

# ST. MARY SCHOOL



**ESCONDIDO**

## Parent-Student Handbook 2016-2017

A San Diego Diocesan Elementary School  
Amanda Johnston, Principal

# St. Mary School Handbook

## Table of Contents

Administration & Staff Greeting	3
Mission Statement and Philosophy	4
Schoolwide Learning Expectations	5
Admissions	6
General Policies and Procedures	7
Office Hours	7
Attendance	7
Medical Information	8
Emergency/Disaster Procedures	9
Student Records	9
Dress Code	10
Discipline	13
School and Home Communications	19
Role of Parents	20
Drop-Off and Pick-Up Procedure	22
Instructional Program	23
Curriculum	23
Testing	24
Promotion and Retention	24
Homework	25
Grading	25
Additional Activities, Programs and Services	26
Financial Obligations and Information	29
Principal's Right to Amend	30
Parent Permission to Store/Take Medication at School	31
Signature Page	32

The Diocesan Administrative Handbook establishes policy parameters within which the school operates. A copy of this handbook is always available at the school office. Copies may be purchased from the diocesan superintendent's office. Policy numbers in this family handbook refer to the Diocesan Handbook.

Dear Parents:

Welcome to a new and exciting school year. Here at St. Mary School we recognize that parents are the primary educators of their children. Our staff is highly professional and committed to working in partnership with our students and families to provide our students with the highest standards of education and impart to our students the Catholic values that will prepare and assist them throughout life. We provide an excellent curriculum and a variety of extra-curricular opportunities to allow our students to have a well-rounded experience. St. Mary School is family-oriented and provides a safe and nurturing environment.

The St. Mary School Family Handbook has been designed to give you the information you will need for a smooth and productive year at St. Mary School. The handbook will give you pertinent information pertaining to the school, so it is imperative that you read the entire document so that you understand the rules, policies, procedures, and expectations of our school.

It is with great hope that your years with St. Mary School are a memorable experience. With God's grace, family commitment, and the hard work and effort of our students and staff, we all will be blessed with the successes St. Mary School has to offer.

God bless you,

St. Mary Faculty and Staff

\*The principal reserves the right to make adjustments to the handbook as deemed appropriate. If there is a discrepancy in the interpretation of the handbook, the final decision will be determined by the Principal.

## Mission Statement

St. Mary School offers all students an educational experience rooted in faith, dedicated to academic excellence, and committed to service.

## Philosophy

St. Mary School students are immersed in a Christ-centered learning environment, grounded in the Catholic faith, which supports the development of the whole child; spiritually, intellectually, physically, socially, and emotionally. We acknowledge parents as the primary educators of their children and we partner with parents to provide an outstanding Catholic education. We encourage students to develop their God-given talents by fostering an atmosphere of dignity and respect for all. Students have multiple opportunities to grow in their faith through liturgical celebrations, prayer services, sacramental preparation, daily prayer, retreats and service projects. Teachers and parents model Gospel values in class and around campus for students to witness faith in action. Our rigorous curriculum encourages critical thinking and problem solving skills for students to apply the knowledge learned in class and to promote life-long learning. Students are taught responsible digital citizenship through the use of state of the art technology embedded throughout our curriculum.

# Schoolwide Learning Expectations

St. Mary students carry the **CROSS** with them always. Our graduates are:

## Catholics who...

- live the Ten Commandments through their actions and words.
- participate reverently in the Mass and other religious services.
- pray in various forms.
- treat others with respect, kindness and love.

## Responsible Citizens who...

- show respect for the earth God gave us.
- participate in and reflect on service opportunities.
- demonstrate problem solving skills.
- read about and discuss current events.

## Outstanding Lifelong Learners who...

- are well-rounded and versed in all subject areas.
- use organizational tools to facilitate learning.
- demonstrate continuous effort independently and in groups.
- utilize technology responsibly.

## Self-aware Individuals who...

- identify the feelings of self and others.
- demonstrate responsibility through their work, attitude and behavior.
- exhibit a healthy lifestyle.
- interact with both peers and adults in a correct manner.

## Strong Communicators who

- communicate ideas clearly and utilize critical thinking skills verbally and in writing.
- exhibit public speaking skills.
- value the ideas and opinions of others in word and action.
- share the teachings of Jesus with others.

# Admissions

## Non-Discriminatory Policy:

St. Mary School, as well as the catholic schools in the Diocese of San Diego, are mindful of their mission to be witness to the love of Christ for all, admit students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The catholic schools in the Diocese of San Diego do not discriminate on the basis of race, color and national and/or ethnic origin, age, sex or disability, in the administration of educational policies, scholarship and loan programs and other school-administered programs.

Likewise, the catholic schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin. (California Catholic Conference, March 1994: revised January 1997)

## General Qualifications for Enrollment:

All students and parents must agree to abide by the philosophy, policies and regulations of St. Mary School and the Diocese of San Diego.

## Priorities for Admission:

- Students of families in good standing already enrolled at St. Mary School.
- Students of families in good standing at St. Mary Church.
- Students of families in good standing at other Catholic parishes.
- Others.

