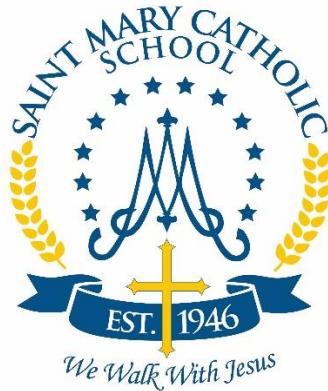


*Saint Mary  
Catholic School  
“We Walk With Jesus”  
Student/Parent Handbook  
2018-2019*



Blue Ribbon School

## **MISSION STATEMENT**

*Dedicated to Catholic values, Saint Mary Catholic School is a Christ-centered educational community committed to academic excellence, spiritual growth, individual responsibility, and service to others.*

## **ACCREDITATION**

Saint Mary Catholic School is “Accredited” by the Florida Catholic Conference. Teachers hired by the school meet the requirements of the State of Florida Department of Education and the Department of Education for the Diocese of Pensacola-Tallahassee. Student Privacy It is the policy of the Diocese of Pensacola-Tallahassee not to disclose information about any of our students consistent with the Family Educational Rights and Privacy Act (FERPA). This is done not only to protect privacy but to provide a safe and secure environment in which the students may learn and grow. All media requests must be referred to the Diocesan Communications Office (except for Athletics).

# Saint Mary Catholic School 2018-2019 School Calendar

**School starts August 10<sup>th</sup>, 2018**  
**Last Day of School May 30<sup>th</sup>, 2019**

## DAILY SCHEDULE

Bell Schedule	Times
Teachers in classrooms, doors open for students	7:45 a.m.
Bell rings for class	8:00 a.m.
Dismissal for bus students	2:55 p.m.
Dismissal bell	3:00 p.m.

### Morning:

1. Students not participating in a sponsored morning activity **may not be on campus before 7:45 a.m. unless they are in Extended Care or accompanied by their parent.** There is no one on campus to be responsible for supervision of them. If students are on campus prior to 7:45 a.m., they will be sent to Extended Care and will be charged an Extended Care Fee.
2. Students in K3 through 4<sup>th</sup> grade are to be delivered to the covered drop-off in the main parking lot. Staff members will be on duty beginning at 7:45 a.m.
3. Students in 5<sup>th</sup> through 8<sup>th</sup> grades may be delivered to the circle drive in front of the school's office. Students in **8<sup>th</sup>** grade who have siblings in K3 through 7<sup>th</sup> grades may also be delivered in front of the school. This is an 8<sup>th</sup> grade privilege.

## **Afternoon:**

1. Parents shall display car tags on the dashboard of their car for all carpool lines to facilitate the process for our staff.
2. K3 and K4 will begin dismissal at 2:50 p.m. **for those who do not have older siblings in the school.** The teachers will bring the students to the front of the old cafeteria and load the students into the cars. Parents are asked to remain in the cars. K3-K5 students who ride the bus, go to Extended Care, or have older siblings will be delivered to the appropriate carpool area at 2:55 p.m.
3. The HOV (High Occupancy Vehicles) lane will form directly in front of the church for families who are picking up three or more students. Parents are asked to pull up in front of the church and form a line behind the cones. Staff members will direct them when it is time to move in front of the old cafeteria for pickup.
4. For families with students in grades 1<sup>st</sup> – 4<sup>th</sup> (also those who have K3-K5 siblings) the carpool will operate by the center car lines. Car lines will form in the middle lanes. All new families should follow the other cars and we will have staff available to direct you for the first few days. Mrs. Hurst will call your name and the children will meet you at the designated numbers. **Please do not get out of your cars; the staff members will load the children into the cars.**
5. Families in grades 5<sup>th</sup> - 8<sup>th</sup> with no younger siblings will be picked up in front of the school's office.
6. All 8<sup>th</sup> grade students and their siblings will be picked up in front of the school's office. **This is an 8<sup>th</sup> grade privilege.**
7. Students will not be dismissed from the office after carpool has begun.
8. **No students will be dismissed to parents who are not in the carpool lines until the end of carpool. Do not leave your car to get your student.**
9. **CARS THAT ARE PARKED IN PARKING SPACES WILL NOT BE ALLOWED TO MOVE UNTIL AFTER CARPOOL.**
10. Cars must remain in line and not pass other cars until after the horseshoe curve.

**The most important ingredient is PATIENCE as we work through this procedure. The dismissal process is tried and true; it takes everyone's assistance for it to be successful and timely. Bring your rosary; it is a great thing to do during the dismissal process while the kinks are ironed out.**

## **EXTENDED CARE PICK-UP PROCEDURES**

Parents will be issued an orange card to be used for pick-up of students from Extended Care. Parents may enter through the Parish Life Center (PLC) with their card to pick up their child after school hours. All approved persons who are allowed to pick up students must have this card. This is the only time that parents may enter the school campus through the PLC.

## **ALTERNATE DISMISSAL**

There are times when alternate dismissal procedures are necessary due to such occurrences as inclement weather, funerals, or receptions at either the Church or PLC. On “alternate dismissal” days, parents will be notified by a yellow **FLAG** placed outside the normal carpool area, and in addition a Flocknote TEXT message. The procedure during this time is as follows:

- Grades K3 through 4<sup>th</sup> and High Occupancy Vehicles (HOVs) will be picked up in the classroom.
- Grades 5<sup>th</sup> through 8<sup>th</sup> will have normal dismissal in front of the school.

**PLEASE NOTE! The first two weeks of the school year will begin with the alternate dismissal procedures.**

## HOMEWORK

Students in grades three through eight **are required to use agenda books to record assignments**. Homework is assigned for the purpose of reinforcing classroom lessons, extending the curriculum beyond school hours as well as fostering and promoting habits of independent study. Homework may be defined as any assignment due on the following day, or after a specified period of time (book reports, science projects). The average time spent per day on homework varies according to the needs and abilities of each child. **If, in your opinion, your child is spending an excessive time on homework, contact your child's teacher to discuss the issue.**

## HOMEWORK GUIDELINES

Homework is only assigned after a concept has been explained. Homework assignments take into consideration individual differences and are reasonable in length. Homework will include activities completed outside the school which have a direct application to topics being studied in school. Homework is evaluated; however, recording grades for every homework assignment is not necessarily required or expected. **A zero may be given for no homework.**

### Homework - Middle School

1. Assignments that are one day late will have a 10% grade reduction.
2. Assignments that are two days late will have a 30% grade reduction.
3. No assignments will be accepted after two days.

