



# **PARENT/STUDENT HANDBOOK**

*2011-2012*

*St. Mary School*

1601 Edgerton Street, Goldsboro, NC 27534  
Phone: 919-735-1931 FAX: 919-735-1917

[www.smsgoldsboro.org](http://www.smsgoldsboro.org)

***St. Mary Catholic School  
1601 Edgerton Street  
Goldsboro, NC 27530  
919-735-1931  
FAX: 919-735-1917***

Dear Parents and Students,

***“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom***

Welcome to St. Mary Catholic School! In choosing St. Mary School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Peace,

Lynn Magoon  
Principal

## **St. Mary School**

St. Mary School is a pre-Kindergarten (a full-day 4-year-old pre-Kindergarten class is offered in addition to Kindergarten) through 8th grade Catholic Elementary and Middle School under the Diocese of Raleigh Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Mary, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and "best practices" of methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **HISTORY**

St. Mary School first opened its doors to students on September 7, 1927. The school building was a two-story frame house located on North William Street, next door to St. Mary Catholic Church. It was staffed by three Sisters, Servants of the Immaculate Heart of Mary, from Scranton, Pennsylvania. There were 45 students in grades one through seven. The sisters lived on the second floor and classes were held on the first floor. During the following years, enrollment increased and remained at about 120. Necessary facilities were added as required during this period.

In anticipation of the reactivation of Seymour Johnson Air Force Base, a 10.2 acre tract of land was purchased on August 4, 1953, for the purpose of building a new school. On April 1, 1956, the base reactivated and plans were immediately formulated to construct the school. A convent to house ten Sisters was also erected and both buildings were completed in December 1956. The new school opened on January 7, 1957. In 1965 an addition to the school was completed, adding a ninth grade classroom. Then in 1987 the decision was made to discontinue ninth grade and to add a preschool program. In recent years the school has added a computer lab, Spanish program and Fine Arts curriculum. In 2002 the school received initial accreditation from the Southern Association of Colleges and Schools.

Through the years St. Mary School has earned an enviable reputation for quality education.

## **Diocesan Schools Mission Statement**

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

## **Mission Statement of St. Mary Parish**

Saint Mary is a diverse Catholic community working together to live the Gospel, grow in faith through the Eucharist, and share our gifts in service to others.

## **Mission Statement of St. Mary School**

Saint Mary School is a diverse Catholic community, working together to educate families to live and grow in faith and to share our gifts in service to others.

## **Philosophy**

St. Mary School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Raleigh.

1. We believe in sharing our gifts in service to others.
2. We believe that each individual is a unique and precious gift from God.
3. We believe that the gospel forms the basis of all learning, and we strive to teach as Jesus did.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Christian citizens of tomorrow.

## **Accreditation**

St. Mary School is accredited through the Southern Association of Colleges and Schools.

## **Admission Information**

## **Nondiscriminatory Policy**

St. Mary School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Mary School:

1. Members of St. Mary Parish
2. Siblings of currently registered students
3. Students from other Catholic parishes
4. Non-Catholic students

Children entering Pre-K must be four (4) years of age by August 31<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by August 31<sup>st</sup>.

Students will be conditionally accepted into Pre-K and Kindergarten with full acceptance contingent on displayed readiness in the classroom during the first month.

At the time of registration, all new students seeking admission to St. Mary School are evaluated on the basis of available standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship for parishioner tuition rate—parishioners are **active, contributing** members
- \*Health Records
- \*Birth Certificate
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards from other schools
- \*Standardized Test Results
- \*Record of IEP (if applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Mary School will meet the educational needs of the students. An interview with the student and parent(s) is part of the admission process.

Testing in some academic areas may be required for new incoming students.

All new students will be given a trial period in which to determine both social and academic. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Mary School.

Non-Catholic students whose parents accept the philosophy of St. Mary School will be accepted on a space available basis. All non-Catholic students are expected to participate in the school's religion curriculum and activities.



Families may pay for up to one month's tuition through fundraising. Fundraising credits will be adjusted on the final statement in April/May.

