

# Saint Mary Catholic School

## Student Handbook

### 2017/18

#### Mission, Philosophy, Goals

##### Mission:

The mission of St. Mary School is to provide a Catholic education in a Christ-centered environment, which enables students to attain religious and academic excellence.

##### Philosophy:

St. Mary School exists as part of the Catholic school system of the Diocese of Sioux City, Iowa, to offer a program of elementary Catholic education, which serves parents in their responsibility of providing for their children's faith growth and development. The school religious education dimension is built on the pillars of Message, Community, Worship, and Service (To Teach As Jesus Did) and is comprised of daily religion instruction and prayer, sacramental and liturgical participation and involvement, and permeation of the entire curriculum with Catholic Church teachings, values, attitudes, and beliefs.

Flowing from the belief that each child is created by God to be a unique person with individual talents, potential, and destiny, the learning program is designed to maximize the development of intellectual, moral, spiritual, social, and physical growth with a focus on deepening one's faith relationship to God and one's personal respect and responsibility toward self, others, and society.

##### Student Learning Goals:

Religion	Students demonstrate knowledge of God and of the Catholic religion and verify development of their spiritual lives.
Communication	Students effectively communicate for a variety of purposes.
Analysis	Students observe, infer, analyze, and evaluate ideas, processes, structures, and organizations.
Problem Solving	Students solve problems and resolve conflicts individually and cooperatively.
Value Judgments/Decision Making	Students make decisions based on gospel values.
Aesthetics/Fine Arts	Students apply creativity and skill in the performing and fine arts.
Civic Responsibility	Students will be responsible members of local and global communities.
Environment	Students will be responsible and respectful of the environment.
Wellness	Students formulate and achieve healthy lifestyles.
Technology	Students effectively and morally use technology.
Life and Career Planning	Students develop lifelong goals and strategies for living.

##### Achievement Goals for 2017/18:

Faith Dimension	Develop faith formation among students and staff
Achievement	Increase student performance in reading, math, science
Inclusion Areas	Raise awareness and value diversity among people and cultures based on Christian respect and stewardship
	Enable students to understand and respect human life development stages from conception to natural death
	Develop student respect and responsibility toward self, others, and world

**Admission:** St. Mary School is comprised of students in Rising Stars PreSchool, Shining Stars PreKindergarten, and Kindergarten through Grade 6.

Rising Stars PreSchool accepts children who are age 3 on or before September 15 of the enrolled school term and potty trained. The child is required to have a medical examination report on file, immunizations up to date, and enrollment forms completed.

The Rising Stars PreSchool program offers a 3-day class on Monday, Wednesday, and Friday and a 2-day class on Tuesday and Thursday. The class time is from 8:10 - 11:05 a.m. on Monday, Tuesday, Thursday and Friday. Wednesday class run 8:10 – 11:05 a.m. The Rising Stars PreSchool program follows the regular school calendar.

Classes start on August 28, 2017 for 3-day students and August 29, 2017 for 2-day students

Shining Stars PreKindergarten admits children who are age 4 on or before September 14 of the enrolled school term. The child is required to have a medical examination report on file, immunizations up to date, and enrollment forms completed.

The Shining Stars PreKindergarten program follows the public school preschool calendar due to the state grant. The morning session is from 8:10 to 11:05 a.m. and the afternoon session from 12:05-3:15 p.m. on Monday, Tuesday, Thursday and Friday. The Wednesday morning class for Shining Stars PreKindergarten runs 8:10 – 10:05 a.m. and the afternoon Shining Stars runs from 12:05 – 2:15 p.m.

The 4-year old program is free for those that qualify; there is no tuition fee due to the state grant. An additional amount of \$10.00 per month is needed to cover the snack fee.

Classes start August 28, 2017.

Kindergarten enrollees need to be five years of age by September 15 of the enrolled school term. This is a full day, every day program. Class time is 8:10 a.m. – 3:15 p.m. on Monday, Tuesday, Thursday and Friday and 8:10 a.m. – 2:15 p.m. on Wednesday.

An additional amount of \$15.00 per month is needed to cover the snack fee.

The St. Mary Parish School Board determines the annual tuition schedule for parishioner and non-parishioner students. Parishioner student families must be currently registered members of St. Mary Parish. See **Tuition Assistance** for more information.