## ABSENTEE HOMEWORK

Parents may request short-term homework for ill or absent students. Such requests must be made at the school office **before 10:00 a.m.** and then be picked up at school dismissal time in the school office. This will allow teachers an opportunity to write assignments without interrupting ongoing learning activities. Students are allowed **three school days** to turn in missing assignments upon returning to school from an excused absence for illness. Failure to complete missed assignments will result in reduction in grades. It is the student's responsibility to obtain assignments and turn in missing work. **If a student is absent the day of a test but was present the day prior for the review, the student will make up the test upon his/her return to school. Extra-Curricular Activities do not fall into the category of Excused Absence. Homework will be due the following day for students who miss class due to extracurricular activities (sports, etc.), and vacation absences.**

# **ACADEMIC GRADES AND PROGRESS**

## **POWERSCHOOL**

THE DIOCESE OF PENSACOLA-TALLAHASSEE UTILIZES A GRADE BOOK PROGRAM CALLED POWERSCHOOL. THIS PROGRAM IS AN EXCELLENT COMMUNICATION TOOL BETWEEN TEACHERS AND PARENTS AND IS THE PRIMARY MEANS OF COMMUNICATING STUDENTS' GRADES. IT IS ALSO AVAILABLE AS AN APP FOR SMARTPHONES. THE PROGRAM ALLOWS PARENTS TO LOOK AT THEIR STUDENT'S GRADES AND ATTENDANCE. CLICKING ON A TEACHER'S NAME WILL ALLOW A PARENT TO SEND AN E-MAIL TO THAT TEACHER. CLICKING ON THE QUARTERLY GRADE WILL ALLOW THE PARENT TO VIEW ALL ASSIGNMENTS THAT MAKE UP THAT GRADE. POWERSCHOOL IS USED FOR GRADES 1-8. TO LOGIN TO POWERSCHOOL, GO TO THE SCHOOL WEBSITE

<HTTPS://PTDIOCESESCHOOLS.POWERSCHOOL.COM/PUBLIC/>

AND TYPE IN THE USER NAME AND PASSWORD. PARENTS ARE GIVEN A USERNAME AND A PASSWORD. NOTE: USERNAMES AND PASSWORDS ARE CASE SENSITIVE. TEACHERS UPDATE ASSIGNMENTS AND GRADES ON A WEEKLY BASIS. ANY QUESTIONS CONCERNING THE POWERSCHOOL PROGRAM SHOULD BE DIRECTED TO THE FRONT OFFICE OR ANNE MARIE NEIGER BY EMAILING: ANNEMARIE.NEIGER@SAINTMARYSCHOOL.NET

## **PROGRESS REPORTS**

A student's progress may be monitored by parents through the Parent Portal of PowerSchool. Progress reports, noting a student's academic progress, are online in PowerSchool at the mid-quarter for each of the four quarters for grades 2<sup>nd</sup> - 8<sup>th</sup>. Progress reports may also be given any time a student's progress is not satisfactory.

## **ACADEMIC IMPROVEMENT PLANS**

All students who receive a D or an F on their report card will have an Academic Improvement Plan (AIP). The AIP will list strategies for improvement and will be monitored closely until the grades improve. Academic Improvement Plans will be written at the end of the first, second and third quarters. The AIP will require a parent/guardian signature.

## **INCOMPLETE GRADES**

In cases of prolonged illness or other extenuating circumstances, a student may receive an Incomplete due to missed assignments. The incomplete grade is initially recorded on the report card as an “Incomplete.” After 10 days, the “I” is changed to the grade earned; if the incomplete grade is not corrected by the end of the ten-day period, the grade reverts to an “F.” Grades will be changed in Power School at the end of the 10-day period.

## **MIDDLE SCHOOL HIGH SCHOOL CREDIT COURSES**

SMCS offers three courses for high school credit, as well as online courses through Florida Virtual School (FLVS). Courses offered are Spanish 1, Computer Science 1 for 8<sup>th</sup> Grade, and Algebra 1. Requirements to take Spanish 1 are a B or A in 6<sup>th</sup> Grade Literature and English courses. The requirements to take Algebra 1 are to receive a score of a 10 on the below matrix:

### **ALGEBRA 1 HONORS QUALIFICATION MATRIX**

<b>SCORE</b>	<b>3 POINTS</b>	<b>2 POINTS</b>	<b>1 POINT</b>
Iowa Algebra Aptitude Test	99-93%ILE	92-86%ILE	85-80%ILE
Iowa Math Composite	99-93%ILE	92-86%ILE	85-76%ILE
Pre-Algebra Class Final Grade	100-93	92-86	85-80
Iowa Science Composite	99-93%ILE	92-86%ILE	85-76%ILE
Iowa Science Class Final Grade	100-93	92-86	85-80

## **STUDENT RECORDS**

A cumulative record of each student is kept on file in the school office. The student record includes final averages for grades from each year, test results, health records, any auxiliary information provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. The Withdrawal from School Form must be completed and submitted to the school office prior to records being sent. Parents may review their child's records by making an appointment with the principal.



## REPORT CARDS

Report cards are issued every nine weeks. The nine-week grading period is in accordance with Diocesan policy. Report Cards must be signed by the parent/guardian and returned to the school within one week of issuance. The last report card of the year will be mailed home as long as financial obligations are clear.

### Grading Scale

#### Grade 1

E – Excellent

S – Satisfactory

I – Improving

N – Needs Improvement

U – Unsatisfactory

#### Grades 2 – 8

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

I Incomplete

## PARENT-TEACHER CONFERENCES

Communication between home and school is very important and part of our philosophy at Saint Mary Catholic School. As such, we require parents to receive their child's first quarter report card at a parent/teacher conference. Throughout the year teachers and parents/guardians may request additional conferences to ensure the best possible education for each student. Please call the school office or email your child's teacher to request a conference. If a parent has any concerns in regards to his/her child's education, they should be addressed with the teacher first and if necessary with the principal.