**SAINT MARY SCHOOL**

1601 EDGERTON STREET – GOLDSBORO, NC 27530  
 SCHOOL: (919) 735-1931 FAX: (919) 735-1917 PARISH: (919) 734 – 5033

**PARISHIONER TUITION RATE – 2011 – 2012 – reflects an approximate 5% increase**

<u>GRADES K – 8</u>	<u>YEARLY</u>	<u>BY SEMESTER</u>	<u>10 MONTHS</u>
One Child	\$3940*	\$4000**	\$400**
Two Children	\$6403*	\$6500**	\$650**
Three Children	\$8668*	\$8800**	\$880**

Contact school office for rates for more than 3 children

\*Reflects approximately a 1.5% discount for paying in advance **no later than July 31.**

\*\*There is also a \$15.00 fee for paying by semester and a \$41.00 fee for paying monthly. Payment in advance. Arrangements must be made through FACTS Tuition Management. Forms are available in the school office.

A PARISHIONER is a registered, practicing member of Saint Mary church, giving evidence of being an active, supporting member of the parish. Parishioners of Saint Mary Church are charged Parishioner Tuition Rate, a lower rate which is given in recognition of the substantial financial contribution that Saint Mary Church makes to the school. A parishioner should contact the Parish Office to discuss the requirements of this rate and to determine eligibility. Eligibility is verified on a regular basis, and tuition rates may change accordingly.

Families may pay for up to one month's tuition through fundraising. Fundraising credits will be adjusted on the final statement in April/May.

**NON-PARISHIONER TUITION RATE – 2011 – 2012**

<u>GRADES K – 8</u>	<u>YEARLY</u>	<u>BY SEMESTER</u>	<u>10 MONTHS</u>
One Child	\$5713*	\$5800**	\$580**
Two Children	\$9003*	\$9140**	\$914**
Three Children	\$11052*	\$11220**	\$1122**

Contact school office for rates for more than 3 children

\*Reflects a 1.5% discount for paying in advance by July 31

\*\*There is also a \$15.00 fee for paying by semester and a \$41.00 fee for paying monthly. Payment in advance. Arrangements must be made through FACTS Tuition Management. Forms are available in the school office.

<b><u>PROCESSING FEE:</u></b> All new students (one time)	<b>\$50.00</b>
<b><u>REGISTRATION FEE:</u></b> All students—annual fee (non-refundable)	<b>\$100.00</b>
<b><u>DUES:</u></b> Family & School Association Per Family, PreK – 8 <sup>th</sup> , Due July 15 <sup>th</sup>	<b>\$15.00</b>
<b>**NEW TECHNOLOGY FEE (PER STUDENT): Due July 15</b>	<b>\$40.00</b>
<b><u>CURRICULUM FEE:</u></b> Kinder – 8 <sup>th</sup>	<b>\$260.00</b>

This fee is **due July 15<sup>th</sup>**. It is not refundable and may not be prorated. This fee covers book rentals, workbooks, instructional supplies, standardized testing materials and evaluation, some supplies for art, music, p.e., etc.

Saint Mary Catholic School admits students of any race, color, religious, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the

school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational programs, scholarship and loan programs, athletic and other school-administered programs.

**SAINT MARY SCHOOL**

**1601 EDGERTON STREET – GOLDSBORO, NC 27530**

**SCHOOL: (919) 735-1931 FAX: (919) 735-1917 PARISH: (919) 734 – 5033**

**2011 – 2012 PRESCHOOL FEE SHEET—reflects an approximate 5% increase**

**THREE FULL-DAY FOUR-YEAR-OLD PROGRAM: MON., WED., FRI., 8:15 – 2:45**

**To enter this program, the child must be at least 4 years old on or before August 31<sup>st</sup> in the year of enrollment. \*\*Enrollment is limited to 6 children.**

**\$50.00 Processing Fee—All New Students, due with registration form**

**\$100.00 Non-Refundable Registration Fee due upon acceptance**

**\$260.00 Annual Activity/Snack/Supply Fee per child, due and payable in full on July 15<sup>th</sup>**

**\$40.00 Technology Fee/per child, due and payable on July 15<sup>th</sup>**

**\$15.00 Annual Family & School Association Dues, payable on July 15<sup>th</sup>**

**\$310.00 Tuition per month, due on or before the 1<sup>st</sup> day of each month, August – May**

**\*\*Families may pay for up to one month's tuition through fundraising. Fundraising credits will be adjusted on the final statement in April/May.**

