

ST. MARY CATHOLIC SCHOOL

Handbook 2015-2016

INTRODUCTION

Parents have the first obligation in the education of their child (ren), and the teachers, who are professionally trained, will assist you in this important work.

The respect and attitude parents show for the school and the individual teachers will be exhibited by their child (ren). Therefore, it becomes crucial that the school and the home have a good working relationship at all times.

This handbook will outline some specific policies and practices of St. Mary School. We hope that it will serve as a link in the cooperation between the home and school.

We ask that you study this handbook with your child (ren), and keep it handy for reference. Please note that your child (ren)'s Accelerated Reader Reading Log is included as a portion of this handbook.

SCHOOL MISSION

We share in the mission of our parish to educate the whole child, to serve, and to grow with God in accordance with the teachings of the Roman Catholic Church.

SCHOOL GOALS

St. Mary School considers the following goals to be very important:

1. To increase spirituality and provide Catholic educational opportunities
2. To promote Christ, His teachings, and His Church as the center of the lives of our students.
3. To develop faith in Our Lord, His teachings, and His examples, as adhered to by our students.
4. To provide a Christian setting, so that our students will learn to assume responsibility and exert self-discipline
5. To provide and maintain a school staff who strive to work with parents, in order to provide children with the best Catholic education
6. To encourage students to develop good work habits, acquire a healthy self-image, and become productive individuals
7. To offer an all inclusive education; Spiritual, Intellectual, Physical, Social, and Emotional growth and development.

The curriculum at St. Mary includes Religion, Mathematics, English, Reading, Phonics, Spelling, Handwriting, Science, Social Studies, Library, Art, Physical Education, Music, and Computers. In cooperation with USD 457, our students participate in Band, Title Reading, Gifted Program, Speech, LD, BD, and other educational programs.

SCHOOL HOURS

School hours at St. Mary will be from 8:00 to 3:30, for grades K-6. Doors will be opened at 7:45 a.m. Supervision prior to this time, and after 3:45 p.m., is the responsibility of the parents. A student will be considered **tardy**, if he or she is not in the building at 8:00. See tardy policy on page 4.

WEATHER POLICY

St. Mary will follow USD 457's policy regarding bad weather and dismissal for tornado warnings. St. Mary **will not** dismiss for heat days, since our school is air-conditioned. For more information regarding inclement weather, school closings, early dismissals, etc., listen to K95 and KJIL on the radio, watch NBC and ABC on the TV and we will send out messages via "remind". If it starts to snow during the school day-please do not call the school about early dismissal. The announcement will be on the TV, radio, and "remind" as listed above. If it is raining or snowing at dismissal time 2-6th graders will need to be picked up on the east side of the school building.

ADMISSION POLICY

In as much as the parishioners of St. Mary Catholic Church are the principle contributors to the financial support of St. Mary School, their children have prior right to admittance. However, the school does not discriminate on the basis of sex, race, color, or national origin. The following is the admission's policy at St. Mary School:

1. First priority shall be given to students who are current in payment of tuition and thereafter on a first come, first serve basis determined by the date and time of payment of pre-enrollment fees.
2. In the event the number of students enrolled for any grade exceeds the maximum class size for any grade, enrollment eligibility shall be determined on the following priority basis:
 - A. All returning students to St. Mary School
 - B. Catholic students who have a sibling that is attending St. Mary School or has attended the previous year.
 - C. Catholic students who are attending for the first time.
 - D. Non Catholic students who have a sibling that is attending St. Mary School or has attended the previous year.
 - E. Non Catholic students who are attending for the first time.
3. The class size policy at St. Mary School states that there shall be a maximum of twenty-five (25) students for all grades K-6.

MASS ATTENDANCE

Since the Holy Sacrifice of the Mass is the central act of Catholic worship, Mass will be celebrated twice each week. St. Mary School Mass days are Wednesday and Friday, with the addition of Holy Days. All students will be required to attend. Parents are invited to share in all celebrations with us. (* Please see Dress Code section for appropriate Mass attire.)