## POLICIES AND GUIDELINES

### ATTENDANCE

Students **may not be dropped off for school before 7:45 a.m.** unless they are attending Extended Care. After 7:45 a.m. students may be dropped off and are to go directly to their classrooms. It is important for students to arrive on time each day in order not to disrupt the beginning of the school day and also be present for important announcements. School begins promptly at 8:00 a.m. To

fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness may result in low or failing grades. Students may be counted in attendance only if they are actually present or if they are away from school on field trips or other activities sponsored by the school under the supervision of school authorities.

## **TARDY**

Students who arrive after the 8:00 a.m. bell has rung must check in the office **with their parents**. Signing in does not automatically excuse the tardy. Tardiness is excused only if it is a result of serious or unavoidable circumstances.

**If a student arrives tardy more than 1 hour late (9:00 a.m.) or leaves school more than 1 hour early (2:00 p.m.), the student will be counted as ½ day absent. (This does not include medical appointments.)**

## **CHECKING STUDENTS OUT EARLY**

There will be no dismissals after 2:00 p.m. except for medical appointments with a doctor's note. This is both an instructional and safety issue. Early dismissals disrupt the class routine for the whole class and it is a safety and security issue during carpool.

Appointments for the doctor and dentist should be scheduled after school. In the event a student must leave school during the day, **a note must be given to the teacher at the beginning of the day**. A student will not be dismissed from class before the parent arrives and signs the student out of school. The last bell rings at 3:00 p.m. If a student checks out early, they are jeopardizing their grade and interfering with instruction. If a student checks out early, they are responsible for the next day's homework and any class work missed. The student is responsible for acquiring the assignments.

## **REQUIRED ATTENDANCE**

**Any student who has not been in attendance for instruction for a minimum of 90% of the class each semester may not pass the subject unless the student demonstrates mastery of the student performance standards by passing a comprehensive final exam in the course. This will go into effect after 10 days absence in any semester.**

## **ABSENCE OTHER THAN ILLNESS**

Absences other than illness are approved in advance by the principal. Students missing school for vacations or trips of any kind are excused only with advance permission. Students are required to obtain whatever assignments are missed in advance and **turn the work in the day they return.**

## **BACKPACK POLICY**

Backpacks are to be used to bring materials and books to and from home. They may not be used during the school day. The backpacks will be stored in the homeroom of each student. Students who change classes will take their 3-ring binder and their books only. Girls will be allowed to use a small purse.

Students in grades K3 through 4<sup>th</sup> **will not be allowed to use rolling backpacks.** Students in grades 5<sup>th</sup> through 8<sup>th</sup> may use either type of backpack.

## **SCHOOL BUS**

These rules apply to all students since buses are utilized on field trips. The bus adheres to a strict schedule and does not wait for late students. The bus stops at scheduled stops only. Please do not ask the bus driver to make unscheduled stops. This is for the safety of our children and ensures the bus is on time.

- Students should arrive at least 5 minutes early to their bus stop to account for the bus running early.
- Students who ride the bus will be ready for departure at the last bell. Buses will leave the grounds at 3:00 P.M.
- Students may not get off the bus once they board the bus.
- Except for ordinary conversation, students shall observe quiet conduct on the bus.
- Seatbelts must be used.
- Students must stay seated in their seats while the bus is in motion.
- Students must sit upright with their feet on the floor or aimed toward the floor.
- Students shall not discard garbage on the floor of the bus.
- Students will not eat food or drink on the bus.
- No part of the body shall be extended through the bus window.
- Throwing anything out the window is forbidden and is illegal. A fine can be assessed that the parent will be responsible to pay.
- Students are allowed to ride the bus home with a friend on a space available basis. The cost for a student (who is not a regular patron) is \$5.00.
- Students will close their windows when they get ready to exit the bus.

- If no one is at the assigned bus stop to pick up the students, they are returned to After-Care at the school and the parents are charged.

**Riding privileges may be revoked for rule violations or for conduct that is detrimental to the safe operation of the school bus. The driver is in complete charge of the bus and students.**

## **ALTERNATE TRANSPORTATION**

Students who will be using transportation other than their normal plan must provide a note from home and must be given to the Office. Any transportation changes the day of **MUST BE CALLED INTO THE SCHOOL OFFICE**. Teachers are busy teaching and might miss an email. For example, if a bus rider will be going to carpool, the parent must confirm this change in writing before the day of the change, or on the day call the school Office before 2:15 p.m.

## **CAFETERIA**

Hot and nutritionally balanced meals are prepared daily. The five menu categories are Meat/Protein, Vegetable, Fruit, Grain, and Milk, (usually fat-free, reduced fat, chocolate reduced fat and whole milk choices). On most days, there is more than one selection in each of the categories offered. Students in K3 through 1<sup>st</sup> grades will have their trays prepared with 4 lunch items by the cafeteria staff. They will select their milk type (5<sup>th</sup> item).

Meals cost \$3.00 for students at all grade levels. The non-student (adult) meal cost is \$3.75. A la carte items & extra entrees will cost \$1.75. Students who bring a sack lunch may purchase milk or juice for 75¢.

It is a parental responsibility to provide for a child's lunch. Students can charge meals if they forget their lunch or lunch money; however, charging should not be considered a normal procedure. Students may not charge for extra servings. All charges must be paid the next day. After one day of charges, then the student will be furnished a sandwich and a milk to eat if they do not have money to pay for their lunch.

Lunches and milk for the week may be purchased in advance from the cafeteria cashier. The money should be sent to the homeroom teacher in a labeled envelope. Prepaid credits are maintained by the cafeteria cashier.

## **BEHAVIOR IN THE CAFETERIA**

There are two lunchroom monitors in the cafeteria. The monitors are in charge of the students during their lunch period. Teachers bring students to the cafeteria, get the students seated and then will have duty-free lunch. The monitors will supervise the lunch time for each class and will guide the students in appropriate manners, which will include cleaning up after themselves. Students may bring foods in a thermos or eat from the lunchroom if they require a warm meal.