**FIVE FULL-DAY FOUR-YEAR-OLD PROGRAM: 8:15 – 2:45**

**To enter this program, the child must be at least 4 years old on or before August 31<sup>st</sup> in the year of enrollment. Enrollment is limited to 15 children.**

**\$50.00 Processing Fee—All New Students, due with registration form**

**\$100.00 Non-Refundable Registration Fee due upon acceptance**

**\$260.00 Annual Activity/Snack/Supply Fee per child, due and payable in full on July 15<sup>th</sup>**

**\$40.00 Technology Fee/per child, due and payable on July 15<sup>th</sup>**

**\$15.00 Annual Family & School Association Dues, payable on July 15<sup>th</sup>**

**\$475.00 Tuition per month, due on or before the 1<sup>st</sup> day of each month, August – May**

**\*\*Families may pay for up to one month's tuition through fundraising. Fundraising credits will be adjusted on the final statement in April/May.**

Saint Mary Catholic School admits students of any race, color, religious, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational programs, scholarship and loan programs, athletic and other school-administered programs.

## **Parent's Role in Education**

We at St. Mary School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with St. Mary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **Parents As Partners**

As partners in the educational process at St. Mary School, we ask parents:

--To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

--To actively participate in school activities such as Parent-Teacher Conferences;

--To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

--To notify the school with a written note when the student has been absent;

--To notify the school office of any changes of address or important phone numbers;

--To meet all financial obligations to the school in a timely manner;

--To inform the school of any special situation regarding the student's well-being, safety, and health;

--To complete and return to school any requested information promptly;

--To read school notes and newsletters and to show interest in the student's total education;

--To support the religious and educational goals of the school;

--To support and cooperate with the discipline policy of the school;

--To treat teachers with respect and courtesy in discussing student problems.

## **General Information**

### **School Hours**

Grades Pre-K through 8: 8:15 AM – 3:00 PM. Students not in their homeroom at 8:15 AM are considered tardy.

The school doors are opened for students for Before School Care at 6:45 AM. Students arriving any time between 6:45 a.m. and 7:45 a.m. will be assessed a charge for Before School Care.

Dismissal time is 3:00 PM. Please check the school calendar and weekly newsletter for early dismissal dates. The After School Program is open until 5:30 p.m. all school days

except the day before Christmas vacation, the day before Easter vacation, and the last day of school.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Please—try to avoid picking up “a few minutes early” as this is very disruptive at the end of school.

**Five (5) unexcused tardies is considered a one-half day absence.** An excused tardy is the result of an appointment and is supported by a note from the doctor/dentist etc. Excessive tardies can have a direct impact on a student’s academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.

St. Mary School offers an After School Care Program from the close of school until 5:30 p.m. each school day except the day before Thanksgiving vacation, Christmas vacation, the day before Easter vacation, and the last day of school. Students who are enrolled in the program must pay a \$10.00 annual registration fee upon initial attendance. Specific program fees are available in the July and August newsletters or by contacting the school office. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM.

### **School Office Hours**

The school office is open on all school days from 8:00 AM – 3:30 PM or until 12:30 on an early dismissal day.

### **School Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the badges and sign out at the time of departure.

### **Attendance**

A student’s absence from school interferes with his/her academic progress.

Absence

**When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence.** If the office does not receive a call, an effort will be made to contact a parent. This policy is for the protection of the St. Mary students.

A written statement giving reasons for the absence must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. All written notes will be retained by the school for a period of at least one year.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. If additional time is needed, parents should contact the teacher in advance of the end of the make-up period.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive unexcused absence (20) days or the equivalent of 20 days including tardies, can be cause for a student to be retained in the current grade for another year.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to come into the building to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. If a student misses two or more hours of school, he/she is considered one half day absent. A student who is in school fewer than two hours in one day is considered absent for the day.

### **Academic Information**

#### **Curriculum**

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. A summary of Diocesan curriculum is available online at [www.dioceseofraleigh.org](http://www.dioceseofraleigh.org)

All students are required to participate in all school events. This includes class programs and religion class. Class programs are sometimes held in the evening.