**After-School Arrangements:** Students need to make after-school arrangements with their parents before leaving home in the morning. Students are not allowed to make after-school plans during the day that differ from the parent plan as given to the school. Parent/Guardians are asked to send a written note to the teacher and contact the office via phone or email if a child is going home with someone other than the regular situation.

**Attendance:** Daily attendance is necessary for learning progress. State law requires that “Children between the ages of 6 and 16 are compelled to receive education, and each child’s parent, guardian, or legal custodian is the person held responsible in the law for compelling the child’s education.”

School hours are from 8:10 a.m. – 3:15 p.m. Students who arrive in the classroom after 8:20 a.m. are counted tardy unless the cause is a school bus delay. Students who miss classes for one hour or longer during a half day are recorded absent one half day.

Parents/guardians will notify both the classroom teacher and the school secretary when their child will be absent from school for the day prior to 9:00 a.m. Teacher may be contacted via email and the school secretary may be contacted via phone or email.

Attendance policy and procedures:

When a student is absent from school, the parent/guardian must notify the school office and the homeroom teacher prior to 9:00 a.m. If no contact is made regarding the absence, the parent/guardian will be called from school to verify the reason for the absence.

Parents who foresee their child’s absence are asked to notify the school office as soon as possible or one week prior to the absence.

Steps in addressing absences are:

1. Teachers will present updated absences recorded per semester to parents during conferences.
2. Teachers/office staff monitor student attendance and a letter/email will be mailed to the parent by the principal after the 7<sup>th</sup> absence during the semester.

3. After review of the attendance record, the parent/guardian will be notified. Documentation of the notification will be placed in the student's cumulative record.
4. Following the 15<sup>th</sup> day of absence in a semester, a review of the student's attendance record is conducted by the local school staff; as per policy 299.1 of the Iowa Code, the County Attorney's office may also be notified.

**Band:** Band is available for students in grades 5-6 through the shared time program. Individual lessons are held at St. Mary School. Students go to the Middle School for group practices as scheduled. Students are responsible for their own instruments at all times.

**Bicycles:** It is recommended for safety reasons that students in PreSchool, PreKindergarten, Kindergarten and Grade 1 not ride bicycles to/from school. Students who ride bicycles to/from school are not to ride them on school premises before school, during recess, or during the noon playtime. As a safety precaution, students need to walk their bicycles as soon as the student arrives on school property and at dismissal time from the parking spot until leaving school grounds. At no time may a student touch or use another person's bicycle. These same guidelines apply to scooters, skateboards, or similar items.

**Bus Transportation:** Bus service for St. Mary School students is available through the Humboldt Community School District. The phone number to contact is 332-1330.

The following regulations are in regard to bus behavior:

1. The driver is in charge of the bus. Students must obey promptly.
2. Students may never stand in the roadway while waiting for a bus.
3. The bus will not wait for tardy students.
4. All students must be seated before the bus will move and remain seated while the bus is moving.
5. Students may not put arms or head out the bus window.
6. Students must observe instructions from the driver when leaving the bus.
7. Any damage to a bus by a student must be paid for by that student.
8. No beverages are permitted on the bus.
9. Students may not get on or off the bus while it is in motion.
10. Screaming or loud talking will not be allowed on the bus.
11. Students may not transport flowers or balloons on the bus.

If a student breaks any of the rules, the student will be issued a conduct report. Principal, Director of Transportation, and/or Superintendent of Public School may determine consequences for violation of bus rules.

Parents/guardians of students riding the bus who do not normally do so, need to provide the bus driver with a written note containing their child(ren)'s name and where they will be dropped off.

## **Internet Safety Policy for St. Mary School:**

### **Introduction**

It is the policy of St. Mary School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to teacher supervision, technology protection measures may be disabled for students or minimized only for research or other academic purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of St. Mary School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the St. Mary teachers and staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Coordinator or designated representatives.

The Technology Coordinator or designated representatives will provide age-appropriate training for students who use the St. Mary School Internet facilities. The training provided will be designed to promote St. Mary's School commitment to:

- a. The standards and acceptable use of Internet services as set forth in St. Mary School Internet Safety Policy;
- b. Student safety with regard to;
  - i. Safety on the Internet;
  - ii. Appropriate behavior while on online, using social networking, use of appropriate websites, quality use of time while using the Internet;
  - iii. Cyberbullying awareness and response.