1. Students are expected to use good table manners.
2. Students will keep conversation to an appropriate noise level.
3. Students will remain in their seats during lunch, unless given permission by one of the supervising adults.
4. Students are assigned by the monitors to clean tables.
5. **No canned or carbonated drinks are allowed.**
6. Students will put trash into the container, clean up the floor, and exit quietly when instructed to do so by the monitors or their teachers.

## **COMMUNICATIONS**

### **FLOCKNOTE MESSAGING**

We use a text messaging program called Flocknote. We highly advise signing up for this service. We communicate important school information on a regular basis through Flocknote. You may sign-up for this through the link on the front page of our website.

### **CONTACTING STUDENTS DURING SCHOOL HOURS**

Parents picking up students, leaving messages, lunches, etc., during school hours must go through the office. Messages for students and teachers will be delivered at a time that does not disrupt classroom activity. Please make every attempt to keep these interruptions to a minimum. It is important that the pick-up procedures/plans be made before the school day begins. We will not accept change in routine instructions for students after 2:15 p.m. unless it is an emergency.

Parents are not to enter the classroom during the school day unless they are scheduled as a volunteer and have signed in at the school office. If you walk your child to class in the morning, please leave them at the door.

## **OFFICE TELEPHONE AND STUDENT CELL PHONES**

Students will use the office telephone for emergency purposes only. Items left at home such as books, homework, music instruments, or physical education uniforms/equipment are not considered emergencies. Additionally, phone calls are not allowed to arrange after school activities; these arrangements should be made prior to the beginning of the school day.

Student cell phones are allowed on campus as long as they remain in the backpack, locker, or cubby. Phones must be turned off during school hours. Cell phones will be confiscated if used on school property between the hours of 7:30 a.m. and 4:00 p.m. Any confiscated phone must be picked up by parents from the principal.

## **MONDAY MESSAGE NEWSLETTER**

On the second Monday of the month, the school will meet together in the gym at 8:00 a.m. We will pray together, share school news, upcoming events, and calendar updates, which will also be posted on the website. This is an excellent way to be up to date on all school news and participate in school fellowship. In addition, we have a newsletter called the SMCS Message. The Message is accessible on the school website under the heading Monday Morning Message and emailed home to all families.

## **DISCIPLINE**

Saint Mary Catholic School strives to provide a positive learning environment where students can learn and reach their full potential. Students and parents are provided a list of specific classroom rules at the beginning of each year. Each teacher has his/her own management system, composed of basic rules, rewards for compliance, and consequences for broken rules. Please be aware that any one list of rules is not all-inclusive but serves as a general guide. It is our intention to work together to insure that each student progresses. As part of this partnership, the school requests that parents discuss the rules at home and take the time to explain what is expected at school.

## **PEACE WORKS**

Saint Mary Catholic School strives to provide students with tools to enable them to act as responsible citizens toward each other and utilizes the Peace Works Curriculum to achieve this goal. The program has a strong emphasis on teaching and modeling acts of kindness every day. The philosophy and principles of the Peace Education Foundation reflect the belief that peacemaking can be taught and that the peacemaking skills are lessons for living a more

joyful, productive and caring life. By opening the minds and hearts of students to these concepts of self-worth and the worth of each person, and to deeper dimensions and values, Peace Works gives them a precious lifetime gift for the enrichment of themselves, their community and their lives.

Saint Mary Catholic School has adopted the following six Peace Rules.



## **PEACE RULES**

*As*

*"We Walk with Jesus"*

1. We cooperate constructively.
  2. We speak respectfully.
  3. We listen with an open mind.
  4. We act with kindness.
  5. We respect each other's feelings.
  6. We take responsibility for what we say and do.
- 

### **FOULS**

**Blaming \* Bossing \* Bringing up the past \* Bullying  
Cruel humor \* Getting even \* Hitting  
Making excuses \* Manipulating  
Name calling \* Not listening \* Not taking responsibility  
Pushing \* Put downs \* Rude gestures \* Shaming  
Sneering \* Threats**

### **CLASSROOM DISCIPLINE**

Each teacher develops a discipline plan that is implemented prior to sending a student to the office. Teachers send a discipline plan home to parents at the beginning of each school year. A Disciplinary Report (DR) is sent home for

conduct violations in all grades. These reports must be signed by a parent/guardian and the student and returned to the issuing teacher the next school day. Failure to return the DR or to bring a note from home results in an automatic detention. When a student's behavior fails to be corrected in the classroom, the teacher will conference with the parent.

### **Level One Offenses**

Minor offenses that include (but are not limited to)

- \*Failure to bring materials to class
- \*Excessive talking in class
- \*Uniform violations
- \*Tardy to class
- \*Issues of mild disrespect
- \*Level one offenses are cumulative for each semester**

### **Level Two Offenses**

More serious offenses that include (but are not limited to)

- \*Foul and/or abusive language
- \*Destruction of school property (reimbursement is required)
- \*Fighting
- \*Defiance
- \*Dishonesty
- \*Level two offenses are cumulative for the entire year**

### **Level Three Offenses**

Extreme offenses that include (but are not limited to)

- \*Serious and/or repeated disrespect to persons in authority (faculty, staff, volunteers)
- \*Disruptive, immoral, or indecent behavior
- \*Any actions dealing with drugs, alcohol, or weapons
- \*Harassment/sexual harassment
- \*Any other infractions deemed serious by the principal
- \*Level three offenses can result in automatic expulsion**

## **CONSEQUENCES**

### **DETENTION**

Detention is held every Thursday morning from 7:00 a.m. to 7:45a.m. Failure to arrive on time will be considered a level two offense. Detention may be assigned for the following offenses:

- \*Three level one offenses accumulated during any semester.
- \*One level two offense
- \*Failure to return a discipline report



Teachers, as well as administrators, may assign detention. Parents are notified by the teacher assigning the detention.