TUITION AND FEES

Catholic Rates:

Tuition

| | |
|-----------------------|--------|
| 1 st Child | \$1512 |
| 2 nd Child | \$864 |
| 3 rd Child | \$396 |
| 4 th child | \$208 |

Non-Catholic Rates:

| | |
|-----------------------|--------|
| 1 st child | \$2100 |
| 2 nd child | \$1050 |

School fees for all students are as follows:

| | |
|------------------------|-----------------|
| Book Rental | \$100 per child |
| Technology/Library Fee | \$100 per child |

The entire year's tuition and fees will be added together, with 10% of the total due at **pre enrollment** (May) to reserve a place for your child. The second payment will be due at **enrollment** in August.

Payments are **due the 25th** of every month, or a \$15.00 late fee will be charged after the 30th of the month. **Families with two (2) delinquent months of which payments have not been paid in full by the end of first semester, will be removed from the St. Mary School attendance roster.** Report cards will not be sent home in May if account has not been paid in full. If a tuition payment made by check is returned to the school as 'insufficient funds', the account holder will be required to pay all future tuition payments in cash or with a money order. If a student leaves or enters St. Mary School in the middle of the school year, the parent is responsible for the total amount of fees for the year and the tuition for each month that the child is enrolled.

Families are required to complete 20 hours of time tithing beginning at the time of enrollment and ending in May. One bonus hour will be given to each family that makes ALL tuition and lunch payments on time. Parents are responsible for turning in completed hours.

Uncompleted Hours (Please refer to Time Tithing in the PSO section of this handbook.)

SCHOLARSHIP INFORMATION

Scholarships are available to students of qualifying families who have been registered members of St. Mary Parish for at least 12 months. Scholarships will be given out at the beginning of each school year and no applications will be accepted after May 15th. Scholarship applications are available for returning students in grades 1-6 only. If payments become delinquent, the scholarship can be revoked.

COURSE REQUIREMENTS

All students are expected to meet course requirements, with the exception of students who may be on a modified program for certain subjects through an IEP or ILP.

All students must assume responsibility for completing assigned work, and we ask for the support of parents in this regard. If a student refuses to complete an assignment, the teacher has every right to give an "F" grade for work not completed.

Grade cards are issued four times a year. Parent-Teacher Conferences are held twice a year. However, parents are asked and encouraged to visit their child's teacher(s) whenever they have a concern.

RETENTION

No student will be kept from moving on to another grade, unless it is reasonably certain that the student will benefit from such retention. If parents choose to send the students on to the next grade, they are required to sign a statement stating that they know the student is being moved to the next grade level against professional advice. The student will thus be "transferred" to the next grade, rather than being "promoted".

GRADING SYSTEM

The evaluation of student achievement is one of the most important teaching functions. In other words, teaching and evaluation go hand in hand.

Kindergarten evaluation will consist, in part, of a check-list to indicate skills and concepts mastered, rather than using letter grades.

Grades 1-6 will use the following system:

- A = 94 to 100%
- B = 86 to 93%
- C = 78 to 85%
- D = 70 to 77%
- F = 69% or below

RIGHT TO RECORDS

Under the Family Education Rights and Privacy Act of 1974, the parents of students enrolled in any school are given certain rights concerning the school records of their child, which includes seeing such records and questioning misleading information.

ATTENDANCE POLICY

Whenever a child is required by law to attend school, and such child is inexcusably absent on either **THREE** consecutive days or **FIVE** or more days in a semester, such child shall be considered to be not attending school, as required by K.S.A. 72-1111. Whenever the above occurs, the teacher will contact the parent for a teacher-parent-principal conference. If the parent refuses such a conference, the teacher will turn the matter over to our truancy office after consulting with the principal. A note from the student's doctor will be required for all

absences after the fifth absence. **Absence from school for more than 5 days in a row for personal reasons is not allowed. Vacations need to be scheduled during the two week break at Christmas, one week break for Spring Break or over the summer.** Regular attendance is key for a solid education. Parents must phone in to the school office any absence for illness or medical appointment by 8:15 a.m. on that day. Third through sixth grade students must be present March-May for state assessments.

