

St. Mary's Catholic School



Parent and Student Handbook

Executive Summary

A full copy of the handbook can be found at www.stmaryslgv.com

2018-2019

St. Mary's Catholic School...

Providing Catholic Education in a Christian environment since 1948.

Business Information

Daily School Hours

Escort by Teacher to classroom from Parish Center (EC – 5th Grades)
or Gym (6th – 12th Grades) at 7:50am

Tardy Bell 8:00am

School Day 8:00am – 3:30pm

Please do not pick up your child between 3:15PM and 3:30PM

Early Morning Care

7:15am in the Parish Center for EC-5th Grades

7:15am in the Gym for 6th – 12th Grades

After School Care

After School Care EC – 8th Grades 3:30pm – 6:00pm

No After School Care for High School Students

School Mass

Tuesdays at 8:00am **or** Holy Days of Obligation at 12:05pm

Important Phone Numbers and Email Addresses

School Office (903) 753-1657

Very Rev. Daniel Dower, President ext. 503 fdower@stmaryslgv.org

Laurie Kubicek, Director of Instructional Support ext. 115 lkubicek@stmaryslgv.org

Janet Collard, Administrative Assistant ext. 125 jcollard@stmaryslgv.org

Barbara Barton, Registrar/Director of Student Life ext. 118 bbarton@stmaryslgv.org

Melinda Dunn, Director of Admissions ext. 116 mdunn@stmaryslgv.org

Lucy Knotts, Athletic Director ext. 407 lknotts@stmaryslgv.org

School Website www.stmaryslgv.com

School Fax (903) 758-7347

Church Office (903) 757-5855

After School Care Cell Phone (602) 751-3069

STUDENT BEHAVIOR EXPECTATIONS

A KNIGHT is expected to behave in the following manner at all times:

The KNIGHT Law

- ❖ I will treat others with dignity and respect at all times.
- ❖ I will demonstrate good judgement in dress, communication, and conduct.
- ❖ I will be excellent in my academic effort and meet all of my responsibilities as a student.
- ❖ I will live by the example of Jesus, seeking justice, peace, and a close relationship with God.
- ❖ I will represent my school and my Church with pride and honor in all that I do.

Failure to abide by the KNIGHT LAW will result in disciplinary action as follows:

Elementary School:

- Discipline for minor infractions will be determined by the classroom teacher. See the handbook for a detailed list of minor infractions.
- Students will be referred to the office for major infractions.

Middle and High School:

1. 3 minor infractions or one major – detention referral; if the student misses detention, they will have an after school detention that afternoon. If they miss that detention, they will have one day of In School Suspension.
2. Once referred to the Director of Student Life, points will be deducted from LiveSchool.
3. Office referral: the Director of Student Life determines the outcome of the discipline from the following:
 - a. After school detention
 - b. Lunch detention
 - c. 1-3 days in ISS
 - d. 1-3 days OSS in conjunction with the Discipline Council
 - e. Suspension/expulsion

Electronic Equipment

9th – 12th grade students are allowed to have cell phones or other electronic devices, with the exceptions of lasers, on campus or at school functions as long as they are abiding by the rules set forth in the Parent/Student Handbook. St. Mary's Catholic School is not responsible for lost or stolen devices or charges accrued while at school. Any violation of the electronics policy will result in confiscation of the equipment and possible loss of future privileges. The school retains the right to scrutinize the contents of confiscated electronic devices. Students must enter or release locks or password protection from devices when confiscated if requested. All confiscated equipment will be returned to the parent after the first offense. On the second offense, confiscated equipment will be returned to the parent with a monetary fine of \$25.00. On the third offense, the student will not be allowed to have their phone at school. **No student is allowed to video or audio record any teacher or other student unless otherwise given permission. Any violation of this nature will be grounds for immediate expulsion.**

Cell Phone Policy for High School

1. No Cell phones are not allowed at a student's desk. Students must turn in phone to teacher before class.
2. High school students can be on their phones before school, during lunch, and after school.
3. There is no social networking during school hours.
4. Students cannot be "friends" with any teacher, coach, staff, and/or administrator on social media.
5. If a student must text a teacher, coach, staff member, or administrator they **MUST** add their parent to the text.

NO CELL PHONES, APPLE WATCHES OR ANY OTHER TEXTING DEVICES ARE ALLOWED FOR GRADES 8TH AND BELOW.