Following receipt of this training, the beginning of each semester and throughout the school year, the student acknowledges that he/she received the training, understood it and will follow the provisions of St. Mary School acceptable use policies.

**Cosmetics:** Students may not wear or bring make-up or cosmetics to school because these items distract from the learning focus of school hours. A comb is adequate for school-day needs.

**Daily Arrival:** Students are not to be on the school grounds before 8:00 a.m. and are to go directly home immediately after dismissal. The school is not responsible for students unsupervised on the playground before 8:00 a.m. and after dismissal.

Students are to be dropped off inside of the block near a driveway.

Teacher supervision begins at 8:00 a.m. until students enter the building. Students who arrive in the classroom after 8:20 a.m. are considered tardy. Teacher discretion will determine based on climate and temperature if children come into the building prior to school starting.

**Daily Dismissal:** Teachers take students to exits and dismiss them at designated locations. Students stay with the teacher until dismissed.

- Students who ride buses exit the building at the north classroom wing door.
- Students who walk or have car rides exit through the west door. Students walk to the north or south corners of the block before crossing the street and are not allowed to cross in the middle of the block or in front of the church.
- Students with bicycles will exit through the west door to get their bicycles after the buses have left the school block. Bikers need to walk their bicycles until they leave school property.

In the event that a parent needs to pick up a child early, the parent sends a note to the homeroom teacher and contacts the office via telephone or email. The child then meets the parent in the school office at the requested time or the school secretary goes to get the child from the classroom if needed.

Emails sent to teachers that pertain to daily dismissal may not be read until after dismissal occurs. If your child(ren)'s dismissal plans change after your child(ren) arrives, please email the school secretary or call the office.

**Discipline:** Character growth requires that students learn individual responsibility for behavior and its consequences. Students need to handle themselves with respect for self, others, and property. At any time in which student behavior prevents that student or other students from learning in a safe and healthy environment, the student may be removed from the classroom.

Suspension of a student occurs for a serious disciplinary offense. It involves a conference with the student, with the parent, and with the student and parent prior to suspension. A written record of the reason for the suspension and a summary of the parent conference will be kept in the student file.

Expulsion of a student occurs for conduct, which threatens the physical and moral welfare of other students. It requires a conference with the student, with the parent, and with the student and parent prior to expulsion. A written record of the reason for the expulsion and a summary of the parent conference will be kept in the student file.

**Dress Code:** St. Mary School has established the following guidelines for student dress:

- Shirts and blouses are to be clean and neat.
- Students in PreSchool - Grade 2 may wear spaghetti strap shirts.
- All shirts for students in Grades 3 - 6 must have sleeves.
- Shirts and blouses may have numerals, school names, and pictures appropriate for school attire in the designer label, applique, or part of the woven or print pattern of the materials.
- Those shirts and blouses advertising alcoholic beverages, tobacco, drugs, gangs or cult styles are not acceptable. .
- Shirt tops that display the “tummy” are not allowed at St. Mary School.
- Any shirts that have a sexual connotation and that is distasteful are not allowed at St. Mary School. Sweatshirts with no cut off parts may be worn.

Girls may wear slacks, appropriate jeans, dresses or skirts of appropriate length. All skirts must have tights, leggings, or shorts worn underneath them. Leggings and fitted yoga pants may only be worn as long as the shirt is fingertip length. Boys’ trousers, including jeans, should be appropriate in appearance. Jeans or slacks are to be worn at the waist and are not to be “hanging down” over the hips.

During warmer weather, the long-length shorts may be worn by boys and girls. Shorts must be fingertip length. Clothing that is extremely tight and the short shorts may not be worn at St. Mary School.

Jackets worn to school may not contain advertisement of alcoholic beverages, tobacco, drugs, gangs or cult styles. The drug and alcohol statement of St. Mary School recognizes the adverse effect of chemical abuse. Therefore, the school prohibits clothing – shirts, blouses, hats, jackets, jeans – or any other clothing worn that contains messages of gangs, alcohol, cults, and other forms of violence, as well as messages contained on book bags, backpacks, binders, folders, pencils, or any other school supply.