St. Mary School has a philosophy of inclusion for all children whose parents wish for them to receive a Catholic school education, provided the school can meet their educational needs with reasonable accommodations. This philosophy is consistent with

the mission of the Catholic Church for viewing children with learning differences as children of God and members of the church.

St. Mary School offers students opportunities for growth in the following major subjects:

**Religion:** Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. Liturgical services are held on the First Friday of each month and on several Holy days for the entire school community. Students also participate in a number of prayer services during the year.

All St. Mary students participate in a variety of service projects throughout the year.

**Language Arts:** Reading, English, Spelling, Vocabulary, Phonics, Grammar, Composition, Library Skills, Appreciation of Literature

**Mathematics:** Mathematics Skills, Pre-Algebra, and Algebra I.

**Physical Education:** Physical fitness and Health programs appropriate for each grade.

**Social Studies:** History, Geography, Economics, North Carolina History, and Current Events.

**Science:** General Sciences and Laboratory Experiences.

**Fine Arts:** Music, Art, Chorus (extra-curricular).

**Media Skills & Computer Literacy:** Library/Media skills, Word Processing, Data Base, Spread Sheets, Power Point, and Integration with Curricular Subjects.

**Spanish Enrichment:** as available

### **Grading Scale**

**A = 93 – 100**

**B = 85 – 92**

**C = 75 – 84**

**D = 70 – 74**

**F = 69 or below**

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. \*\*Beginning in 2011, grades will also be available online.

**Student's progress may be checked online at any time.**

**Parent-Teacher Conferences** are scheduled at the end of the first quarter. Conferences at other times should be scheduled with the teacher(s).

Extra-credit work is given at the discretion of the teacher and may not be offered at all.

The administration reserves the right to be present at any conference with teacher and parent. Any parent can also request administrative presence at a conference.

The administration reserves the right to make the final decision regarding the retention, promotion or academic dismissal of any student.

### **Student Records**

St. Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must make a request to the School Office. Completed records will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. Families traveling overseas may hand carry records to their next duty location; they should request these records 5 school days in advance of when they are needed.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Mary School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

## Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays. Middle School students will not be asked to take more than 3 tests or quizzes in a single day.**

Homework will not be assigned over long school breaks. However, students may be asked to work on an ongoing project over a break or to complete make-up or remedial work as needed.

However, students enrolled in Algebra may expect weekend homework.

## Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals. Some field trips may coincide with a special event/holiday, such as Christmas.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is also available online and in the school office.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Those children not participating in a field trip are generally asked to remain home the day of the trip, as suitable supervision and instruction at the school may not be easily arranged.
9. All monies collected for the field trip are **non-refundable**.
10. **Students are not allowed to have Cell phones** or other electronic devices on field trips without the express permission of the principal.

## **Sacramental Program**

The sacramental life of our children is an important component of the religion program at St. Mary Parish. St. Mary School assists the parish with preparations for two sacraments, Reconciliation and Eucharist, which form the core of our efforts in Grade 2. All school children receiving these two sacraments for the first time are required to participate in the parish preparation program. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Information about the sacramental preparation programs may be obtained from Deacon Webster James, 735-1931, ext. 22.

## **Lunch Program**

**(under review Summer 2011; please check back for changes/additions)**

Saint Mary School offers a hot lunch program Monday through Thursday. All students must bring lunch from home on Fridays. Meals are prepared by volunteers or through the services of outside vendors. Students may purchase lunches—**orders must be made by 9 a.m. to guarantee a lunch—efforts are underway to make it possible to order and pay for lunches online at our website (more information to follow).**

Students may also choose to bring their lunch on any day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. With the exception of special occasions, parents **should not bring lunches from carryout restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. Students are required to refrain from making any mess and to clean up any spills or messes that occur accidentally.

## **Uniforms and Dress Code**

**Uniforms:** Students in grades 1 – 8 wear uniforms daily. The intent of our uniform policy is to enforce a ‘uniform appearance’ that does not detract from our students’ comfort or learning. Please read the attached uniform policy very carefully. Uniform policy will be enforced to the best of our ability, and violations will result in warnings and possible loss of uniform privileges (i.e. shorts). Students who are in violation of uniform code may be retained in the office while they wait for parents to bring proper uniform to school or they may be asked to change into clothing from the Used Uniform closet. Attendance at St. Mary School indicates acceptance of all uniform policies. Parents: please check your child/ren’s uniform before school each day; help us keep school time for educational purposes, not for “uniform patrol.”