SCHOOL UNIFORM GUIDELINES

1. All plaid items and tops with logos must be purchased from Land's End. You can find the direct link to Land's End on the school's website at www.stmaryslgv.com
 - a. NOTE: Lollipops and Lace and Longview Embroidery are no longer vendors for our uniform
2. Khaki pants and shorts for boys and girls should be flat front, not pleated and **NOT SKINNY PANTS**. Pockets must be inset; no patch pockets. Khaki skorts and skirts for girls should have a box pleat. **They must be no shorter than three inches above the knee.** All of these are available at Land's End.
3. Shoes for Mass Days (Tuesdays or Holy Days of Obligation) must be black, brown, or navy with a closed toe and closed back. Shoes on Casual Days can be any athletic shoe with a rubber sole, closed toe and closed back.
4. Buying on-line
 - a. Go to landsend.com/school and create or sign in to your account. Include your student and school information in My Account **OR** find your school using the *Preferred School Number Search: 900150186*
 - b. You can also visit www.stmaryslgv.com under "info" "general information" "school uniforms" and click on the direct link
5. Buying by phone - Call 1-800-469-2222 and reference your student's *Preferred School Number 900150186*, grade level and gender. Land's End has a team of consultants that are available 24/7 for assistance
6. Money back - St. Mary's Catholic School will get 6% of the money you spend on uniforms **BACK** for the school!

UNIFORM REQUIREMENTS

<p>Elementary Girls (EC – 5th grade) – Mass Days</p> <p>Piped collar shirt Plaid jumper Modesty shorts Black, brown, navy shoes Socks/tights – white or navy</p>	<p>Elementary Girls (EC – 5th grade) – Casual Days</p> <p>Navy/light blue polo – SMS logo Khaki shorts/pants/skort Plaid skirt/skort Navy polo/ponte dress Athletic shoes – closed toe and back Socks/tights – white/black/navy Belt – black/brown/navy/plaid</p>
<p>Elementary Boys (EC – 5th grade) – Mass Days</p> <p>Blue Oxford SMS logo shirt Flat front khaki pants Black/brown/navy shoes Socks – black/brown/navy</p>	<p>Elementary Boys (EC – 5th grade) – Casual Days</p> <p>Navy/light blue polo – SMS logo Blue Oxford SMS logo shirt Khaki shorts/pants Athletic shoes – closed toe and back Socks – white/black Belt – black/brown/navy</p>
<p>Middle School Girls (6th – 8th grade) – Mass Days</p> <p>Blue Oxford SMS logo shirt Box pleat plaid skort Plaid neck tie Black/brown/navy shoes Socks/tights – white or navy</p>	<p>Middle School Girls (6th – 8th grade) – Casual Days</p> <p>Navy/light blue polo – SMS logo Khaki shorts/pants/skort Plaid skirt/skort Navy polo/ponte dress Athletic shoes – closed toe and back Socks/tights – white/black/navy Belt – black/brown/navy/plaid</p>
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<p>High School Girls (9th – 12th grade) – Mass Days</p> <p>Navy Blazer (crest patch available in school office) Blue Oxford SMS logo shirt Box pleat khaki skort Plaid neck tie Black/brown/navy shoes Socks/tights – white or navy</p>	<p>High School Girls (9th – 12th grade) – Casual Days</p> <p>Red/Cobalt/Navy/light blue polo – SMS logo Khaki shorts/pants/skort Plaid skirt/skort Navy polo/ponte dress Athletic shoes – closed toe and back Socks/tights – white/black/navy Belt – black/brown/navy/plaid</p>
<p>High School Boys (9th – 12th grade) – Mass Days</p> <p>Navy Blazer (crest patch available in school office) Blue Oxford SMS logo shirt Flat front khaki pants Plaid neck tie Black/brown/navy shoes Socks – black/brown/navy Belt – black/brown/navy</p>	<p>High School Boys (9th – 12th grade) – Casual Days</p> <p>Red/Cobalt/Navy/light blue polo – SMS logo Blue Oxford SMS logo shirt Khaki shorts/pants Athletic shoes – closed toe and back Socks – white/black Belt – black/brown/navy</p>

Christian Service

All Christians are called to serve God and to serve others, especially those who are less fortunate. In response to this call to Christian Service, St. Mary's Catholic School expects the following of students in each of the following grades:

- Middle School (6th – 8th grades)
 - 10 hours of Christian Service
- High School (9th – 12th grades)
 - 20 hours of Christian Service

Absences

When your child is absent from school due to illness:

1. When absent 1-4 days
 - a. Parents/guardians will need to send an email to the registrar at bbarton@stmaryslgv.org indicating their student's name, grade, teacher, along with all the dates listed and reason for absence. This is needed within 24 hours once student returns.
 - b. Check Headmaster for homework or email teacher directly.
 - c. No doctor note required
2. When absent 5 days or more
 - a. Parents/guardians will need to send an email to the registrar at bbarton@stmaryslgv.org with their student's name, grade, teacher, along with all the dates listed and reason for the absence.
 - b. Doctor's note required. This is needed within 24 hours once student returns or absence will be unexcused.
3. When out part of a day - If the student is only missing part of a day for a physician's appointment, the student will need to receive a note from the physician's office stating they were seen on that date.