EXCUSED AND UNEXCUSED ABSENCES

Regular and punctual attendance is required of all students. However, the school recognizes two types of absences: Excused and Unexcused. Excused absences occur when a student has a doctor or dentist appointment, emergencies, death in immediate family, or school activities. Unexcused absence occurs when a student does not come to school, and the parent has not notified the school, or the school has not been able to reach the parent by phone. When an unexcused absence occurs, the teacher, parent, and principal must discuss the matter as soon as the parent can be reached.

TARDY POLICY

Any student that is not in the building by 8 a.m. will be considered tardy. The only excused tardies will be for medical and dental appointments (we do encourage to schedule after school hours and over breaks/holidays).

1-7 tardies=a warning (per semester)

8 or more tardies=loss of a recess for every tardy after the 7th tardy

HOMEWORK

If your child misses one or more days of school and you would like to pick up his/her homework, we ask that you call in the morning so the teachers will have time to get it ready by 3:30 (dismissal time). When a student has an excused absence, he/she is given one day to make up the work for each day missed. In other words, if he/she misses on Tuesday and is back on Wednesday, the work is due on Thursday, or it is a zero grade. Should this happen, the teacher will call the student's parents before giving a zero grade. Recess time will not be used to make up homework.

UNIFORM POLICY All students must follow our uniform policy, please read carefully. **Our policy will be enforced and consequences will be given out for violations.**

Please support our teachers, who are asked to uphold the school's uniform policy. The policy was prepared by the school board, in keeping with a Catholic school setting. Jackets **will not** be worn in the classroom. If a student becomes cold, red cardigans and St. Mary sweatshirts are for this purpose.

All uniforms must be clean without stains, holes or tears at all times.

Please **write your students name** on the inside back collar, with permanent marker, in all sweatshirts and cardigan sweaters. This allows you a better chance of return of the article should the clothing be misplaced in the classroom or on the playground.

BOYS:

Slacks: Navy dress slacks are required. Navy cords and navy walking shorts are optional. It is recommended that these be purchased through Parker Uniforms of Wichita, KS, because of the superior quality. However, you have the option to purchase them elsewhere. We also ask that the students **not wear cargo pants or those with large pockets** sewn on the outside of their pant leg. Navy denim pants and navy denim shorts are not accepted. Pants must be non-faded with no torn knees. Shorts must be of knee length not below. Shorts can be worn all year (weather permitting) except on Mass days from October-April.

Shirts: Solid red or white golf shirts or turtlenecks may be worn. White oxford shirts which may be purchased through Parker or elsewhere, are acceptable. Shirts must be long enough to remain tucked into pants or shorts at all times. Long sleeve shirts are not to be worn under short sleeved uniform shirts.

Socks: Red, white, black or navy solids only. **Socks must be visible at all times.**

Cardigan: Red cardigan from Parker Uniform only.

Shoes: Must be neat and clean, and if they have laces they must be tied. Socks must be worn with all shoes including sandals. Tennis shoes are required on all P.E. days.

Hair: Boys must wear hair short and keep well groomed. No hair over the ears or in eyes.

Jewelry: Earrings on boys are not allowed. Necklaces can be worn but they must be religious and worn inside their shirt.

GIRLS:

Jumpers: Hunter green and navy plaid jumper from Parker Uniform is **required** for girls in grades K-3. Shorts may be worn under jumpers for modesty purposes as long as they are not longer than the jumper skirt. Plaid skirts will be available as an option for girls in 4th, 5th, and 6th grades only. This may be used in place of the jumper or in addition to the jumper. Please make certain that the skirts are of knee length or below. Absolutely no rolling of skirts is allowed. Skorts are not permissible. Shorts must be of knee length not below.