## Health Requirements:

California law requires specific health screening procedures for all children entering school for the first time. All Kindergarten, Grade 1, 7 and transfer students must present proper evidence of compliance before they will be admitted to school. No child will be admitted unless parents have complied with California immunization requirements.

## Kindergarten:

Students seeking admission to Kindergarten must:

- Follow priority criteria—testing required
- Be 5 years old on or before September 1<sup>st</sup> of the academic year
- Be developmentally ready

## Grade 1:

Students seeking admission to Grade 1 must:

- Follow priority criteria—testing required
- Be 6 years old on or before September 1<sup>st</sup> of the academic year
- Be developmentally ready

### Grades 1-8:

All incoming students who meet the admission criteria must take a grade placement test and submit their academic and disciplinary record for the principal's review before attaining permanent status. References from the student's previous school may sometimes be requested and a parent interview with the principal is required. All newly accepted students will be on probation for one semester.

## General Policies and Procedures

### Office Hours:

Office hours are posted on the school website under "About Us" in the "Contact Us" section.

### Attendance:

#### Tardiness:

Students are tardy when the bell rings at 8:40 a.m. or on Mass days at 8:00 a.m. When tardy, students must report to the school office to receive a tardy slip which admits them to class. Persistent tardiness will require a parent-teacher conference and/or a detention.

#### Absences:

All students are required to attend school daily in accordance with California law. A total of 20 absences in any given year may disqualify a student from receiving credit for that grade.

If a student must be absent from class, the parent or guardian must notify the school office before the start of the school day by phone or e-mail. E-mail absences can be e-mailed to [office@stmesc.org](mailto:office@stmesc.org). Upon return, the student must present the homeroom teacher with a written excuse stating the reason for the absence that is dated and signed by a parent/guardian to be readmitted to class (California Education Code). The school accepts no responsibility for any student who fails to arrive at school or leaves school without permission.

#### Responsibility for Work:

Students who are absent or tardy are responsible for any work they miss. Excessive absences or tardiness lowers grades and may result in probation, retention or dismissal from school.

When your child is out sick, his/her work may be picked up at the school office or sent home with a sibling at the end of the day. Work will not ready prior to the end of the day. If you cannot make it to the office to pick up the work, your child will receive his/her make-up work upon returning to school.

#### Appointments and Release during School Hours:

Students are not allowed to leave school grounds at any time during the school day. Please make medical or dental appointments after school hours. If a student must be absent for any part of a day, parents and guardians are asked to notify the school office and classroom teacher in writing at least one day in advance of the appointment. Parents must meet students at the school office and not in the classroom, and they must sign the child out. If someone other than a parent or guardian is picking up the student, a note signed by the

parent or guardian is required and the transporting party must sign out at the office. A picture ID will be required of the person picking up the student.

According to the Education Code, an excused tardy is granted for medical or dental appointments only. In order for the tardy to be excused, a note from the doctor or dental office is required. Notes from parents or guardians that say they were at the doctor's office do not count, and the tardy or absence will not be excused.

Students who leave early are expected to make up all work they missed. The teacher is not responsible for providing the work ahead of time. The student will receive make-up work upon his/her return.

#### Vacations:

The school will not give permission to any student to be excused from school for any length of time for vacation. The decision to leave school is the parents' responsibility. Parents are to notify the school and teacher in writing indicating the dates a student will be away. Students are responsible for any missing work and tests when they return. Teachers are not required nor should they be expected to write lesson plans for students on vacation. The work will be issued at the convenience of the teacher.

#### Medical Information:

##### Notification of Parents for Illness or Injury:

If a student is ill or injured, the office will notify a parent or guardian immediately. No student will be allowed to leave the school grounds until this contact is made.

##### Authorization for Treatment:

If parents cannot be reached and the illness or injury is serious enough to require immediate medical attention, the principal or designee will consult the emergency card and arrange for treatment. It is understood that enrollment at St. Mary confers upon the school the obligation to select emergency care providers when we are unable to reach the parents or designated responsible people.

##### Emergency Card:

Each student must have an emergency card on file in the school office. It is imperative that you notify the office when there is a change of address, phone number or contact person in case of emergency.

##### Medication:

When a student needs to take medication during the school day, the medication must be given to the school office with a signed note from the doctor and a written parent request form. The prescription container must be clearly marked with the student's name, dosage and any other directions. Medication can only be administered by a parent or the student when the appropriate paperwork has been signed and submitted to the school. The school will not administer medication.

### Medical Status:

It is the parents' responsibility to inform the school office, as well as their child's teachers, in writing concerning allergies, physical limitations, chronic illness or any other health factors.

### Communicable Disease:

Parents must notify the school office when their student has a communicable disease such as chicken pox, measles, mumps, streptococcal infections, pink eye, head lice, scarlet fever, or whooping cough. The school must notify parents of other students exposed to the disease. This alert usually goes home to the parents of children in the same homeroom/grade. If necessary, a schoolwide notification will be sent home to parents.