No visible tattoos. No body piercing jewelry, except on the ears will be allowed. Unnatural hair color and mohawks are discouraged.

Please watch the clothing and the materials that your children wear or bring to school. Violation of the dress code and school supply rules will result in the following: 1<sup>st</sup> offense - The student will receive a warning; 2<sup>nd</sup> offense - Parents may be notified to bring to school attire that is appropriate immediately following the notification.

When students attend the weekly all-school liturgy, the students are to be dressed appropriately. Parent notes carry the schedule for student liturgies. In order to continue fostering a spiritual and academic environment at our school, students will be strongly encouraged to dress up on Mass days with a St. Mary School shirt/dressy shirt without lettering and nice pants/jeans. Students are asked to wear these clothes for the day. The Mass attire will be implemented beginning with the 2017/18 school year.

For reasons of hygiene and safety, socks must be worn at all times. Flip-flops and high heels are not allowed. Shoes must be safe, comfortable, and laced and tied if so styled.

**Driver Approval:** Parents who are planning to be a driver for student field trips will need to watch an online “driving video”, print a completion certificate for the driving video and complete a Driver/Vehicle Information Sheet. These documents must be provided to the school office prior to you driving for your first field trip. Each month, the Diocese is offering a free training from the 1st through the 14th. If you choose to watch the video any time after this period, you will be assessed a \$22

processing fee. Use Google to access the link to the driving video, [https://siouxcity.cmgconnect.org/users/sign\\_in](https://siouxcity.cmgconnect.org/users/sign_in). Please print the certificate of completion after taking the driver course. Please contact the school office for the Driver/Vehicle Information Sheet.

**Fees:** See **Lunch Program** or **Tuition**

**Field Trips and Programs:** Parents are asked to sign a field trip permission form when students leave the building for instructional experiences. Emails may be accepted in lieu of written forms. Parents have the right to refuse to allow their child to participate in a field trip. If the parent calls the child in as sick the day of the field trip, they may not attend the field trip.

**Fire Safety:** Lighted candles may not be used in classrooms or anywhere in the school facility at any time for student functions and activities unless needed as part of a controlled science experiment in which all safety precautions are taught and utilized.

**Fire, Tornado, and Crisis Procedures:**

Regular fire and tornado practices are held. The fire drill is sounded by the alarm system. The tornado practice is announced through the P.A. system. Teachers are notified when threatening weather conditions occur. A hand bell is used if the electricity is cut off. Safety routes and student name lists are posted in the classrooms. Teachers are responsible for the presence of all students in the designated area. The absence of any student is to be reported to the principal or secretary.

Fire procedures require students to walk and be silent in lines. Tornado procedures require that students sit on the floor and cover their heads with hands.

Fire drill routes below will be reviewed in August workshop:

PreSchool	Door 4 and Door 3 turn right, and follow the sidewalk east/south to the parking lot
PreKindergarten	Door 2 follow sidewalk to front of the church
Grades K and 2	Door 4 turn right, and follow the sidewalk east/south to the parking lot
Grade 1	Door 3 to parking lot
Stem Room	Door 4 and Door 3 turn right, and follow the sidewalk east/south to the parking lot
Grades 3, 4, 5, 6	Door 1 to parking lot
Flex Room	Door 3 and Door 4 turn right, and follow the sidewalk east/south to the parking lot
Gym	Door 3 to parking lot

If normal exits are blocked, use the exit windows in each classroom.

The north door of the gym needs to be open for the firefighters and equipment.