## **SUSPENSION**

This is a serious disciplinary measure and is used only after other actions have not succeeded in correcting the problem. There are in-school suspensions and out-of-school suspensions. Parents or guardians are notified by telephone of the suspension and are requested to come to the school for the student unless the suspension is in-school. All concerned parties will meet to discuss the problem and seek a solution.

Suspension may be assigned for the following offenses:

- \*Three detentions accumulated during the school year
- \*Any level two or level three infraction deemed suspension-worthy by the principal
- \*Suspensions are cumulative for the entire school year\***

**Any student with two suspensions on their record at the end of the school year will be placed on probation for the first semester of the following school year.**

## **PROBATION**

This is a trial period when a student must demonstrate good behavior and a willingness to cooperate with other students and the school's staff.

## **EXPULSION**

This is a disciplinary measure used only when incorrigible behavior or conduct threatens the physical or moral welfare of other students or seriously affects the learning process. A parent conference is imperative when such a problem is discovered. The principal, with the approval of the pastor, may expel a student for a grave reason. The Superintendent of Schools is made aware of such problems prior to the parent conference and expulsion.

- \*Three suspensions are grounds for expulsion
- \*Any level three offense may result in an automatic expulsion regardless of prior behavioral record.

## **SERIOUS OFFENSES**

- Violations of the accepted code of conduct

- Jeopardizing the safety of anyone
- Seriously impeding the learning of others
- Serious insubordination
- Bullying

## **HARASSMENT/SEXUAL HARASSMENT**

Saint Mary Catholic School does not tolerate any form of harassment. Harassment is defined as communication or conduct designed to reduce the dignity of an individual in the form of requests for favors, unwelcome teasing, or other verbal or physical contact (can be written, physical, visual, or verbal). Sexual harassment is defined as any unwelcome advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

## **BULLYING POLICY**

### **DEFINITION OF BULLYING:**

Bullying is defined as a person *willfully* and *repeatedly* exercising power or control over another person by the use of words or physical aggression. This imbalance of power can take place on school grounds or to and from school, or during any school-sponsored field trip or event. Electronic bullying via email, text, or web sites is included in the Saint Mary Catholic School Bullying Policy and will not be tolerated.

Complaints of bullying made to any teacher, administrator, or staff member will be addressed in the following manner:

### **1<sup>ST</sup> OFFENSE:**

An investigation of accusations will take place.  
 The parents of all parties will be contacted.  
 The parents of the offender will conference with the principal and teacher.  
 The offender will receive detention.  
 All parties will sign an infraction form.

### **2<sup>ND</sup> OFFENSE:**

An investigation of accusations will take place.  
 Principal will conference with parents and student.  
 Principal will suggest counseling.  
 Offender will be suspended (in school or out of school) at the discretion of the principal.  
 All parties will sign an infraction form.

### **3<sup>RD</sup> OFFENSE:**

An investigation of accusations will take place.  
Parents of the offender and the victim will be contacted  
Parents of the offender will conference with the pastor and the principal.  
Parents will seek counseling for the offender. If parents do not wish to seek counseling, they will seek other educational arrangements for their child.  
All parties will sign an infraction form.

### **DISCIPLINARY CONSEQUENCES**

In the event of serious misconduct, the teacher will notify the administration in writing on the Principal's Discipline Report. Parents are notified each time a student receives a Principal's Discipline Report. A copy is sent home outlining the disciplinary consequence. Forms must be signed and returned the next day to the teacher/administrator who sent home the report.

### **STUDENT CODE OF CONDUCT**

- I will not talk or leave my seat in class without permission from the teacher. If I have a question, I will raise my hand and wait to be recognized.
- I will be in my seat ready to start class when the bell rings.
- I will have all books and supplies needed for my classes. I will keep my desk, locker, or cubby neat and clean. I will use the locker/cubby only at the designated times. I will not touch anyone else's property.
- I will walk in line. No roughhousing, horseplay, or running will be allowed.
- I will respect the property of the school, parish, teachers, and fellow students and will help keep the schoolrooms and grounds neat and clean.
- I will be courteous to all students, teachers, staff, and volunteers who assist at our school.
- I will be courteous in the cafeteria and will not make any loud or disruptive noises.
- **I will not bring toys, games, or any electronic devices to school.**
- **Cell phones must be off and out of sight in the student's backpack.**
- Chewing gum is not permitted anywhere on the campus.
- No physical displays of affection are permitted in school.
- When attending functions in the PLC/gym or church, I am under the direct supervision of the accompanying teacher.
- I will adhere to the uniform code and wear the uniform correctly.

I HAVE READ AND AGREE TO ABIDE BY THE SAINT MARY CATHOLIC SCHOOL CODE OF CONDUCT.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DRESS CODE**

Students will wear a uniform for each school day. Cleanliness and appropriate wear of the uniform is expected at all times. Parents have the responsibility to assure that their children wear only the regulation uniform and adhere to dress code policies. The school reserves the right to determine if a student’s dress and appearance satisfy the school’s policy. Students may wear their PE Uniform (4<sup>th</sup> through 8<sup>th</sup> grades) to school on their PE day.

**Uniform Policy**

The uniform is to be worn properly until the student leaves school grounds. Students who ride the bus must wear the uniform properly on the bus. School uniforms will be clean at the beginning of each day. Shirts must be **tucked in**, and skirts and jumpers must be hemmed.

Bottoms

Pants must be khaki-colored, pleated, flat front, or pull-on, plain, straight or gently flared. No capris or cargo style. (\*No hip-huggers, bellbottoms, corduroy, denim or jean style – 5-pocket look, decorative pockets, decorative stitching, double-stitched seams, decorative buckles, lace, ruffles or edging).

Shorts follow the guidelines for pants. Shorts must be at least fingertip length and no more than 3 inches above the knee.

Uniform skirts and skorts are available at Stitch FX.

Belts

Belts are optional unless required for pants to function properly. Belts should be black or brown.

Socks

Plain; solid in color, white and navy only. Athletic, ankle socks can be worn. No ruffles, lace, beads, charms, edging or decorations. Socks must be worn at all times.

Tights: opaque, cable knit, or flat knit; seamless; solid color, white or navy only. No decorative patterns.