Slacks: Navy dress slacks, cords, and walking shorts are optional. It is recommended that they are purchased through Parker Uniforms because of their superior quality. However, you have the option to purchase them elsewhere. We ask that the students **not wear cargo pants or those with large pockets sewn** on the outside of their pant leg. Navy denim pants, navy denim shorts and navy stirrup pants are not accepted. Pants must be non-faded with no torn knees. Shorts must be of knee length. Shorts can be worn all year (weather permitting) except on Mass days from October-April.

Shirts: Plain textured, solid red or white golf/polo shirts, turtlenecks, or white blouses purchased through Parker Uniform or elsewhere. Shirts must be long enough to remain tucked into jumpers, shorts, or pants. Long sleeve shirts are not to be worn under short sleeved uniform shirts.

Cardigan: Red cardigan through Parker Uniform only.

Socks and/or Tights: Red, white, black or navy solids only. (Unless purchased from the uniform company to match the jumper.) **Socks must be visible at all times.** Solid (full length) leggings/tights are permissible with jumpers, (and encouraged) during the colder months. Leggings must be of solid color red, white, navy or black.

Hair Accessories: Colors must match those found in the uniform.

Shoes: Must be neat and clean, and if they have laces they must be tied. Socks must be worn with all shoes including sandals. Tennis shoes are required on all P.E. days.

Sweatshirts: Solid colored red, white or navy St. Mary sweatshirts are available to order at the school in the fall. Sweatshirts must be worn with a collared shirt below them.

Uniforms must be neat and clean, no stains or holes or tears.

Jewelry: Earrings must be small with no words or flashing or moving parts. Necklaces and bracelets must be religious. Necklaces must be worn inside the shirt.

All School Mass Days (Includes ALL students, kindergarten through 6th grade):

Girls: Jumpers and cardigan sweaters.

(4th, 5th & 6th graders may wear the plaid skirt in place of the jumper.)

Boys: Slacks and cardigan sweaters.

NOTE: Cardigan sweaters are optional for both boys and girls until October 1st and after May 1st. Jackets and non St. Mary sweatshirts are not allowed to be worn in the classroom except on dress down days.

Sweatshirts are not allowed under cardigans on mass days. They may, however, be worn in place of the cardigan in the classroom and/or on the playground FOLLOWING Mass. This includes mass days before or after October 1st.

Because we have a uniform policy we have a uniform violation code in place to ensure that all students follow it daily. A note will be sent home to parents when a student has a uniform violation. Consequences will be handed out for violations.

Dress-down Day: Jeans or shorts may be worn. Uniform dress will not be required on these days. **Students may not wear spaghetti straps. Dress-down Day will be the first Tuesday of the month beginning in September.**

Scout Uniforms: Boy or girl scouts may wear their uniforms on the day their troop meets as long as jeans are not part of the uniform.

DISCIPLINE PHILOSOPHY

Effective discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are antisocial.

Effective discipline is always fair, dignified, and in good temper, observing Christian principles at all times. Conferences with teachers, parents, and principal should be effectively employed, in order to bring about acceptable school behavior.

In maintaining effective discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, pastor, and school council.

School-wide Expectations

1. Observe the QUIET ZONE at all times.
2. Follow all staff directions the first time.
3. Keep hands, feet, and foreign objects to yourself
4. Raise your hand to speak, and then wait to be called upon.
5. Hand in all assignments on time, and complete.
6. Use equipment as it is meant to be used.
7. Respect personal and school property.

Consequences Disciplinary Steps

A staff member may redirect or re-teach the rule that a student is having difficulty with.

Step 1: Sent to the Principal, First Time

School expectations and rules are reviewed and emphasized. Conflict resolution and problem-solving conference is held with student involved. Student calls parents with principal. Student informed of steps 2-4.

Step 2: Sent to the Principal, Second Time

Student-teacher-principal conference required. Parent signature required. Student informed of steps 3-4.