**\*Every item of clothing should be labeled with the child’s name.**

**The uniform supplier for St. Mary School is Educational Outfitters in Cary, NC. All uniform components must be purchased from Educational Outfitters. ([www.educationaloutfitters.com](http://www.educationaloutfitters.com)) A complete list of uniform components is available online or at the store in Cary. Many components are optional (coats, skorts, etc.)**

The uniform should be clean, properly sized and pressed with all buttons attached and hem intact. Shirrtails should remain tucked in while a student is on campus.

Preschool and Kindergarten: play clothes appropriate to the season; tennis shoes for P.E.—no flip flops, Crocs or similar shoes, please.

Boys, Grades 1 – 5: Navy twill pants; navy twill shorts—Bermuda length (seasonal); solid white shirt (oxford cloth or golf shirt, short or long sleeves, turtleneck allowed in cold weather); tee shirts worn under uniform shirts must be solid white; Navy blue or white sweater optional; school sweatshirt; white or solid colored dark socks; dress or athletic shoes (white, black, navy athletic shoes)—no open toe, open backs, flip flops, “croc,” or sandals; school physical ed. uniform (available from uniform company). Shirts must be tucked in at all times; pants must be worn at proper waist level; belts are strongly recommended and will be required as needed.

Girls, Grades 1 – 5: School plaid jumper; navy twill pants; navy capri pants (summer season only); navy twill shorts—Bermuda length (seasonal); navy “skort” (all seasons); navy skirt; solid white shirt (blouse or golf shirt, short or long sleeves, turtleneck allowed in cold weather); navy blue or white sweater optional; white or navy blue socks (white and navy blue knee socks and tights allowed); school sweatshirt; school physical ed. uniform; dress or athletic shoes (white, black, navy athletic shoes)—no open toe, open backs, flip flops, “croc,” or sandals. Shirts must be tucked in at all times.

Boys, Grades 6 – 8: Same as above, but Khaki shorts and pants and navy blue shirts

Girls, Grades 6 – 8: Same as above, but Khaki shorts/skorts and pants and skirts (no jumpers) and navy blue shirts

Note—no “substitute” uniform components (ie. Without the necessary logo) may be worn without the express approval of the principal.

**\*\*Basketball sweatshirts may be worn as coats to and from school and at PE and recess, but MAY NOT be worn in the building in place of a school sweatshirt, as many of these sweatshirts are oversized and have student nicknames on them.**

**\*\*Please Note:** All students come to school dressed for p.e. on the days their class is scheduled. These schedules will be available the first week of school. Students have p.e. twice a week.

Long pants may be worn any time of the year. Shorts may be worn from the start of the year through November 22, 2011, and from March 1, 2012 to the end of the school year.

No hair coloring or bleaching, “faddish” hairstyles, hair in the eyes (boys or girls) or over-the-collar for boys. \*\*The principal determines when hair needs to be cut. No fingernail polish, cosmetics, artificial nails, or excessively long nails. Single pair of

earrings (must be post—no hoops or wires) for girls—no other body piercing; no earrings for boys. No tatoos of any kind. No Hologram contact lenses. A cross or religious medal may be worn. Watches are acceptable (alarms must be able to be turned off in class). Other jewelry at school’s discretion.