### Emergency/Disaster Procedures:

Emergency drills are scheduled periodically according to Diocesan and city directives. In the event of an emergency:

1. Listen to the local radio station for information and directions.
2. If possible, the school will alert you through e-mail. Please do not telephone the school. Lines must be kept open for emergency calls and communication with local emergency preparedness teams.
3. Following an earthquake, fire or other disaster, do not immediately drive to school. Streets and access to school may be cluttered with dangerous debris. School entrance areas must remain clear for emergency vehicles. Stay tuned to local news information for the most up-to-date route.
4. Students will not be dismissed from school unless released to a parent, guardian, or designated individual from the emergency card. The authorized individual must sign the student out at the office or at the temporary student release station. There will be no exceptions.
5. Our school will communicate with local emergency services and will care for your children in times of critical situations. If you are not able to reach school, we will care for your child here or at a designated emergency shelter.

We are required to honor the requests of local officials regarding how to handle emergency situations. There may be times when communication is impossible or unadvisable. Please assist us in honoring all requests.

### Student Records:

#### Access:

Students' parents or legal guardians have the right to review all of their children's records in the presence of the principal or designee. A reasonable amount of time must be allowed in order for office personnel to gather all available records.

#### Release of Student Records:

When a student transfers to another school, a copy of the student's transcript will be transferred upon written request. Official transcripts are mailed to the receiving school upon authorized request. They are never given to parents for delivery to a school. St. Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

### Dress Code:

Our Uniform supplier is Dennis Uniforms of San Diego. Only Dennis Uniforms may be worn. Dennis Uniform brochures may be picked up in the school office. Only the items listed in the brochure, approved for St. Mary School, are allowed.

All students must wear the uniform which consists of the following and require parental support at all times. All uniform items must be in good repair – no holes or frayed edges. Shirts/blouses should be kept neatly tucked in from the time a student arrives on campus until dismissal. Trousers must be worn at the anatomically correct waist, not below the navel, and shoes must be properly laced and tied at all times. All skirt hem lines must be 3 inches above the knee or longer. Skirts are not to be rolled up.

On Mass days, students must wear their formal uniform. Girls must wear a jumper, skirt, or skort with their white polo or white blouse only. Boys must wear long pants with their white polo only.

### Girls' Uniform:

- Plaid jumper—Dennis brand only (Grades K-5)
- Plaid skirt—Dennis brand only (Grades 5-8)
- Skorts—Dennis brand only (all grades)
- Khaki pants –Dennis brand only - with front pleats and front zipper
- Khaki shorts- Dennis brand only
- Dennis only plain white, navy blue, green, or yellow short-sleeve polo shirts with a St. Mary School logo and must be kept tucked in at all times.
- On very cold days, a solid white turtleneck may be worn under the polo shirt but may not replace the sweater or jacket.
- Shoes must be mostly black or white with only neutral (black, white, gray, tan or brown) accents. Athletic shoes are encouraged. The athletic shoe must be plain with no lights, sounds, or wheels. No open-toed, open-heeled shoes, high heels, wooden soles, high-tops or oversized shoes are allowed.
- If the footwear requires laces, then the footwear must be laced and tied at the top of the footwear at all times.
- Socks are plain white or navy blue. Only crew and knee socks are allowed. No sports/athletic socks or knee highs. Socks may not be worn down inside footwear or rolled down. Socks must be worn at all times. Logos of any form on socks are not allowed.
- Only the following accessories are allowed:
  - Wrist watches – simple/conservative only
  - Conservative stud earrings (one pair only, no pendants)
  - Medal or crucifix
- No nail polish or cosmetics are allowed.
- Hair accessories should be small and ribbons must match the uniform. Colors not in the school uniform are not allowed.
- On very cold days, a coat may be worn over the uniform jacket/sweater. It may not be substituted for the uniform and must be removed in class or church.

### Boys Uniform:

- Khaki pants- Dennis brand only
- Khaki shorts- Dennis brand only
- Belts are mandatory for Grades 3 and up- Regulation size, not oversized. Belts must be black or brown.
- Dennis only plain white, navy blue, green, or yellow short-sleeve polo shirts with a St. Mary School logo kept tucked in at all times.
- On very cold days, a solid white turtleneck may be worn under the blouse or polo shirt but may not replace the sweater or jacket.
- Shoes must be mostly black or white with only neutral (black, white, gray, tan or brown) accents. Athletic shoes are encouraged. The athletic shoe must be plain with no lights, sounds or wheels. No open-toed, open-heeled shoes, wooden soles, high-tops or oversized shoes are allowed.
- If the footwear requires laces, then the footwear must be laced and tied at the top of the footwear at all times with matching colored laces.
- Socks are plain white or navy blue. Only crew socks are allowed. No sports/athletic socks. Socks may not be worn down inside footwear or rolled down. Socks must be worn at all times.
- Only the following accessories are allowed:
  - Wrist watches – simple/conservative only
  - Religious medal or crucifix
- On very cold days, a coat may be worn over the uniform jacket/sweater. It may not be substituted for the uniform and must be removed in class or church.