Step 3: Sent to the Principal, Third Time

In-school suspension. Student calls parent with principal. Student informed of step 4. If a student retaliates against the student who made the bullying report, he or she immediately goes to this step.

Step 4: Sent to the Principal, Fourth Time

Parent required to pick up student and remove from school. Short-term suspension, long-term suspension, or expulsion required.

Hierarchy Consequences-Disciplinary Guidelines

Level 1 Behaviors

Pushing/kicking/hitting
Gossiping/spreading rumors
Embarrassing or making someone look foolish
Mocking or mimicking
Name calling
Excluding from group
Dirty (disrespectful) looks
Taunting
Harassment about clothing or possessions
Threatening to reveal personal information
Graffiti
Publicly challenging to do something
Defacing property or clothing
Playing a dirty trick
Cheating on assignments or AR tests

Level 2 Behaviors

Defacing property
Stealing
Spitting
Demeaning physical acts that are not physically harmful
Ethnic slurs
Setting up to take the blame
Humiliating publicly
Teasing about appearance
Intimidating telephone calls
Taking possessions
Extortion

Level 3 Behaviors

Physical violence/inflicting bodily harm
Threatening with a weapon
Maliciously excluding
Manipulating social order to achieve rejection
Malicious rumor
Threatening with total isolation by peer group
Verbal threat of violence or inflicting bodily harm

Threats of using coercion against family of friends
Coercion
Sexual or racial taunting

Consequences

Making amends
Class meeting on topic
Loss of privileges
Parent notified
In-school suspension

Will assist students in developing their own solutions.

Pattern of Level 1 may result in consequences for Level 2 offenses.

Consequences

Parent contacted and any of the following consequences:
Loss of privileges

Making amends:
Repairing, cleaning or replacing item
writing a report on the topic
School or community service
In-school suspension
Short term suspension
Pattern of Level 2 offenses may result in Consequences for Level 3 offenses.

Consequences

Required parent conferences with teacher and principal and any of these:

Student behavior plan
Referral to small group intervention
In-school suspension
Short term suspension 1-10 days, max 15 days for K-4 and 30 days 5-6 grades.
Long term suspension (5-6th grade)
Expulsion

Criminal behavior will be referred to law enforcement for further action.

Cyber issues that cause any behaviors/effects listed above will be dealt with accordingly. The above are intended to be guidelines only; staff reserve the right to make judgment based upon discretion, allowing room for human thought/common sense. Student's developmental age will be taken into consideration with all behaviors.

BULLYING

Definition of Bullying: intimidating, aggressive, physical, verbal and/or emotional manipulative behavior - can be any or all of these components. Students who take part in bullying another student or students will face disciplinary action by the classroom teacher, principal, and/or priest.

Parents will be notified, and a meeting will take place. Multiple violations of this policy will result in expulsion.

POSITIVE BEHAVIOR AWARDS

In addition to consequences for antisocial behavior, the staff will make every effort to recognize students who display good citizenship. The reward may be a star, ticket, a favorable comment, or some other way to let a student know that his or her behavior is commendable.

DETENTION AFTER SCHOOL

If a student has to stay after school, the teacher will call the parents beforehand. No student will be kept after school if the parents cannot be located.

CORPORAL PUNISHMENT

Corporal punishment is not allowed at St. Mary School.

IN SCHOOL SUSPENSION

In school suspension is intended as a cooling-off period and a time to resolve the problem. The teacher and principal will determine when in school suspension is necessary. The parents will be contacted regarding in school suspension. Class work will be the responsibility of the student.

When a student has committed a serious offense or when warnings about chronic disciplinary problems have ceased to be effective, drastic action may be necessary.

EXPULSION, KSA 72-8902

A student may be expelled from school if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the school community. The student involved should be suspended from school while information is being gathered. A meeting will be held with the pastor, principal, teacher, and parents to gather all the facts in the situation. Prior to expulsion, the principal will confer with the pastor and superintendent.