All students must be in uniform every day. There will be out-of-uniform days, which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

**Brownie/Scout Uniforms** – Students may wear the scout uniforms on meeting days.

**Students who repeatedly violate the uniform policy, may be denied participation in the next out-of-uniform day, may serve detention, may have to have clothing brought from home, and/or may be denied participation in other school activities. Repeated failure to follow all uniform policies could result in a request to discontinue school enrollment.**

### **Out-of-Uniform Guidelines**

#### **Students may wear:**

- \*jeans
- \*Capri pants (in summer)
- \*tennis shoes
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts that follow length guidelines for shorts and skirts
- \*sweatshirts
- \*jogging suits
- \*nail polish
- \*jewelry
- \*dresses
- \*slacks

#### **Students may not wear:**

- \*flip-flop sandals or “Crocs”
- \*tank tops
- \*excessively tight clothing
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up
- \*hats in the building

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE INTERPRETATION AND DISCRETION OF THE PRINCIPAL. THE DECISION OF THE PRINCIPAL IN ALL UNIFORM MATTERS WILL BE FINAL.**

### **Medication**

**(at any time medication may be administered to a child by a parent who comes to the school to do so)**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information; a permission form must also be completed:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Office with the following information; a permission form must also be completed:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### **Chronic Illness Policy**

St. Mary School recognizes that chronic illnesses like diabetes and asthma are important conditions affecting many school children and positively welcomes all pupils with these illnesses as long as the school is able to accommodate the students' special needs.

### **Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. The reliever inhalers of younger children are kept in the classroom in the teacher's desk or in the school office. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. The class teacher will hold this separately in case the child's own inhaler runs out or is lost or forgotten. All inhalers must be labeled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency; however many of our staff are glad to do

it. School staff who agree to do this are protected by the State's Good Samaritan Laws. All school staff will let children take their own medication when they need to.

### **Record Keeping**

At the beginning of each school year, or when a child joins St. Mary Catholic School, parents are asked if their child has asthma or other chronic illness (parents report medical issues through data base updates). School staff will endeavor to keep records of each impacted child's use of inhaler or other medications (ie. Insulin) and provide these records to the child's parents and physician as required.

### **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma, life-threatening allergies and chronic illnesses. The school has a non-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with allergies or asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their allergies.

### **Food Allergy Policy**

St. Mary School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, St. Mary School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **Training**

In order to minimize the incidence of life threatening allergic reactions, St. Mary School will provide training and education for all St. Mary School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):  
A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.  
The signs and symptoms of anaphylaxis.  
The correct use of an epinephrine auto-injector (EpiPen).  
Specific steps to follow in the event of an emergency.  
Completion of an "Evaluation Form" by each employee after training.

Activating Emergency Medical Response - Dial 911.  
Location of emergency EpiPen.  
Policy and procedure will be reviewed at the beginning of every school year.

## **Procedures for Life Threatening Allergy Issues**

### **General School Procedures**

At all levels, the principal, in conjunction with the student's parent/guardian and the primary care provider/allergist, will prepare an Emergency Action Plan for any student with a life threatening allergy or illness. This EAP will be updated annually. The EAP will include the student's name, the allergen(s) if applicable, the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents, doctors, and allergists. The EAP will be available in the office and will accompany a student on any field trip.

### **Notifications**

The school principal will be responsible for notifying classroom teachers about the nature of the life threatening allergies or illnesses faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

If the parent is in agreement, information about the child's allergies or illnesses will be distributed to the designated staff members. Staff will be reminded that all medical information is confidential and shared on a need to know basis. Teachers will be responsible for keeping an updated substitute folder containing information that needs to be shared.

### **Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the school office by such means as functioning telephone, walkie-talkie or messenger.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers, aides and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Sharing or trading food in the class will be prohibited.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the classroom as needed, a “nut-free” table will be established and maintained as an option for students with peanut allergies.

### **School Field Trips—students with illnesses or life-threatening allergies**

Medications including an EpiPen and a copy of the student’s Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

Parents of a student at risk for anaphylaxis will be invited to accompany their child on school trips, in addition to the chaperone.

In the absence of accompanying parents/guardian or nurse, another individual must be trained and assigned the task of watching out for the student’s welfare and for handling any emergency. The adult carrying the EpiPen or medication will be identified and introduced to the student as well as the other chaperones.

### **Gifts & Invitations**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations of any kind should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. **All invitations distributed at school must be given to the homeroom teacher for distribution.**

## **Birthday Observances**

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school for students to share at lunchtime. **Please—be aware of nut allergies and avoid treats with nuts, including peanut butter, as ingredients! Consult with the homeroom teacher prior to planning a birthday celebration for your child.**

## **Conduct (Refer to Student Discipline Policy, distributed separately)**

**\*\*Under revision Summer/Fall 2011 based on adoption of Olweus Anti-bullying curriculum; check back for updates**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, MP3 players, or any other electronic device, or anything that will detract from a learning situation are not allowed at school at any time. Multiple Key chains and toys may not be attached to student backpacks.