### P.E. Uniforms:

- Athletic shoes must be worn on P.E. days.
- P.E. uniforms are required in Grades 4-8 and are optional in Grades K-3.
- The P.E. Uniform consists of:
  - Navy blue P.E. uniform shorts or sweatpants
  - Gold P.E. uniform T-shirt

### Hairstyles:

Hair must be kept neat and clean. Conservative haircuts only and hair must not be in the student's face or eyes. Hair on boys must be short, no longer than collar length, trimmed neatly around the ears and not spiked. Hair is never to be dyed or bleached. Boys are to be clean shaven. Sideburns are not to extend beyond the bottom of the ear. Boys may not have shaved heads. Girls' hair must be kept neat. Hair accessories must match the uniform and may not be oversized. Distracting fads are not allowed for boys and girls. In all cases, we rely on our parents to support us in these policies.

### Jewelry:

Only girls may wear earrings. Only post earrings are permitted. Hoop or dangling earrings are not allowed for safety reasons. Only one hole per ear is permitted. Students may only wear one religious necklace. No bracelets of any kind are permitted. Students may wear a watch, but it cannot be a Smart watch of any kind. Fitbits or other activity trackers are allowed so long as they do not distract the child and cannot access the internet.

### Appearance:

The faculty and administration feel very strongly about how our students appear and present themselves. When our students come to school, we want them to look neat, clean, modest, and to show regard for conventional/conservative decencies in dress, styles and behavior. Failure to comply with the dress code will result in disciplinary action or possible withdrawal from the school. The administration will have the final decision in all matters pertaining to the dress code.

Any articles that display offensive themes, violence or any other logos that the administration finds objectionable to the standards of the school are not to be worn or attached to backpacks, book covers, etc. Please leave these articles at home.

### Enforcement of Standards:

In an emergency when your child cannot be in uniform, a note of explanation must be sent to the teacher. Students attending school without appropriate uniform and written parental explanation will be sent to the office to call home or work for permission to go home and change or for parents to bring the appropriate clothing.

Not only is it important to wear the correct uniform, but also to wear it correctly. This means the fit should be good, not excessively oversized or undersized. Students who do not wear the uniform correctly will receive a warning for the first offense and subsequent offenses will be handled through the discipline code. Detentions will be issued.

Due to fashion trends and fads, we reserve the right to adjust uniform regulations not addressed in the above rules.

### Free Dress Policy:

Free dress days are a privilege. Clothes that are worn to school must be clean, neat and appropriate.

The following items may not be worn on free dress days:

- Sagging pants or shorts
- Oversized pants or shorts
- Low-rise pants
- Any clothing that is too tight, including tight jeans
- Skirts or dresses shorter than 3" above the knee
- Frayed or torn clothing
- Bike shorts
- Spandex-type wear
- Halter tops, tube tops, tank tops or spaghetti straps
- Bare-midriff tops
- Sandals
- Flip flops
- Platform shoes of any kind

The school reserves the right to deem any free dress clothing inappropriate for school. In the event that should happen, parents will be called and required to bring a change of clothes

for the child. Continued violations on free dress days will result in the loss of the free dress privilege for that child for the remainder of the year.

#### Discipline:

General policies and procedures are set by Diocesan Office for Schools.

#### Value:

Discipline is considered an aspect of Christian development. We believe that all students have the right to learn, and each staff member has the right to teach in an environment conducive to learning. St. Mary Students are expected to conduct themselves in an appropriate Christian manner, both in and out of the classroom.

#### Classroom Standards:

- Classroom teachers develop a set of expectations for student conduct and learning.
- Teachers communicate expectations to parents and students.

#### Consequences:

Students must be prepared to accept the negative consequences for choosing not to follow the standards.

#### Disciplinary Procedures:

Violations of standards or rules will result in consequences handled by classroom teachers. Inappropriate behavior could result in loss of play time, after-school detention, a parent conference, assignment of special tasks, denial of privileges such as field trips, special assemblies, class parties, etc., referral to the principal, probation, in-school suspension, suspension, referral to the Academic/Discipline Review Board (ADRB), or expulsion from school after due process.

#### Referrals:

- If the student is unresponsive to consequences administered by teachers, demonstrated by his/her continued unacceptable behavior, that student will be referred to the office.
- The principal or other designee will determine the appropriate consequence in consultation with the teacher.
- All conduct referrals, detention forms, suspension letters, etc., must be signed by a parent or guardian on the following school day before admittance to class.
- If a student is assigned to serve a detention and is unable to serve on that day due to a prearranged medical or dental appointment, the parents or guardians must contact the detention monitor and detention will be reassigned. Prearranged appointments do not include after school sports practice, games, or social activities.
- Formal detentions are served on Tuesday afternoons, beginning at 3:15.
- Students who miss detention will risk consequences in conduct grades and will receive an additional detention.
- Examples of behavior that may result in disciplinary action:
  - Actions detrimental to the moral, physical or emotional welfare of other pupils and the St. Mary Community on or off campus
  - Persistent disrespect and disobedience
  - Persistent refusal to do assigned work