Admission to St. Mary School is a privilege, not a right. Every student admitted to St. Mary is admitted with the understanding that they will abide by all of the school's rules and policies: will show courtesy and respect to other students, teachers and administration. Every parent is expected to support the school and student. If, in the judgment of the principal and pastor, a student and/or parent are unable or unwilling to abide by these rules, then the student will be expelled. Reasonable efforts will be made to keep the parents informed as to the student's progress through conferences, notes home and conduct reports. However, notifications to parents will in no way limit the power of the principal and pastor to immediately expel a student if, in their judgment, the situation warrants such action.

PARENT GRIEVANCE

Whenever a grievance situation arises, the steps listed below are to be followed:

1. Parent-Teacher Conference
2. Parent-Teacher-Principal Conference
3. Parent-Teacher-Principal-Pastor Conference

If a problem still exists, then ask the principal to place your concern on the school council agenda.

REQUESTING TO ADDRESS THE SCHOOL COUNCIL

All regular and special meetings of the School Council are open to the public. The Council wants to hear the viewpoints vital to the efficient operation of the school. The Council also recognizes its responsibility for proper governance, and therefore the need to conduct its business in an orderly and efficient manner.

SAFETY SCHOOL MEASURES

Fire drills will be held on a monthly basis and tornado drills will be held three times a year in compliance with state law. Safety drills will be held once a semester.

SCHOOL LUNCH PROGRAM

St. Mary School participates in the Federal Free and Reduced Lunch Program, and all students are encouraged to eat hot lunch at school. Free and Reduced Lunch Program Applications are available at August enrollment and/or in the school office at any time during the school year.

The regular price of the meal is \$2.30 and \$.40 for reduced. Extra milk will be sold only to students who bring a sack lunch. The cost of milk that is used for a sack lunch is \$.45 each. Students do not have to eat everything on their plate (state guidelines), but are encouraged to do so, including the drinking of their milk. State law prohibits any trading of food between students.

If your child has special dietary needs, including an allergy to milk, the parent should contact the school office to obtain the appropriate forms necessary so that accommodations can be made through the food service program. These forms will include a letter to medical authorities, requesting a necessary signed “supporting statement” from them.

If you pack a sack lunch, please do not include a can of pop, or fast food. St. Mary School does have an active Wellness Policy. In accordance with that policy fast food (restaurant) meals may not be brought in to the school cafeteria. Rather we encourage students and guests to eat school prepared meals or healthy sack lunches brought from home.

Past due lunch accounts will result in the student not being served a hot lunch until the account is paid in full. Parents will be notified to bring payment or a sack lunch. Past due will be by the end of the month.

Parents are welcome to eat with their children at school; however, we ask that you phone in your reservation by 8:30 a.m. to the school secretary. All guest lunches are \$3.50.

The lunch schedule will be as follows:

| | | |
|------------|-------------|---------------|
| Grades K-2 | Lunch | 11:30 - 11:50 |
| | Noon Recess | 11:50 - 12:10 |
| Grades 3-6 | Lunch | 11:45 - 12:05 |
| | Noon Recess | 12:05 - 12:25 |

Teachers will rotate eating with the students. It provides an opportunity for lunchroom supervision, as well as a time to convey good lunchroom habits.

HOMEWORK

Homework has always been a necessary part of school and learning, and is assigned by the classroom teacher. So that your child will get the most out of school, we ask that you support the teachers' decisions regarding homework.

LIBRARY USE

We encourage children to use the library and to develop responsibility for the books they check out. Lost books will have to be paid for by the child's parents. Upon completion of the school year in May, report cards will be held for any student(s) having an outstanding library debt.

TESTING PROGRAM

Testing is a major part of teaching and learning. Therefore, our students will be required to take Kansas Assessments that are required by the state for school accreditation purposes. These assessments will be given in grades three, four, five, and six.