Tornado safety procedures require students to be silent. Students cover heads with arms and hands. Tornado safety areas are as follows:

PreSchool	North Girls' Restroom	Grade 4	Grade 1 Classroom
PreKindergarten	Coatroom	Grade 5 – Boys	South Boys' Restroom
Kindergarten	North Boys' Restroom	Grade 5 – Girls	South Girls' Restroom
Grade 1	Grade 1 Classroom	Grade 6 – Girls	South Girls' Restroom
Grade 2	Flex Room	Grade 6 – Boys	South Boys' Restroom
Grade 3	Flex Room	STEM Room	Classroom's Location

## Safety Codes

a. **Code Intruder** - Code Intruder is announced over the PA system. The teacher pulls the classroom door and blinds shut, turns the lights off and moves the students away from windows and door. Teachers barricade the door shut. Teachers in the gym will shut off the lights and move their students to the stage. Teachers will move their students to the Methodist Church/Apartments when the opportunity arises by exiting through classroom window. The staff will notified of the all clear sign with an email/text message/Remind note from Principal. The teachers may also be notified of an all-clear sign from a member of the Humboldt County Sheriff's department.

b. **Code Classroom** - Code Classroom is announced class by class. The teacher needs to keep all students in the classroom and pull the blinds shut. Principal will go door to door to notify teachers of the all-clear sign.

c. **Code Evacuate** - Code Evacuate will be announced over the PA system. The teacher will evacuate the students like he/she would in a fire drill and walk directly to the Methodist Church/Apartments. A Crisis team member will be responsible for grabbing the Crisis Kit from the office.

d. **Code Lockout** – Code lockout will be announced over the PA system. Students and staff may move freely inside the school during code lockout. Visitors are not allowed to enter the building when a lockout is in place.

**Fundraisers:** The major fundraiser projects are the magazine drive at the beginning of the school year, the early fall candy sale, the late winter Family Fun Fest planned by a parent committee, the early spring cookie dough sale, Amazon Smiles, Gala and the SCRIP program. The newsletter carries information regarding other Donations for Education programs sponsored by various companies, including GM Box Tops for Education.

**Gum and Candy:** Chewing gum is prohibited at all times on school premises. Candy is allowed only with teacher permission, and not before or after classes on school premises.

**Health:** Parents are asked to contact the office with confirmed cases of highly communicable diseases/conditions and provide documentation from your child's physician. The teacher will email parents should there be a confirmed case of a communicable disease/condition in the classroom. Student exemption from participation in physical education class or any other class/school activity requires a written request from the parent along with an attached written note from the doctor.

Students and adults may not use or have possession of alcoholic beverages, of tobacco, electronic cigarettes or of a controlled substance, as defined by the Iowa Code.

**Health and Medication:** It is expected that each student attend school when in good health. Please consider the health of your child and others before sending your child to school with symptoms of cold or flu. Children with any of the following symptoms need to be out of school:

1. Oral temperature of 100 degrees or higher. Temperature should be normal for 24 hours without benefit of aspirin or other medications.
2. Nausea, vomiting, or diarrhea within the last 24 hours.
3. Unexplained skin rash or eruptions, especially with other physical complaints.
4. Constant cough, sore throat, nasal congestion/discharge, or red eyes with drainage present.
5. On antibiotics for more than a full 24 hours before returning to school. If your child is taking antibiotics for an infectious disease, doctor approval for return to school is recommended.

**Medication** Any medications, including over-the-counter types, are not dispensed at school without written permission from the parent. It is required that:

1. The medicine must be brought to the office in the original container with administration instructions attached.
2. The parent must send an accompanying signed note with the medication to give permission for dispensing the medication.
3. Prior to administering Children's Tylenol, Ibuprofen or aspirin to a student prior to noon, the school secretary will contact the student's parent via email for permission to administer the over-the-counter aid. When any of these aids are administered after noon, the school secretary will email the student's parent informing him/her of what was administered.
4. When a change in your child's medication is warranted, an email or note containing the revised dispensing process must be sent to the classroom teacher and the school secretary.

Note: If the possibility is foreseen for a child to need over-the-counter medication during the day (e.g. mild headache, new braces, minor stomach upset, scratchy throat, dry eyes), parents are to send the medication (e.g. Tylenol, chewable non-aspirin, cough drops, eye drops, etc.) in an original container with a signed note giving written one-day dosage directions. This needs to be done as needed on a day-by-day basis.

**Homeroom Parents:** A volunteer sign-up list is available at school registration time. The homeroom parent assists the teacher in various ways, including calling for help with special projects, supplying items for class events, bringing bars for program nights if requested, etc., but not including spending time in classrooms. (See Volunteers)

**Homework:** Daily homework is intended to be a student practice or extension of daily class work. Parents are asked to review the child's homework upon completion but not act as the teacher. Homework varies depending on the student age. For younger children, it usually includes religion prayers, reading practice or being read to, math facts, and spelling words. Older students often have assignments from other subjects. Teachers will communicate homework expectations at the beginning of the school year for students in Kindergarten through Grade 6.

