any other time is not conducive to establishing an academic working environment for the students.

2. Please do not bring preschool child with you when you are volunteering.
3. You may be asked to work in the classroom, on special projects or directly with students. If there is a substitute teacher the day you are scheduled to help in the classroom, you need to ask the substitute if you should stay or come back another day to volunteer.
4. When volunteering in the classroom please help your own child understand that you are there to assist the teacher, not to give special privileges or extra attention to him/her. Be sure your child understands this prior to your volunteer day. You are a helper for the teacher, not a personal tutor or guide for your own child.
5. In the course of your volunteer work, you may learn confidential information about students or staff. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.
6. Every teacher will conduct his/her classroom differently. In preparation for your volunteering in the classroom, ask the teacher to make it clear to you what specific ways you can be most helpful.
7. Whether we realize it or not, when we are in the presence of children, we are always teaching. Please help us maintain a good example for a working environment. When you are a volunteer in a classroom, keep distracting conversations to a minimum, work quietly with the students and refrain from conferencing with the teacher.
8. The parent volunteer should be aware of the discipline guidelines and classroom rules. It is fully the teacher's responsibility to make discipline decisions. If behavior problems arise during your volunteer time, refer them to the teacher promptly.
9. Comparing and/or judging children (your own or others) is not a helpful or valid thing to do. Please refrain from labeling or comparing children as this can be very destructive and often creates a more serious problem.
10. Always do your best to affirm the children. Be sure to encourage and recognize positive behavior. Show real interest with eye contact and brief positive comments. Allow the students to solve problems on their own as much as possible.
11. Teachers should not be asked to discuss any student's learning needs, behavioral issues, or personal information. It is unchristian, unprofessional and unethical to do so.
12. Although at times the reason for what you see happening in the classroom might not be apparent to you or even make much sense, please trust that we are professionals and that we have a plan, a purpose and a method. If you have any questions or concerns, please talk directly with the teacher or principal at an appropriate time.

Nashville Diocese School System Technology Acceptable Use Policy (AUP) Guidelines

These guidelines, based on the acceptable use policy (AUP) endorsed by the National Catholic Education Association (NCEA), have been recommended to the Diocesan Policy Committee for policy adoption.

Before using the network or the Internet, all students and their parents/guardians must agree to the policy below. Parents/guardians and students must sign the Acceptable Use Agreement Permission Form. Use of any and all technology resources is a privilege and not a right.

MISSION:

The mission of the Nashville Diocese School System is to provide a Christ centered educational environment, which enables each individual to reach his or her full potential.

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Nashville Diocese School System to assist in providing students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Nashville Diocese School System.

Thus, it is the intention of the Nashville Diocese School System that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Nashville Diocese School System will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Nashville Diocese School System. Use of any and all technology resources is a privilege and not a right.

Individuals may use only accounts, files, software, and technology resources that are assigned to them under his/her account. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Nashville Diocese School System.

Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement. Employees are expected to be aware of copyright.

The Principal and School Technology Coordinator of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).

This policy will be prominently displayed in all rooms throughout the system that contain one or more computers.

All Nashville Diocese School System technology resources, regardless of purchase date, location, or fund, are subject to this policy.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the School Principal or School Technology Coordinator.

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

ELECTRONIC MAIL:

The schools within the Nashville Diocese School System may provide electronic mail to employees and students. That access is for his/her use in any educational and instructional business that they may conduct. Personal use of electronic mail is permitted as long as it does not violate Nashville Diocese School System' policy and/or adversely affect others.

INTERNET:

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of the Nashville Diocese School System is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula. Resources that will be used in the classroom will be screened for content prior to their introduction. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened. Internet access is provided to allow students to conduct research. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from his/her parents/guardians. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared.

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be

careful to maintain appropriate and responsible communication. The Nashville Diocese School System cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

To maintain network integrity and to insure that the network is being used responsibly, School Technology Coordinators reserve the right to review files and network communications. Users should not expect that files stored on any network will always be private. Electronic mail is not guaranteed to be private. Employees and students should not send any correspondence they do not want other to read.

All school web pages will be reviewed by the School technology Coordinator before being added to the school's World Wide Web Server. The technology Coordinator reserves the right to reject all or part of a proposed web page. School web pages may only be placed on the Web server by the School Technology Coordinator.