TEXTBOOKS

Textbooks are provided on a loan/rental basis, and must be taken care of by the student. The cost of some books is as high as \$70.00, therefore, when a student carelessly tears or loses a book his/her parents are asked to pay the replacement cost.

SCHOOL PARTIES

Each class may have a party at holiday times. Room mothers usually volunteer for these parties. For those who do volunteer, we ask that you work with the classroom teacher in this regard.

Parents that help in the classroom must have attended a Protecting God's Children session prior to helping.

BIRTHDAYS

So that feelings will not be hurt, we ask that invitations to birthday parties be handed out in school only IF they are intended for **everyone** in the class. **Students may bring small birthday treats on their special day, such as cookies or brownies, or treats in a "treat bag". We ask that you NOT send a special drink or whole cakes that need to be cut.**

The school will not accept flowers, candy, balloons, etc. to be delivered to the school.

This can hurt other student's feelings, can cause storage problems in the office and can be distracting in the classroom.

PERSONAL BELONGINGS

The school cannot be responsible for valuables brought to school by students. This includes money, toys, cell phones, and other items. Please leave these at home. If you really love it...don't bring it to school. All items of clothing, lunch boxes, book bags, and similar items should be marked with your child's name or initials

Cell phone/Electronic Policy

Cell phones are not allowed at school for any reason. If a student is found with a cell phone, it will be taken to the office. Parents will be notified and a parent will have to come to the office to pick it up. iPads and Kindles are for AR reading only.

BODILY ADORNMENTS

Tattoos of any kind, artificially colored hair, colored hair extensions, Mohawks, shaven hair designs, false fingernails, and earrings on male students are not allowed in school at any time. We ask that male students keep hair short and well-groomed at all times. Earrings on female students must be small, with no words or flashing, moving parts. All jewelry must be religious.

FOOD, CANDY & GUM

Food, candy, and gum are not allowed in the classroom, hallways, gym, and school grounds during the school day except for school parties and classroom rewards.

HOUSEKEEPING

Each student is responsible for maintaining an orderly desk, and helping to keep the classroom clean. Students are also responsible for the general cleanliness of the hallway, cafeteria, restrooms, and the playground.

TELEPHONE USE

Students may only use the telephone in an emergency situation. Teacher permission must be given.

RECESS

There will be an appointed faculty member to supervise at all recesses. In addition, all children are to go outside for recess, except on wet days. If a student has permission from home to stay in during recess, he/she will remain in the hallway during a recess period.

ARRIVAL

Parents are asked to drop their children (grades K-6) off at the south door of the school in the morning. (flag pole side) **If students are dropped off at school prior to 7:45, they are asked to stand in an orderly line on the entrance of the concrete until they are admitted into the school building.** All parents are welcome at any time, however: we ask that you please check in at the office. Do not park in front of the school during morning drop off or afternoon pick-up. Please park on 11th Street or in front of the rectory. This is for the safety of our students.

DAILY DISMISSAL

Students in grades K-1 will be dismissed from the front of the school building. (flag pole side)

Please do not park on the opposite side of the street or do U turns in front of the school.

Students in grades 2-6 will be walked from their classroom to the church parking lot furthest from

the school. When entering the parking lot to pick your child (ren) up, please enter through the **NORTH ENTRANCE**. We ask that you park your vehicle, and walk up to the sidewalk area where teachers will be standing with your students. Your child (ren) will be dismissed to you from there, versus having the students walk to the vehicles on their own. When exiting the parking lot, please leave through the **WEST EXIT GATE**. **We ask that you pick your children up promptly at 3:30. These policies are in place to ensure the safest possible environment for your children.** If it is raining or snowing at dismissal time, 2-6th graders will be picked up on the east side of the school.

PARENT VOLUNTEERS

Please contact your child's teacher if you would like to help in the classroom or with school activities. You are actively invited and encouraged to help within our school. NOTE – All volunteers must have completed the Protecting God's Children class prior to being allowed to serve in any volunteer position. (Field Trip Drivers are under this stipulation as well.)