**Homework for Absentee Students:** Students are allowed two school days per day of absence to complete and turn in assignments given during absence(s).

**Learning Environment:** For the purpose of maintaining a conducive learning environment, students may not have items on school grounds or at school activities that interfere with or distract from appropriate attention to the class or activity at hand. This includes having cell phones turned on or visible, electronic or other toys in view, etc., during school hours or activities. The items may be taken away from the student and returned at dismissal time. Personal items not needed for a class or school activity need to stay at home.

**Lockers:** Student lockers for Grades 3-6 are small and limited to school day essentials.

**Lunch Program:** Students can purchase hot lunch at school or bring cold lunch from home and purchase milk. Students are not allowed to have pop, fast food, or other meals different than the regular hot lunch or a cold lunch from home. Adults coming to eat with the children are asked to follow the same guideline.

Forms and requirements for free and reduced lunch are given to all families prior to the first day of school and are available during the year from the school secretary. It is most helpful to the school to have all families who qualify for free and reduced lunch complete the form even if they do not choose to use the program because the number who qualify is used on various forms and grant applications for other programs during the year. The application information is always confidential.

Lunch money for the first month is due at registration time. Parents will be notified in August if there is a price change. Daily lunches are \$2.50 per day. It is recommended that families place \$55.00 in each student's lunch account each month to cover the lunch plus a few extras. An additional amount of \$15.00 per month is needed to cover the afternoon snack fee for kindergarten students. Seconds are available for .70 cents per item. There are no leftovers served. Milk is available at .65 cents per carton for students who bring cold lunch from home or for students who would like extra milk with their school lunch. Adult lunch is \$3.55. These amounts will be deducted from the family lunch accounts.

Adults who are planning to eat the daily school lunch with a student will need to contact the school office by 8:30 a.m.

In order to maintain financial stability and equality of all lunch-paying students within our school system, negative lunch balances or general fund subsidies of such will not be acceptable. Beginning October 1, 2017, notices of negative balances will be provided to parents/guardians. Children of parents who fail to address the low balance will be provided the daily entrée with no extra items allowed and/or encouraged to bring lunch from home until the account is paid. Parents receiving this negative balance notice are strongly encouraged to communicate to their child(ren) that they will not be receiving seconds until the lunch account is brought into a positive balance. This will avoid putting your child and school staff into an uncomfortable situation at lunch time.

**Medication:** See **Health and Medication**

**Music:** Classroom music is provided as part of the school curriculum for students in Grades K-6. This includes training in liturgical music and participation.

**Non-Custodial Parent:** The school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child unless there is a court order to the contrary on file in school. 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.

**Parent Newsletter:** A parent newsletter will be will be posted to the school website during the months of , October-May. Paper copies of the newsletter and other school communications are sent to families for whom no email address is provided to the school office. If you do not receive emails, a paper copy of the newsletter and other school communications will be sent home with the oldest child in the family.

**Parent-Student-Teacher Meetings/Conferences:** Parent-Student-Teacher Meetings/Conferences are scheduled three times a year. All K-6 students are expected to participate because of self-responsibility in learning. Parents of K-6 students whose children do not accompany them to meetings/conferences will be asked to re-schedule at a time manageable for all.

**Parking Lot/Playground:** The parking lot/school playground is reserved for school use on school days from 7:45 a.m. – 3:30 p.m.

**Parties:** Because of the importance of careful use of instructional time and professional responsibility for the learning program, school parties are not an ordinary practice during school time. Special treats will be shared either at lunchtime or the end of the day. Such treats are not to substitute for or interfere with a regular healthy noon lunch.

Boy-girl parties of any kind for students through grade 6 are not sponsored by St. Mary School.

**Policies and Procedures:** St. Mary School reserves the right to adjust policies and procedures during the course of the school year as mandated by the Diocese of Sioux City.

**Report Cards and Mid-Term Reports:** Report cards are given at the end of each quarter. Mid-term reports are mailed to parents of students whose progress is a concern.