Students must also be aware of their behavioral responsibilities in texting on cell phones, instant messaging, emailing and using social networking sites. Inappropriate communications, at school or away, may result in disciplinary action on the part of the school.

**\*\*Students are asked to NOT use cell phones at school. When brought to school, cell phones should be “parked” in the office from arrival to dismissal.**

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

## **Detention**

Detention may be issued for a breach of classroom and/or school rules. Any staff member of St. Mary School may issue a detention. Parents are given written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who generally monitors the detention. In the absence of the principal, detention may occur under the supervision of another designated staff member in that staff member's classroom. Detention may occur at lunch (students will still eat, but in the principal's office), at recess, after school, or during class time (ie. p.e.) **Detention takes precedence over appointments, practices, lessons, ballgames, etc.**

## **Suspension**

Students who are given an in-school suspension will be required to report to school each day and work in the principal's office or in another location designated by the principal. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension and may not participate in any school-sponsored activities. Students must complete all class work and tests from the days of suspension but failing grades may be recorded for this work.

## **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Mary School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal and Pastor.

## **School Safety/Harassment**

St. Mary School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously or in jest**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. \*The Principal must be made aware of any harassment. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. **\*\*Note—harassing behavior includes cyberbullying from off-site or on-site computers.**

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Title IX**

St. Mary School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **Child Abuse Laws**

St. Mary School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts.

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

## **Office Records**

Parents/Guardians are requested to notify the School Office in writing (email is acceptable) of any change of address, home telephone numbers, cell phone numbers, business phone numbers, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. **\*\*It is also the parent’s responsibility to record any changes by updating the school online database information. Immediate updating is required as this information is used for emergency contact.**

## **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;

2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a quiet line at the outside spot designated by the supervisor;
5. Return silently to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit or kneel, face wall, remain silent and put hands over head;
4. Return silently to classroom when signal is given.

### **Crisis Plan**

St. Mary School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Mary Church
2. Off Campus – location tba

The automated alert system (phone calls and email) would be used to communicate in the event of any emergency involving the entire school.

### **Testing Program**

IOWA Test of Basic Skills standardized achievement tests are administered in grades 3 – 8. Students in grades 4 and 7 complete standardized Writing Tests. Students in grade 8 take North Carolina End-of-Grade tests in Reading and Mathematics, and the North Carolina Algebra I exam.

### **Health**

Saint Mary School staff members and volunteers are not allowed to give any medication, including over-the-counter medications, without the necessary forms signed by parents and physicians and placed on file in the office.

Notification of contraction of communicable diseases is required by law.

All students are encouraged to have regular physical examinations. Parents are asked annually to notify the school in writing of any health concerns, allergies, etc. Kindergarten and preschool students are required to provide proof of required immunizations and a health assessment form. Rising sixth graders also have an immunization requirement that must be on file in the school office. In addition, any students participating in extra-curricular sports are required to have an annual physical

and submit a copy to the school office prior to the first game or students may not participate.

### **Building Security**

Access to the building during the school day is only available through the main doors on Edgerton Street. Visitors must ring the bell for entrance and report to the school office immediately upon entering the building.

### **Safety**

St. Mary School adheres to the policies of the Diocese of Raleigh. The Diocese specifies that all employees and those volunteers responsible for supervision of students receive background checks and complete Safe Environment/Child Abuse training. All employees and volunteers are also required to complete information forms annually.