## Shirts

K through 5<sup>th</sup> grade wear light blue polo shirt with khaki shorts/pants, plaid skirt, skort or jumper. White peter pan-collared blouse may also be worn with plaid jumper. Shirts and skirts or jumper purchased at Stitch FX.

6<sup>th</sup> through 8<sup>th</sup> grade wear royal blue polo with plaid skirt or plaid skort. Shirts, skirts and skorts purchased at Stitch FX.

8<sup>th</sup> grade white button-down shirts may be long or short sleeve and purchased at Stitch FX along with the navy blue tie.

## Shoes

Must be solid white, black, or brown. May be dress or athletic shoe. Athletic shoes must be one solid color with no stripes, lights, characters, charms or beads. Solid color shoelaces (white or black). For dress-up days, maximum 1.5-inch heel.

## Coats and Jackets

Any **coat** may be worn to school for outdoors. **No fleece, sweatshirts or hoodies**, except SMCS fleece or sweatshirts, may be worn to school. The only fleece or sweatshirts that may be worn to school are SMCS uniform. Coats must be removed in the classroom and put away. Fleece or sweatshirts may be purchased at Stitch FX.

## PE Uniforms

4<sup>th</sup> through 8<sup>th</sup> grades - PE uniform must be worn to school on a student's PE day and must be approved PE uniform top and shorts or pants. Students must wear solid black or white athletic shoes on PE days.

K5 through 3<sup>rd</sup> grades – Students may wear PE uniform to school (see above) on PE days. Students must wear solid black or white athletic shoes on PE days.

PE grade and ability to participate may be affected by failure to wear the correct uniform/shoes in all grade levels.

**School uniform and PE shorts and pants are to be purchased at Stitch FX**

**PE uniform shirts are available for purchase in the school office only.**

## Undershirts

Must be plain white and not visible below the sleeve of the uniform shirt.

### Boys' Hair

Boys' hair is to be neat, combed, clean, and out of eyes, and not touching ears or collar. It may **not** be worn tucked behind the ears. No facial hair is permitted.

### Girls' Hair

Girls' hair is to be neat, combed, and out of eyes. No distracting styles (including hair wraps, color, etc.) are permitted. *Headbands and hair bows should be school uniform color only* (white, blue(s), yellow(s), beige, red) and of appropriate size without sequins or glitter.

### Jewelry

Boys and girls are permitted to wear religious medals as a necklace and one wristwatch. No earrings for boys. Girls may wear stud earrings in each ear lobe only (only one stud earring per ear). This applies to all days including dress-up days and jeans days.

### Nail Polish & Makeup

No nail polish or makeup may be worn (including dress-up and jeans days).

### Dress Your Best Days (Girls)

Dresses and skirts shall be no shorter than two inches above the knee. Dress slacks. **No form-fitting pants, slacks, leggings, or jeans are allowed.** Dresses may not have slits above the knees. Sleeveless dresses are allowed, but must be modest with a wide band on shoulders. Heels on shoes can be no higher than 1.5 inch and must have a back strap; no flip flops.

### Dress Your Best Days (Boys)

Slacks or khaki **uniform** shorts, collared or uniform shirts, uniform shoes and socks. Shirts must be tucked in. Absolutely no jeans or t-shirts are allowed.

### Dress Code for Casual/Jeans Days

Jeans, khaki uniform shorts, or slacks may be worn with a Saint Mary Catholic School t-shirt. Socks must be worn and shirts must be tucked in. Shoes should be uniform school shoes.

## **EIGHTH GRADE DRESS UNIFORM**

Eighth grade students will have a dress uniform, which will be worn on Thursdays and other designated days throughout the year. The uniform will consist of the following.

- Boys will wear regular school khaki pants and a white dress shirt (with logo from Stitch FX) with a tie. (No polo shirts and no shorts)
- Girls will wear uniform skirts (no slacks or shorts) and a tailored white shirt (with logo from Stitch FX) with a tie.

## **BIRTHDAY DRESS**

Students may wear “Dress Your Best” clothes on their birthdays (or on the school day closest to their birthdays). Students with summer birthdays may choose a day during the school year. Dress Your Best day guidelines must be followed for birthdays.

## **OUT OF UNIFORM PENALTIES**

Students in violation of the dress code are sent to the office and parents are notified. Parents must write an excuse if a student is unable to wear all or part of the uniform. Being out of uniform will result in disciplinary action.

## **LOST AND FOUND**

All clothing must be marked with the student’s name. This is extremely important, as all uniform items look the same. Sweaters, jackets, and gym clothing are turned in to the office daily and sometimes cannot be returned to the owner because of lack of identification. Please use your child’s full name rather than initials for labeling purposes. You can use a fabric marking pen on the clothing labels.

## **EXTENDED CARE**

The Extended Care program provides quality supervision that fosters development and is available to children enrolled at Saint Mary Catholic School. Parents must first complete a registration form before they may enroll their children. This form should be returned to the Extended Care staff (see Registration section of the school website for costs). Extended Care is offered at Saint Mary Catholic School during the school year from 6:30 a.m. until 7:45 a.m. and from 3:00 p.m. until 6:00 p.m. The program provides students with the opportunity to meet before and after school in a supervised environment for both play and study.

### **EXTENDED CARE RULES**

Failure to comply with the rules listed here can result in a phone call to the parent/guardian and then subsequent removal from the program.

1. Students report to the Extended Care staff person immediately upon arrival in the morning and immediately after school dismissal in the afternoon. The Extended Care staff is not responsible for students who do not report after school.
2. Students may not leave the playground and must stay within the fenced area. If weather does not permit outdoor play, students will be in the cafeteria.
3. Students must have the permission of the staff person to re-enter the school once they are outside. The staff must know where the children are at all times.
4. All students will be signed in at the cafeteria and must be signed out by someone listed on their emergency contact card. If other arrangements have to be made for pick-up, please send a note with your child to school or call the school to let the staff know who will be picking your child up. That person will be required to show a picture I.D.
5. All students will be expected to respect the staff and each other, as well as the materials and environment provided. Students who do not adhere to the rules may be placed in time out. Length of discipline will depend upon the student's age and behavior. Second offense of same behavior will result in a parent/director meeting and third offense of same behavior will result in a parent/principal meeting to discuss student remaining in the program.
6. No electronics are allowed in the Extended Care Program.