- Deliberate defiance to any staff member or any other valid authority including substitute teachers
- Physical assault, battery or any other threat of force or violence directed toward school personnel, students and parents. Fighting or other physical actions will automatically result in a detention, suspension or expulsion depending on the seriousness of the action
- Possession of any object that could be used as weapon
- Possession of a toy that looks like a weapon
- Possession, usage, selling or distributing of legal or illegal controlled substances.
- Demand of money from another student for any reason whatsoever
- Profanity or vulgarity
- Theft
- Vandalism– parents shall be liable for all damages caused by the student/s to personal, school or parish property
- Truancy
- Leaving school grounds without permission
- Forging signatures, plagiarism, sharing assignments and/or cheating
- Student threats of harm to self or others
- Computer violations, including promoting, visiting or downloading from non-authorized sites
- Accessing e-mail or social networking sites on campus

#### Probation:

A student may be placed on probation for a serious behavioral offense, for continued academic deficiency, habitual tardiness and/or truancy or for inappropriate conduct.

#### Suspension:

##### Types:

- Student may lose the privilege of attending class, i.e., sent home for the entire period of suspension.
- Student may be suspended from class and be required to report to a specific location on campus.
- Student may attend class but lose the privilege of participating in any school activity on or off campus for a designated period of time.

Suspension may be used when other forms of correction fail to bring about appropriate conduct or when offenses compel immediate serious disciplinary action.

There is zero tolerance for controlled substances, weapons or objects used as weapons, and for major computer violations. Students will be suspended immediately and placed on probation or expelled.

A student who has been charged with criminal charges will not be allowed in school until resolved by the appropriate authorities.

## Expulsion:

Expulsion is used when:

- Suspension fails to modify unacceptable behavior.
- An offense is so serious that the student endangers himself, other students, or staff.

## Due-Process Rights for Out of School Suspension or Expulsion:

- The student will be given written notice of the infractions against him or her and a fair opportunity to respond.
- Notice will be given to parents by telephone or other appropriate means within 24 hours.
- Conference with student, parents or guardians, principal, designee or appropriate school staff will be scheduled.
- The administration will determine length of suspension to fit the circumstances.
- Suspended students have the right to make up assignments and tests missed during the period of suspension. All work will be due the day admitted back into class. Participation grades cannot be made up.

Our school follows the Procedures and Guidelines pertaining to Expulsion as stated in the Diocesan Policy Handbook.

## Academic/Discipline Review Board:

An Academic/Discipline Review Board (ADRB) will be convened to provide a hearing and due process to a student prior to a final decision regarding expulsion.

An Academic/Discipline Review Board will also be convened at the request of the principal to provide collaborative guidance to any student who continues to exhibit unacceptable behavior. In this instance, the purpose of the ADRB meeting is to reinforce positive discipline and to propose student behavior modification, which, if successful, will allow the student to remain at St. Mary School.

The ADRB will be comprised of permanent membership (principal) and of ad hoc members (homeroom teacher, any other classroom teacher and, in cases of disruptive playground behavior, the playground supervisor). The parents of the student may be asked to attend an ADRB meeting regarding their child.

## Student Threats Policy Procedure from Diocese of San Diego:

- Any and all student threats of harm to self or others must be taken seriously.
- Whoever hears the threat will report it to the principal immediately.
- Police will be notified immediately.
- The parent or guardian of the student who has made the threat will be notified immediately.
- The student will be kept in the principal's office under supervision until the police/parents arrive.
- The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.

- The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed:
  - The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
  - A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.
  - The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings, writings, disciplinary history of the student, behavioral concerns and the names of any known victims or potential victims.
  - The principal shall receive a written, comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or administration that will assist the principal in the decision regarding re-admission of the student to the school
- If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parent, decide whether to re-admit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.
- Disciplinary action, including suspension/expulsion, will be administered as appropriate.
- If the student is re-admitted to the school, the mental health care professional must, at the principal's or pastor's request, provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
- Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child

leaves the school as a result of expulsion, withdrawal by parent/guardian or graduation before being destroyed.

### Playground and Lunch Rules:

The safety and well-being of all our students is a primary concern of St. Mary School. In order to ensure that our students may eat and play in a safe environment, all students are expected to follow these rules:

- Students must treat the supervisors and parent volunteers with respect.
- Students must follow all instructions of the supervisors and parent volunteers without argument.
- Students are to wait in an orderly line without pushing or shoving while waiting to be served hot lunch or at the Snack Shack.
- Throwing food and other objects is not allowed.
- Students are expected to clean up after themselves before being dismissed by a supervisor. All trash is to be deposited in the trashcans.
- Students must remain at lunch tables until they are dismissed to play.
- Students are expected to play safely.
- Proper use of all sports equipment is mandatory.
- Playground equipment will be provided by the school. Students may not bring their own.
- Students are expected to remain in authorized play areas.
- Rough housing, “play” fighting and fighting is forbidden.
- Teasing, bullying, intimidating or harassing others is not allowed.