### **Daily Drop-off and Pick-up Procedures**

Students brought to school prior to 7:45 a.m. must go to the auditorium and will be assessed a Before School Charge. Students may be brought to the Before School Program as early as 6:45 a.m. From 7:46 to 8:05 a.m. students in Preschool through grade four will meet on the sidewalks near the convent. Students in Grades 5, 6, 7 & 8 will meet in front of the school near the statue of Mary. On inclement weather days, all students will come inside to the auditorium until it is time to go to class. **\*\*IF NO ADULT IS OUTSIDE SUPERVISING, PLEASE BRING/SEND CHILDREN IN THE FRONT DOOR. DO NOT LEAVE CHILDREN OUTSIDE UNSUPERVISED.**

**\*\*Please do not drop off on the church side of the parking lot in the morning or at the end of the sidewalk on the street. This is for everyone's safety. Always be aware and watch for children in the school lots and on the streets around the school.**

Drop off by driving in the convent entrance and circling around; drop of PK – 4<sup>th</sup> grade children at the convent end of the building as long as Mrs. Hammond or another adult is supervising there. Older students should be dropped off at the front door. Once a supervisor has come inside at 8:05, all students should be dropped off at the front door. **Please stay in the car line, even after you drop off; the few extra minutes will help keep our children safe!**

**Dismissal:** At the end of the day students are dismissed as follows:

- Last Name A – M dismissed to circle at back of school at 3:05 p.m. **\*\*Please follow the instructions of the staff assigned to this pick-up location. It is especially important that students proceed to cars in an orderly fashion. At this time of day they are not allowed to go and play on the playground. Thanks for helping us to keep everything safe and orderly!**

- Last Name N – Z dismissed to the front of the school just following the 3:00 bell. **\*\*Please follow the instructions of staff assigned to this location. It is especially important that parents get in line on the convent side parking lot. Students, no matter their age, are not allowed to cross the Church parking lot to meet rides in parking lots or pulled up to the curb. We apologize for any line, but we will do our best to move students into vehicles quickly and safely.**
- **PLEASE—DO NOT PARK IN HANDICAPPED SPACES UNLESS YOU HAVE A HANDICAPPED PARKING STICKER OR A TEMPORARY PHYSICAL CONDITION THAT NEEDS A CLOSE SPACE (IE. CRUTCHES). A NUMBER OF OUR PARENTS AND GRANDPARENTS DO NEED THOSE SPACES.**
- Daycare vans may go to the front of the school, Church lot.
- Special carpool arrangements may dismiss according to parent agreements; please notify the teacher(s) in writing in advance.
- Students and parents should follow the instructions of staff members and student Safety Patrol members at each location. Location supervisor out back: Mrs. Moriniti; out front: Mrs. Bobrowski.
- If a child is not picked up by 3:15 p.m., he/she will be sent to the After School Program, and you may be assessed After School care fees.
- To avoid congestion in the school office at dismissal time, we ask parents to please wait outside the school building unless you have school business to complete.
- **Please do not go to your child’s classroom prior to the bells ringing.** This is a very busy period in each room, and the teachers need to give their full attention to dismissing students.
- The period of time 15 minutes before and after dismissal is very busy. **Please—try to refrain from calling during that time with messages for your children or special arrangements for dismissal. Also—unless there is an emergency, we ask that children not be signed out “early” between 2:30 and 2:45.**

## Volunteers

Volunteers are very important at St. Mary School. They assist in classrooms, in the lunchroom, at recess, and in the office. They coach sports teams, work on committees and special projects, and provide special services. Information is sent home at the start of each year asking for volunteer assistance. Please—consider being generous with your time and talents!

The Diocese has developed new guidelines for volunteers, for the safety of all children. When volunteering, you may be asked to complete some additional paperwork, to submit to a background check, and/or to participate in Safe Child Training. Please be understanding about these requirements.

## **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made using the automated alert notification system (using phone numbers and email addresses provided by participants). Please keep current information available at our online database for this notification. Messages will also be left on the school phone number at extension 33, posted on our website (as long as computer access is possible for the principal) and made to the local radio station WGBR. Use of automated alert notifications to phones and email replaces notification of the television stations in Raleigh and Greenville. \*\*When you see St. Mary is closed or delayed on the television, it *is not* talking about our school.

## **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items may be donated to charity.**

## **Right to Amend**

St. Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via written announcements.

*Parent Signature Page*

I have read the 2011-/2012 Parent/Student Handbook and agree to follow the school rules and policies as stated.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Please discuss rules with children in preschool, kindergarten and 1<sup>st</sup> grade. Students in grades 2 and above are asked to sign.

**SIGNED FORM DUE TO HOMEROOMS BY AUGUST 19 , 2011**