## HEALTH

Saint Mary Catholic School encourages student health and fitness to promote a safe and healthy school environment. All students enrolled in Saint Mary Catholic School must have a Florida Physical Examination on file with the school and a Florida Certificate of Immunization for polio, measles, DPT, hepatitis, mumps, and rubella. Enrollment is not possible unless both are on file.

Students complaining of a minor headache or stomachache are allowed to rest in the classroom. Students are not allowed to “rest” in the office. If a student is not well enough to remain in the classroom, the parents are called to pick up the student. Minor scrapes are handled in the classroom. All classrooms have a first aid kit.

Parents/guardians are contacted immediately for information and instructions in case of serious illness or accidents. If the parents/guardians are not available, the Emergency Form is consulted for directions. If no responsible person can be reached, and an illness or injury is serious enough to require medical attention, the administrator in charge will arrange for the student to receive appropriate emergency or hospital care.

Illness covering five days or more requires an excuse by a doctor. A doctor’s statement permitting the student to return to school is required for any contagious disease. Students should be fever-free without medication for 24 hours before returning to school. Students should be 24 hours clear of any vomiting or diarrhea before returning to school.

## IMMUNIZATIONS

**ALL STUDENTS SHALL COMPLY WITH STATE OF FLORIDA REQUIRED IMMUNIZATION AND HEALTH LAWS PRIOR TO ADMISSION. IF THE CHILD’S IMMUNIZATION STATUS PROVES TO BE INADEQUATE, SAID STUDENT SHALL BE EXCLUDED UNTIL SUCH TIME THAT THE APPROPRIATE REQUIREMENTS HAVE BEEN COMPLETED. PARENTS HAVE 30 DAYS TO BRING IMMUNIZATIONS UP TO DATE FROM THE DATE THEY MOVE TO THE STATE OF FLORIDA. PARENTS MUST KEEP THE OFFICE INFORMED OF ALL UPDATED IMMUNIZATIONS. THERE ARE NO EXCEPTIONS TO THIS POLICY.**

## MEDICATION

No medication of any kind will be dispensed at school, or at a school-sponsored event, without written permission from the parent or guardian.

## **MEDICATION GUIDELINES**

When a written request is presented by the parent:

1. Medication must be sent to the school in the **original safety bottle**, clearly marked and identified.
2. Medication must be kept secured in the school office or health room (unless refrigeration is required), and dispensed only from and in the school office of health room by a staff member who has been properly trained, or as authorized by the student's physician.
3. Any administration of medication, prescribed or over-the-counter, must be given at the dosage listed on the container. Any dosage of medication that is different from the listed dosage must be documented with a written notification from a physician.
4. A record of all medication dispensed is maintained in the school office. This record will include the signature of the office/health room personnel.
5. Students are **not** allowed to have ANY medication (not even aspirin) on their person or in their cubbies, lockers, or backpacks.

**NOTE: According to Diocesan and County policy, the school will not dispense prescription medication unless the signed authorization to dispense prescription medication form is on file in the school office. These forms are available from the secretary at the office.**

## **MEDIA CENTER**

The Saint Mary Catholic School Media Center is comprised of the Monsignor Cunningham Library and the Josephine Gerlach Computer Lab. The facilities are used for library and computer skills instruction; they are also available to support the curriculum. Teachers and students are welcome at all times in the Media Center and are encouraged to use resources to the fullest extent possible. The Media Center strives to enrich the learning experience and serves as a resource bank for both teachers and students.

### **LIBRARY BOOKS**

The Library is available for students to use throughout the school day. Students who have overdue material are not permitted to check out additional resources. Report cards may be withheld until overdue books are returned.

### **COMPUTER LAB**

Saint Mary Catholic School has an open format for use of the computer lab. Under this policy teachers are encouraged to bring their classes to the computer lab. This is in addition to the scheduled computer instruction time. In order to

ensure optimal facility usage, teachers reserve their desired time for their class and will accompany them in the lab.

## **COMPUTER SKILLS INSTRUCTION**

Computer skills instruction is a regularly scheduled activity. Each class from K4 through 8<sup>th</sup> grade is assigned a weekly computer lab time for a 45-minute period. Library skills instruction is incorporated into the lab time. An example of relevant library skills is retrieval and evaluation of information from the Internet or other electronic resources.

## **INTERNET POLICY**

Controlled Internet access for educational purposes is available at Saint Mary Catholic School. As with other forms of educational media available in our school, every reasonable effort is made to supervise and limit all children's viewing to age-appropriate material that is consistent with Catholic teaching. Parents should take the time to review the following rules with their child(ren). Each child is expected to follow these directions.

1. Students will not attempt to access the Internet without adult supervision.
2. No material will be downloaded without teacher permission.
3. Students will not send or receive e-mail or post messages without the teacher's approval.
4. Students will not enter chat rooms unless under the direct supervision of the teacher and then only to communicate with individuals known to the teacher.
5. Students will not use rude or profane language at any time.
6. Students will not give their names or other personal information to anyone on the Internet unless approved by the teacher in charge. (For almost all purposes, a first name or phrases such as "fifth grade student" will suffice.)
7. Students will only go to web sites approved by the teacher.
8. Students doing net searches will not enter a new site on the search results list unless the teacher approves it first.
9. Students may not instant message without express teacher permission and supervision.
10. Students must honor copyright restrictions regarding use of electronic resources.
11. Students may not share passwords or other account information.
12. Students may not impersonate another person nor use another person's accounts or passwords.
13. Students may not use school resources to annoy, abuse, threaten, or harass another person.
14. Students may not send, receive, or display inappropriate materials.

## **SCHOOL COMPUTERS USE POLICY**

The photocopy and computer equipment is for Saint Mary Catholic School-related work only. Parents, former students, teachers, and volunteers are not allowed to use school computers or copiers for their own personal use.