### Arrival and Dismissal Rules:

Your child’s safety is very important to us. Please help by following the rules. Parental cooperation and support are required in the following areas:

- Students must wait safely in the area designated by their teachers after they are dropped off for school.
- Middle school students are not allowed on the upper campus until teachers direct them.
- Students arriving before 8:20 a.m. must report to our Extended Daycare Program in Room 2.
- Students waiting to enter their classrooms before school and after recess are not allowed to play. The same rule applies while waiting to be picked up after dismissal.
- Students must wait to be picked up in the designated areas. Students are not allowed to wait for their rides where there is no faculty supervision.
- Students walking or riding a bike home must leave immediately after dismissal and must have written permission from a parent or guardian on file in the office.
- Students who have not been picked up fifteen minutes after dismissal time will be taken to our Extended Daycare Program.

### Office Rules:

- Students and parents are required to be quiet and respectful in the office and not interfere with the office personnel in the performance of their jobs.
- Students are not allowed in the office unless they are ill, injured, have been sent to the office by a teacher or playground supervisor, or have been called to the office by office personnel.

- Students are not permitted to use the office phone except in an emergencies or when directed by a teacher to call a parent. Calls to arrange social plans are never permitted.

#### Additional Rules:

- All students are expected to obey all the rules and to follow promptly the directions of those in authority.
- Cell phones are not to be used by students while on campus. They are to be turned off and kept in the backpack. Failure to follow this policy will result in the phone being confiscated and turned over to the principal.
- All electronics are not allowed. This includes iPods or other media players, tablets, e-readers, video games, remote control devices etc.
- No gum.
- No skateboards, bicycles, motorized bikes or roller blades allowed on campus.
- Students are not allowed in the classroom unless a teacher or authorized personnel is present.
- Large amounts of cash and other valuable items are not allowed.
- Selling for personal gain is not permitted.
- Students and parents are expected to adhere to the school's behavioral guidelines when participating in any athletic or social activities conducted under the name or direction of the school or any school organization. We always want our students and parents to represent our school and their family in Christian tradition.

#### Church Rules:

- Students are expected to act reverently in church.
- Students are expected to fully participate in the liturgies and prayers.
- Students are to enter and exit the church quietly so that those praying will not be disturbed.
- Students are expected to give their full attention to the pastor or speaker.
- Students must wear the appropriate uniform as stated in the uniform rules.
- Students must be on time for Mass, or they will be marked tardy.

“Harassment in any form, including sexual harassment, is prohibited. Any person who believes that he/she has been the object of harassment or has witnessed such behavior should notify the Principal immediately. The Principal should contact the Office of Schools or the Office of Human Resources for Diocesan procedures on Harassment and Sexual Misconduct.”  
Diocesan Policy #587

Conduct of a sexual nature includes, but it not limited to:

- Verbal: sexual innuendoes, suggestive or insulting comments or sounds, whistling, jokes or teasing of a sexual nature, sexual propositions or threats, continuing to express personal interest after being informed that interest is unwelcome.
- Visual: sexually suggestive objects, pictures or letters, leering or obscene gestures.
- Physical: unwanted physical contact, including touching, pinching, brushing the body, impending or blocking movement, sexual intercourse or assault.

## School and Home Communications:

### Family Collaborative (formerly PTG):

A parent organization associated with the Diocese of San Diego should comply with these general norms: *Diocese of San Diego, Handbook for Catholic Schools* (Section 134)

- It will be established and continue or terminate operation at the discretion of the principal.
- It will be consultative or advisory in nature.
- It will function in accordance with a written constitution, which complies with all current provisions of Diocesan policy governing the structure/operation of such an organization.
- Recommendations and actions of the organization are subject to all Diocesan school regulations and policies as established by the Diocesan Commission for Education and Ministry and executed by the Office for Schools.

### Purpose of the Family Collaborative:

- To promote a broad appreciation of the need for and ideals of a sound Catholic education.
- To promote parental support for the school program, administration, and staff.
- To provide an organization for improving development, fundraising, and marketing.

Parents are expected to attend meetings and participate in all fundraising activities held throughout the school year. Attendance at meetings is counted as two service hours per family, per meeting.

## Communication with Parents:

- Back to School Night: Early each school year at our annual "Back to School Night", teachers explain policies, rules, curriculum, grading practices, homework expectations and other important issues pertaining to each classroom.
- Website: This is our primary means of communicating with parents. Our website can be found at <http://www.stmesc.org>. Each Friday, the Newsletter which contains important information is posted. Other resources such as forms, athletic information, school calendars and more can be found on the site as well.
- Grades: Teacher gradebooks are available online at [www.gradelink.com](http://www.gradelink.com). Our school code is 847. Teachers will post work as it is graded. Progress Reports are posted for all students at mid-quarter. A reminder will be sent home reminding parents to check the progress of their child. The parent must then print out the current grades and sign the printout. This will act as your child's progress report. Report cards are distributed at the end of each quarter and are to be signed and returned to the school.
- Parent/Teacher Conferences: A formal parent/teacher conference is required at the end of the first quarter. Report cards will only be given at the scheduled conference. Other conferences may be held as needed when requested by the teacher or parent.

## Communicating Concerns:

Below is the proper order to communicate a concern and resolve an issue.

1. Discuss concern with your student.
2. Discuss with the teacher.
3. Discuss with the principal.
4. Discuss with the Associate Director from the Diocese of San Diego's Office for Schools assigned to our school.