Grading scale for students in Grades 3-6	A+ 100, 99, 98	B+ 92, 91, 90	C+ 84, 83, 82	D+ 76, 75
	A 97, 96, 95	B 89, 88, 87	C 81, 80, 79	D 74, 73, 72
	A- 94, 93	B- 86, 85	C- 78, 77	D- 71, 70

Grading marks for students in Grades 1-3	E – Enthusiastic	P – Participates	S – Satisfactory	U – Unsatisfactory
Kindergarten	S – Satisfactory	N – Needs improvement		

Standards Based Grades 3-Proficient	2-Developing	1-Emerging	NA-Not Assessed
-------------------------------------	--------------	------------	-----------------

**Safety:** The northeast, northwest, south, and west doors are unlocked on arrival until 8:30. Teachers need to carry their school keys during the day. Classroom doors are kept locked. As a safety precaution, all persons other than employed staff members who come into school while students are in the building are asked to use the main entrance located by the parking lot/playground, sign in at the office, and wear a badge while in the school. When leaving, visitors sign out at the office and return the badge.

Students are under teacher supervision inside the building and outside from arrival time until daily dismissal. When in the building at other times, children must be accompanied by an adult in the same room at all times when in the gym, classrooms, and any area of the school building.

**School Cancellations:** When the Humboldt Community School District cancels classes for weather conditions, St. Mary School does the same. The Humboldt Schools hotline phone number is 332-9700. The Humboldt radio station carries the notification of late starts, early dismissals, or cancellations. The school secretary sends an email to parents notifying them of school delays, early dismissal or cancellation. Please have a plan made with your children in the event of such an announcement. It helps the school office to have a copy on file for your family.

- **Rising Stars PreSchool and Shining Stars PreKindergarten**
  - 2 hour delay – no morning session
  - Early out due to bad weather – no afternoon class

**School Events:** Students are expected to participate in school events such as music programs, renewals, class trips, etc. When a student must be absent from these events, the parents must notify the school.

**School Safety Patrol:** Safety patrol students are on duty at dismissal time to assist students at established school corner crossings. Parents are asked to remind children to go to corner crossings instead of crossing the street in between.

**Shared Time:** A shared time program exists with Humboldt Community Schools for Grades 5-6 students who participate in band. See **Band**.

On days of early dismissal, students dismiss from the building at which they are in attendance at the time of the dismissal.

**Special Occasions:** Balloons, flowers, and special deliveries for students are highly discouraged. Because of the interruption caused in classroom learning, any such deliveries will be kept in the school office for the student to pick up at dismissal. Balloons are not allowed on buses.

**Special Services:** A Title I reading teacher offers a program to give additional assistance to younger children with reading needs. Public school provides Title 1 reading and a Special Education teacher. These classes are held in St. Mary School or the Humboldt public school. St. Mary School also provides English Language Learner (ELL) services. The Prairie Lakes Educational Agency provides media and related services for students, including those of a school psychologist, social worker, speech therapist, and hearing screening.

**Student Liturgy/Sacramental Program:** Reconciliation and Eucharist are first received by students in grade 2 at St. Mary's Parish. A parent meeting/camp will be held prior to the child receiving each sacrament in order for the parents to assist with preparation.

Students in PreKindergarten-Grade6 participate in the weekly all-school Mass. Classes take turns preparing the liturgy and taking roles of leadership in worship. Students in Grades K-6 will participate in one Sunday liturgy and take roles of leadership in worship.

Students in Grades 3-6 have the opportunity for the Sacrament of Reconciliation two times a year with special classroom preparation during school.

**Technology:** Students are allowed to use desktops, laptops, iPads, and Chromebooks in the classroom and STEM lab. A signed parental permission slip is required for student use of technology items.

An Internet use agreement is signed by parents and students at the beginning of the school year. The agreement defines privileges and responsibilities concerning use of the Internet in the computer lab.

**Telephone Procedures:** Parent messages to students during the day are handled through the office in order to avoid classroom interruptions. This includes bringing lunch, band instruments, and supplies to the student. Parents are requested not to call the school for delivery of messages to children except in emergencies. Neither teachers nor students are called to the phone during school hours except for emergencies. The telephone is not available for the general use of students.