Middle school students participate in a 1-to-1 computer initiative beginning the 2018-2019 school year. Each student in middle school is issued a Dell laptop for use both in and out of the classroom. Before a device is issued to the student, s/he and his/her parent/guardian must sign the Dell Contract. (The Acceptable Use Policy, Agreement, Contract and Care for Laptops is on the school website.)

## **SCHOOL SAFETY**

Saint Mary Catholic School takes precautions to ensure the safety of the students, both on school grounds and within the immediate vicinity of the school campus.

### **SAFETY DRILLS**

Students will be asked to practice emergency procedures in the event of fire, tornado, lockdown (intruder), etc. Teachers will review the procedures and inform the students exactly what they are to do in that situation. The school will then have scheduled and unscheduled drills to ensure a timely response can be made to emergency situations. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire drill - in the classroom, halls, and on school grounds. Notification of drills will be sent home via email for parents to reinforce procedures and to calm any fears a young student may have about the process.

### **PLAYGROUND SAFETY RULES**

- Common sense and safety prevails on the playground. Children who do not obey will be given a “time out” and/or issued a discipline note.
- Students will use all equipment only in the manner for which it was designed.
- One person is allowed per swing. Students must keep their hands on their own swings. Students must swing at the height where the swings have been set.
- No pulling/pushing anyone on equipment or the ground is allowed.
- No one is allowed on top of any equipment.
- Students must stay away from fence line.
- Students must stay off the PE field if there is a class on the field.

- Students may not climb trees.
- Students may not throw anything at any time except balls.
- Students may not tumble or perform gymnastic stunts on equipment or on the ground.

## **BICYCLE SAFETY**

Students will make sure they have the proper equipment, including helmet, to ride their bikes to school. Students riding bikes will chain and lock their bikes to the rack near the office. Bikes will be walked on and off the school grounds. The school is not responsible for bicycles damaged or stolen on school grounds.

## **PETS ON CAMPUS**

PER OPERATIONS POLICY 312: WITH THE EXCEPTION OF CERTIFIED SERVICE ANIMALS, PETS ARE NOT PERMITTED ON SCHOOL PROPERTY DIOCESE OF PENSACOLA-TALLAHASSEE

## **EMERGENCY CLOSING**

WHEN OKALOOSA COUNTY SCHOOLS ARE CLOSED DUE TO WEATHER OR ANY TYPE OF EMERGENCY, SAINT MARY CATHOLIC SCHOOL WILL ALSO CLOSE. PLEASE LISTEN TO LOCAL RADIO STATIONS FOR THIS INFORMATION. EVEN IF SAINT MARY SCHOOL IS NOT SPECIFICALLY MENTIONED, WE WILL CLOSE IF THE OKALOOSA COUNTY SCHOOL SYSTEM CLOSSES.

## **SUSPECTED CHILD ABUSE**

State law requires designated persons in a supervisory role, having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical or sexual abuse or neglect by an adult, must report the matter promptly to the Department of Children and Families in the county where the suspect injury occurred. Parents need not be notified of such a report.

## **TEXTBOOKS**

Students are instructed the first day of school on the proper care of textbooks and workbooks. **All books must be covered with a cloth book cover.** Students are responsible for any and all equipment or materials issued.

There are periodic book checks throughout the year and each student must have their assigned books. If workbooks are abused or become unsightly, the teacher may ask that the book be replaced at the student's expense

Students may not write in textbooks, on desks, walls, or any other inappropriate surface(s). Damage done to school property is the full responsibility of the offending student's parents.

### **Student Computers**

All students who are assigned a Dell laptop for the 1-to-1 device program must sign the Acceptable Use Policy, as well as their parents(s), in order to receive a laptop.

## **SPORTS**

**Middle School Sports:** Basketball Soccer, Cross Country, Golf, Tennis and Volleyball, and Swimming.

Saint Mary middle school teams compete with the middle schools in the Okaloosa County school system.

### **Middle School Sports**

1. Each student must have a 2.0 average in academic core courses in order to participate in sports.
2. Each student must have good conduct in all classes in order to participate in sports.
3. Each student must complete the sport season in order to be eligible for end-of-year accolades.
4. If a student is ruled ineligible because of injury or low grades, they may participate in practice but cannot play any games or matches with other schools.
5. Individual criteria are used for any special needs child who desires to participate.
6. Students who are absent may not participate in sports practice or games on the same day as the absence.
7. All medical and other paperwork must be received at or before try-outs. Students cannot participate without their physical and other required paperwork. These forms are found on our website.

### **AFTER SCHOOL SPORTS PRACTICE PICK UP**

Students must be picked up on time from sports practice. The coaches are instructed to send the students to Extended Care if the parents are not here on time. The personnel in the Parish Life Center are not allowed to supervise children. Any student who is not directly supervised by an adult must go to Extended Care.

Younger siblings may not go to sports practice with older students. They should attend Extended Care.

## **STUDENT COUNCIL**

Students are represented by grade level through the Student Council. Grades 3 - 8 elect two members to serve as delegates at meetings. The president of the Student Council is elected by general vote of all students and must be an 8<sup>th</sup> grader. Student Council candidates and representatives must maintain at least a good conduct and at least a 2.0 in academics throughout the year.

## **SOCIAL ACTIVITIES**

Class parties for special occasions are allowed with the prior approval of the teacher and administration. Treats for special occasions (e.g., birthdays) may be sent to school with the students and is distributed by the teacher. Parents should notify the teacher at least a week in advance. Any social activities occurring after school hours are the responsibility of the parents. Please do not pass out party invitations or any other type of correspondence in your child's classroom unless there is an invitation for everyone and your child's teacher has given permission.

## **EXTRACURRICULAR ACTIVITIES**

To further the development of each student, Saint Mary Catholic School has a variety of extracurricular activities and students are encouraged to participate. Activities include band, choir, drama, and sports, as well as Mercy in Motion, Academic Team, NJHS, and numerous clubs. **Students must have a 2.0** on progress reports and report cards to participate in sports, Academic Team, clubs, Student Council, or the school play. Any activity after school hours or one that may pull a student during academic classes is considered extracurricular.