## Role of Parents:

### POLICY # 1200 - Parents as Primary Educators

Parents have the primary responsibility for the education of their child. Specifically this includes the responsibility:

- To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based. (Cf. 6143.3 – Sunday Mass and Personal Prayer).
- To make a wise and informed choice of schools for their child, keeping in mind that each school has its own unique character, tone and strengths.
- To be fully informed regarding all aspects of their child's developmental progress, and where needed, to take and/or support the appropriate remedial action.
- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school in which they have selected for their child.

Schools have the correlative responsibility to guide, assist, support, and complement parents in their efforts to meet these responsibilities. Of particular gravity is the school's obligation to assist parents in gaining the information and insight necessary to make informed judgments regarding the religious and moral education of their child.

## Parent/Guardian Requirements:

### Cooperation

- Comply with educational policies and regulations of the Diocese of San Diego and St. Mary School.
- Support and follow through regarding all school regulations and policies as described in the Parent/Student Handbook and Weekly Newsletters.
- Respond in a timely manner to bulletins and notes on child's papers sent home by the teachers or principal.
- Personally attend (whenever possible) and ensure attendance of your child at school Masses, religious/spiritual activities, school meetings, Family Collaborative functions and special activities. Children are never excused from attendance at school Masses or liturgical celebrations such as May Crowning, Christmas Pageant, etc.
- Demonstrate a willingness to work with the teachers, principal and pastor in everything relating to their child's progress and performance.

### Financial:

- Tuition payment is expected according to the option selected and signed in the Tuition Payment Plan/Agreement.
- FACTS Management service is utilized to collect tuition for the school.
- Payment of tuition in monthly or quarterly installments is due and payable in accordance of the terms set forth on the tuition agreement. Tuition may also be paid in its entirety on the first of July before the next school year.
- Service hour participation in school activities per signed tuition agreement.
- Agree to all penalty clauses as set forth in the tuition agreement.
- Non-compliance will jeopardize your child's eligibility to remain at school for the current year and/or could jeopardize your child's registration for the following school year.

## Service:

- The Parent Service Policy of St. Mary School is a service program that enhances the equity and sharing of service hours for the benefit of all students. It offers greater educational opportunities for the children and provides an equitable distribution of service, time, and energy among the families of St. Mary School
- Standard Expectation for School Service
  - Each family is required to contribute a minimum of 40 hours per year assisting at school. Single parents are required to give a minimum of 20 hours per year.
  - Parents are to record the number of service hours they work. Service hours are turned in to the office monthly for tracking purposes. Therefore, families are on the honor system. Research indicates that successful students and effective schools have involved parents. (Hours donated after July 1<sup>st</sup> will be applied to the next school year.)
  - Non-compliance will jeopardize your child's registration for the following school year. We need your support and integrity regarding this program.
  - Requests for reviewing special hardships may be made in writing to the principal.
- Suggested activities for fulfilling service hours
  - Family Collaborative
    - This will keep you informed about all service hour opportunities at our school
  - Fundraising:
    - Serve as a team member for our annual Gala
    - Set-up and clean-up for events
    - Providing goods or working at bake sales
    - Scrip Sales
    - Work at Oktoberfest (formerly Fall Fiesta)
    - Help fundraise for 6<sup>th</sup> Grade Camp
  - Classroom:
    - Help in the classroom, library, technology lab and music room
    - Arts and crafts
    - Room parents
    - Driver/Chaperone field trips
    - Teaching lessons in area of expertise
  - Other:
    - After-school sports (coaches, team parents, drivers for away games, etc.)
    - Yearbook coordinator or assistant
    - Work around the campus
    - Hot lunch
    - After-school clubs
    - Nurse
    - Help with school and choir performances (Fall Fiesta, Christmas Pageant, etc.)
    - Graduation
    - Dance Chaperones
    - Academic Decathlon coordinator or coaches
    - Field Day volunteers
    - Supervise playground before or after school, recess, or lunch

All volunteers who work with the children must complete requirements set forth by the Diocese of San Diego. If you are interested in volunteering with the children, please speak with someone in the front office to obtain these requirements as they change from time to time.

Visitor badges are required for all of our guests. Badges can be obtained from the school office after signing in. To avoid unnecessary disruption, badges will only be given to visitors authorized by a teacher or other staff member. Authorized visitors will be listed in the office for a specific day and time. Parents planning to volunteer must prearrange a scheduled time with the staff member to ensure you are on the visitors' list. Guests without a visitor badge must leave the premises.

### Drop-Off and Pick-Up Procedures

Please enter the property through 13<sup>th</sup> Avenue coming down from Juniper Street. Make a right onto 13<sup>th</sup> Avenue and another right when you approach the gates toward the convent. Please do not attempt to make a left turn from 13<sup>th</sup> Avenue. Proceed around the right hand side of the convent and sports shed, down the ramp toward the church.

#### For Drop Off:

All students must be dropped off in the green box. As you are approaching the church, you may turn and make your way back up the green box (look for green outline on ground on the new hall side of the picnic benches).