Network access is a privilege and not a right. All network users are expected to act in a considerate and appropriate manner.

The following activities are examples of inappropriate activities for any school network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene, profane, discriminatory, threatening, or inflammatory language
- Participating in on-line chat rooms without the permission/supervision of an adult staff member
- Downloading, installation, or copying software of any kind onto a workstation, your home directory, or any network drive
- Harassing, insulting, or attacking others via technology resources
- Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- Violating copyright laws governing the intellectual property of others
- Using another user's password or attempting to find out another user's password
- Sharing your own password

- Trespassing in another user's files, folders, home directory, or work
- Intentionally wasting limited resources such as disk space and printing capacity
- Use of any Nashville Diocese School System Technology resource for personal gain, commercial or political purposes
- Posting any false or damaging information about other people, the school system, or other organizations
- Posting of any personal information about another person without his/her written consent
- Plagiarism of materials that are found on the Internet
- Broadcasting network messages and/or participating in sending/perpetuating chain letters and forwarding numerous non-educational e-mails to multiple recipients (e.g., Joke of the Day, etc.)
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- Saving information on ANY network drive or directory other than your personal home directory **OR** a teacher specified and approved location.

Student Guidelines

We rely on the responsibility and integrity of the students to avoid undesirable use of the school's computers.

1. Students must respect the computer, the computer systems, and the network, understanding the great amount of time, effort, and money that has gone into purchasing and developing them for the students' use. Intentional damage or inappropriate use of the computers, computer systems, programs, network, or Internet, even one time, can result in the loss of computer privileges both in the lab and in the classroom for the remainder of the academic year. If St. Mary's incurs a cost due to student negligence or misuse, the parent is held responsible for the cost.
2. Students are not permitted to change the settings of the computers. They may not alter the background, screen saver, home page, etc.
3. Before proceeding with any activity on the computer, the students must ask themselves: Is this activity safe? Is this activity respectful? Is this activity appropriate?

4. Network access is a privilege and not a right. All network users are expected to act in a considerate and appropriate manner. Trespassing into the files of other students is strictly prohibited. Students may never access teacher's files.
5. Users of the computers must log in and log out each time they use the computers.
6. A password is an individual responsibility. Everyone at St. Mary's must guard his/her password. A password must never be shared with anyone but the teacher.
7. To maintain network integrity and to insure that the network is being used responsibly, the Principal and the School Technology Coordinator reserve the right to review files and network communications. Users should not expect that files stored on any network will always be private.
8. Any attempt to access or alter grades or records, whether one's own or those of another student, is strictly prohibited and will have serious consequences.
9. Use of the Internet is restricted to study, research, and the exchange of educational information. Students must not access any site they have not been specifically directed to access. They may not use the Internet to play games or listen to music except as directed or allowed by a teacher for an educational purpose.
10. Students must NEVER give any personal information such as their last name, address, phone number, or social security number when on the Internet. They should not give the name or address of the school unless directed to do so by the teacher.
11. Inappropriate and/or offensive language and images are strictly prohibited. This includes all obscene or pornographic materials, materials that are graphically violent, materials dealing with the occult, and materials that in any way show disrespect to God, the Church, our nation, any individual, or any ethnic or religious group.
12. If a student unintentionally accesses any image or information that is inappropriate, the student must immediately turn off his/her monitor and raise his/her hand to get the teacher's attention. If the student does not turn off the monitor immediately, the teacher will assume that the material was accessed deliberately and the student will be held responsible.
13. No programs, software, shareware, or freeware of any type may be downloaded by students at school. No programs or disks of any type may be brought into the school and/or loaded onto the computers without the permission of the principal.
14. All teacher or class Web pages are reviewed by the Principal or the School Technology Coordinator before being added to the school's Web page or posted in any way on the World Wide Web. The Principal and Technology Coordinator reserve the right to reject all or part of a proposed Web posting.

15. Students may not access or respond to pop-up ads, surveys, or requests.
16. No student may access personal E-mail at school. No student will have a personal E-mail address through the school's Internet access.
17. Creating, introducing, or disseminating computer viruses is illegal. Any such action will be reported to the proper authorities.
18. Students must respect the rights of others. All copyright laws must be respected.
19. All students must be mindful of school resources of paper and print cartridges and use them sparingly. They should not print their work or research without the permission of the teacher.