IMMUNIZATION

Kansas Law requires that each child entering school in Kansas for the first time shall, prior to admission, present to the school authority's certification from a licensed health service that the child has received or is in the process of receiving immunizations. All students must have complete immunization records on file at the school in order to attend school. Students without complete immunization records in their school file will not be allowed to attend school.

ADMINISTRATION OF MEDICATION TO CHILDREN IN THE SCHOOL SETTING

The following procedures are in force at St. Mary School regarding the administration of medications to students.

1. Written request from the physician or dentist should accompany all medication to be administered, including "over-the-counter drugs", such as aspirin, Tylenol, etc. (Cough drops are the exception to this rule, provided they are housed in the school office).
 2. The physician request form should be dated and should identify the medication, dosage, reason for the medication, time of the day to be given, and anticipated number of days to be provided.
 3. Written request from the parent/guardian should accompany all medications.
 4. The request form should identify the student, date, and parent signature.
 5. The official prescription container **must** accompany all medication.
 6. Only oral or topical (medications for the skin) medications will be administered except in emergency situations. Exceptions - eye drops, ear drops
- The above guidelines have been endorsed by the Kansas Department of Health and Environment.

St. Mary P.S.O. (Parish School Organization)

General Information

All parents are encouraged to attend PSO Meetings. These meetings are held throughout the school year and are on the second Tuesday of the month in September, November, January and April. St. Mary parishioners, including grandparents, aunts, uncles, etc. are also invited to attend.

PSO's responsibilities are 1) Student Activities; 2) Church Related Functions; 3) Teacher Support; 4) Fund Raising.

PSO is responsible for contributing \$18,500.00 to the parish every year to assist with school expenses and to allot \$10,000-12,00.00 for the PSO budget which provides money for our schools technology fund, library, playground improvements, testing snacks for students, bus transportation for field trips and much, much more.

Involvement

Attendance at Parish School Organization meetings and functions is an effective method of becoming acquainted with parents of your child's peers, and to keep informed of activities that are being planned throughout the school year. The number one goal of PSO is to promote unity between St. Mary School and Parish.

Time Tithing

PSO Meetings will count towards accumulated hours needed to fulfill the 20 hour obligation. Ten (10) of the required twenty (20) hours must be acquired through the bierock fundraiser, if not completed with bierocks then the remaining hours must be completed at Fun Night. The remaining ten (10) hours maybe acquired through various fundraisers, assisting in the classroom, lawn care, track practice and etc. **Going on field trips will not count towards completing these hours.** Teaching PSR classes or helping with other church functions can only account for a total of 5 hours. 15 of the 20 hours must be completed for the school. (Refer to Time Tithing in Tuition – see page 3). You can complete all 20 hours at bierocks or Fun Night. Volunteers must be 18 years of age or older to be able to help.

The bierock fundraiser is always mid to late October; Fun Night is always the 1st Saturday in February. If at least 10 of the 20 hours have not been completed by Fun Night you will receive a statement for the uncompleted hours, \$12 per hour. Payment in full will be due by March 1st. You are not limited to 10 hours, you can complete all 20 hours or more between the two fundraisers. Any remaining hours must completed by May 1st. If the remaining 10 hours are not completed you will owe \$12 per hour and it will be due in full by May 15th. We will no longer add this to the next years tuition, payment in full is due by the last day of school. Again only 5 hours can be used for non-school activities. **Note-The following activities do not count towards your time tithing hours: delivering bierocks or Rada items, selling raffle tickets or going on field trips.**

Help is always needed; please phone the office to discuss additional time tithing opportunities.

RECEIPT OF HANDBOOK

Please read carefully and become familiar with our school policies.

Date _____

I, the undersigned, have received and read the St. Mary School Student Handbook for the 2015-2016 school year.

Signature of parent or guardian _____

Signature of student _____

(Please do not tear this page out of Student Planner. *Thank you*)