**Testing:** Standardized testing used at St. Mary School includes the Iowa Assessments in Grades 1-6, Cognitive Abilities Tests for ability given in Grades 2 and 4, Standardized Test for the Assessment (STAR) of reading and math achievement for grade 4, and Assessment of Catholic Religious Education (ACRE) is given in grade 5.

**Textbooks:** Textbooks and materials are provided for student use. If a book or instructional equipment is damaged or lost, payment is required for replacement.

**Tuition:** The tuition schedule is determined annually by the St. Mary School Board. A family must be current on its payment plan in order to register/enroll for the following school year. Tuition fees, set annually by the St. Mary School Board, for the 2016-2017 school year are:

<u>Rising Stars PreSchool</u>	3-day tuition	\$136 a month for 9 months
	2-day tuition	\$91 a month for 9 months
	Registration fee	\$25

Shining Stars PreKindergarten

Due to the State grant for the 4-year-old program, there is no tuition fees for those that qualify.

There is a \$25 nonrefundable registration fee to hold a place for the child.

<u>Grades K-6</u>	<u>Parishioner</u>	<u>Non-Parishioner</u>
1 child	\$1,975	\$2,568
2 children	\$3,654	\$4,750
3 children	\$5,234	\$6,804
4 children or more	\$6,715	\$8,730

Payment is due at registration. Parents have the option of paying the entire amount at this time or setting up a payment plan according to a Tuition Agreement that must be filled out and signed.

**Tuition/Scholarship Assistance:**

1. The Carol Davidson/St. Mary School Scholarship Assistance Fund is intended to give scholarship assistance as possible to any non-parishioner or parishioner family who could not otherwise attend St. Mary School. Call the Principal for more information.
2. Non-parishioner families are welcome to participate in St. Mary School. Because non-parishioners do not already make regular parish contributions, there is a different non-parishioner tuition schedule.
3. The Diocesan Scholarship Program is available for Grades K-6 families and 5-year-olds enrolled in the PreKindergarten program who qualify and provides up to 75% of student tuition. Applications for current families were due in the spring of 2017. Applications for new families are due in the fall of 2017.
4. Building Families Agency provides scholarships for children until they are six years old and qualify.. Applications are available online or from the school office in late summer.

**Visitors:** See **Safety Procedures** and **Lunch Program**

Parents are welcome to visit school. If parents wish to visit classes, they are asked to call the school office to arrange for a convenient time and day for the visit. On the day of the visit, parents sign in and take a badge to wear while with students. Parents need to contact the office if grandparents/relatives wish to come for lunch with a child without the parents. Parents of grades K-6 students are asked to meet children outside at dismissal time. Those parents with scheduled teacher meetings are welcome to come in after students are dismissed from the building. Other visitors need to make arrangements through the principal. Children ordinarily are not allowed to visit classes unless enrolling in the immediate future.

**Volunteers:** Volunteers are welcome and appreciated. There is a sign-up list at registration time or a person may call the school office. Areas of service might include helping children, monitoring learning activities, practicing spelling and oral reading and math facts, hearing prayers, reading tests to students, library time, assisting with playground supervision, homeroom transportation and field trips, and others. Volunteers are matched to the age of children and type of activity in which they are interested. The mandatory safe environment training is required for volunteers.

**Weapons/Guns:** Weapons, including lookalikes, and other dangerous objects will be taken from students if brought onto school premises. Parents/Guardians of students found in possession of a weapon, including lookalikes, or dangerous object shall be notified. Confiscation of weapons, including lookalikes, or dangerous objects may be reported to law enforcement officials and the student will be subject to appropriate disciplinary actions. Students in possession of a firearm while on school property, coming to and from school or participating in any school-related activity away from school premises shall be suspended from school. Please consider this weapons/guns policy when you are choosing the Halloween costume for your PreSchool, PreKindergarten and Kindergarten children.

**Weather:** When it is raining or the temperature reading/wind chill is at five degrees or below, students are to go directly into the gym upon arrival at school. During noon recess when the same conditions occur, the students do not go outdoors. On days when it is warmer, students dress to go outdoors for at least a few minutes to get some fresh air. Cold weather requires coats, snow pants and boots, mittens or gloves, hats or hoods or caps.