Here are four easy ways to send in your student's ABSENCE NOTES*

1. VIA EMAIL – send to bbarton@stmaryslgv.org
2. VIA FAX – send to attn.: Barbara Barton (903) 758-7347
3. VIA SCAN – scan to bbarton@stmaryslgv.org
4. TURN IN TO FRONT OFFICE

*All absence notes need to be submitted by the parent/guardian regardless of the child's age/grade. Teachers are NOT responsible for forwarding emails or notes to the office.

Departure From School During The Day

Students will be released during the school day only when the office receives a written note from their parent/guardian.

Flex Period (11th and 12th grade)

- Students and parents must sign a release stating their student has flex period and are aware they are dismissed 8th period (2:05 – 2:45) and **ARE NOT** under school supervision.
- Parents **MUST** make arrangements for student to be picked up at this time unless they are already authorized to drive themselves. They are not allowed to leave with anyone, including other students, who are not on the pick-up list.
- Students must sign out in the office and wait in the front lobby for their transportation to arrive.
- Students will be given the option of flex or service.
- Written permission from each of the student's parents is **required** for a student to leave campus with another student.

Dismissal

Changes in procedures for drop-off in the morning and dismissal in the afternoon will be implemented as the need arises, such as growth in the student body. Parents must park in one of the school parking spaces to pick up their child(ren).

Current Procedure is:

- EC/PK (at noon)
 - Young children leaving at noon should be picked up at the front door to the school by someone on the list of approved people submitted by the child's family
- EC – 5th grades (at 3:30pm)
 - Teachers escort their class across the crosswalk to the grassy area in front of the main school building for parents/guardians to pick up
- 6th – 8th grades
 - Students are dismissed from the gym. They are to be picked up in the church parking lot. If they have a younger sibling, they are to walk to the grassy area and find their parent/guardian.
- After School Care
 - EC -5th grade who are in the After School Care Program are escorted by a staff member to the Parish Center to be received by a member of the ASC staff.
 - 6th – 8th grades are to walk to the cafeteria when released at 3:30pm.

*If your child is not picked up by 3:40pm, he/she will be sent to the ASC Program.

Please do not park in the fire lane when picking up or dropping off your child

Fund-raising obligation

In order to keep tuition cost to a minimum, we require that every school family raise funds through Wunderfall Oktoberfest (fall fund-raiser) and Gala (spring fund-raiser). The required amount of **\$150.00 per family** for Wunderfall and **\$350.00 per family** for the Spring Gala for grades K – 8th is the minimum amount to be sold and families, however, are encouraged to support these fundraisers by selling as many tickets as possible. This may be done by selling raffle tickets or making a donation to the school fund-raising account. Any family that has not achieved their Wunderfall fund-raising obligation may choose to pay the balance of fund-raising owed in full or have the balance added to the monthly tuition (divided into two payments) on the December and January tuition statements. Any family that has not achieved their spring fund-raising obligation may choose to pay the balance of fund-raising owed in full or have the balance added to the monthly tuition on the May tuition statement.

Please note: Families with High School students are required to sell an additional \$150.00 in raffle tickets. The maximum per family is \$650.00.

Required Adult Service Hours

Each K-12th family is required to complete **twenty five (25) adult service hours**. A minimum of five (5) of those hours must be served with qualified Wunderfall Oktoberfest activities. The remaining hours may be met through any of the other suggested volunteer areas. For service hours not completed each family will pay as a Tuition Obligation the sum of \$25.00/hr for each service hour not completed during a school year. ***All service hours not entered by the Monday after the Spring Gala will be added to the May tuition statement at \$25.00 per hour for those not served or not recorded. The office staff reserves the right to verify hours entered with the project coordinator, teacher, or committee head in charge of the activity.*** It is the responsibility of the family to keep a record of all hours served and record these service hours in the school office. Committee chairs or activity coordinators should not be expected to be responsible for turning in your family's service hours.