#### For Pick Up:

Make a left between the last picnic bench and the play structure, and slowly drive up alongside the classroom side of the picnic benches. This accommodates more cars on the property and not on the street and allows the teachers to load the cars faster.

Children must exit and enter their cars through the passenger side door only. Parents may not get out of their car to help their children. The staff will help them for you. Parents should exit through the gate along the side of the hall and make a right turn onto 13<sup>th</sup> Avenue. You may pass other cars still waiting to load or unload their children, but please do so carefully. Please follow all directions of the staff.

In the morning, the gates will be open early. Please drive through with caution. Students in the middle school will remain on the lower campus. There is no parking in the staff parking lot or in the school yard. Only Preschool may temporarily park in the staff lot for drop off and pick up. If you wish to walk in with your child, park in the church parking lot. There is no supervision before 8:20. Any students who arrive prior to supervision must go to our Extended Daycare Program in Room 2. If your child is going to choir or band, they must be dropped off in the green box. The entrance gate will close at 8:35 to allow times for cars to drive off campus in order for students to be in their respective lines by the first bell at 8:38. On Mass days, please allow enough time for your child to be dropped off by 7:50. Do not use the church parking lot for drop off. Students should be dropped off in the green box and walk to the church.

In the afternoon, the gates will open at 3:05 on Monday, Tuesday, Thursday and Friday, 2:20 on Wednesdays and 11:50 on minimum days. If you arrive earlier, the gate will be closed and you will need to drive around the block until the gate opens. We cannot allow a build up behind the gate or a backup onto the street.

When picking up your child in the carline, horns and cell phones may not be used to notify your children that you have arrived. Children may not meet their parents in the church parking lot. If you wish to walk in and pick up your child, you must pick him/her up in their respective classroom section only.

## Instructional Program

### Curriculum:

Students experience various learning domains. The curriculum is compatible with Diocesan Policy, school philosophy and the California State Frameworks. Infused in all subject areas is a focus on Catholic values and faith development aimed at commitment to the message of Christ and service to others.

### Religion:

- Religion is an integral part of the educational program for all students at all grades levels. Parents are encouraged to participate in the home activity lessons, Masses and other religious services.
- All students in grades K-8 are required to attend the 8:00 a.m. Mass every Wednesday, on Holy Days of Obligation and other religious services.
- Sacramental preparation is required for Catholic parents and students prior to the reception of First Penance and Eucharist.
- Family Life education is integrated in Religion and Health, and other curricular areas. Parents have the right to request that their child be removed from the biological component of Family Life. This must be indicated on the permission slip which is sent home annually.
- Students are encouraged to give spiritual and financial support to the missions through the Holy Childhood Association. During the year, various classes will sponsor special projects to assist the poor and needy in Escondido as well as throughout the world.

### Language Arts:

- Language Arts is comprised of reading, phonics, spelling, writing, grammar, literature, speaking and listening.

### Mathematics:

- Math instruction includes computation, problem solving, statistics, probability, patterns, functions, geometry, logic, measurement, algebra, estimation and use of technology.

### Social Studies:

- Topics include history, geography, economics, current events, multi-cultural appreciation and related literature.

### Science:

- Physical, biological and earth sciences are integrated through major unifying themes.

### Visual and Performing Arts:

- Music appreciation, history and performance are taught.
- Art history, appreciation and production are taught.
- Drama and rhythmic movement are integrated into the curriculum.

### Physical Education:

- Physical fitness, health, and wellness are taught.

### Handwriting:

- Printing is practiced in grades K-2.
- Cursive begins in grade 2.

### Testing:

#### Standardized:

- STAR Assessments is administered at least three times annually to check growth and determine needs of students in the areas of math and language arts.
- Tests are administered to all new students to determine appropriate grade level.

#### Assessment of Catholic Religious Education (ACRE):

- Grades 5 and 8 (nationally normed by National Catholic Education Association)

#### Teacher prepared:

- Related to current curriculum

#### Authentic Assessment:

- Project-based learning
- May include portfolios, projects, etc.

### Promotion and Retention:

Only students who complete requirements with minimum proficiency in the basic skills of a particular grade are promoted to the next grade. Consultation between teacher and principal will take place when students are considered at risk. A parent-teacher conference will take place to discuss options. In all cases, the final determination regarding retention remains the responsibility of the principal (Diocesan Policy 524).

Regular supplementary tutoring, individualized program modification, adjustment to another school, specialized testing, or summer school may be required.

### Homework:

#### Reasons for Homework:

1. To reinforce concepts/skills presented in class,
2. To foster student's creativity and discipline.
3. To train the student to work independently.
4. To provide an opportunity to budget time.

Time spent on homework should not exceed an average:

Kindergarten	15 minutes
Grades 1-2	30 minutes per day
Grades 3	45 minutes per day
Grades 4-5	60 minutes per day
Grades 6-8	2 hours per day

If your child consistently exceeds the allocated amount of time for homework, please see your teacher/s. Projects are usually assigned over a period of time. Students must be organized and allocate time each day to ensure completion of the project.

#### Parent Information:

Teachers will inform parents about the homework policy during Back to School Night in September. We urge all parents to demonstrate interest in their child's homework. It is the student's responsibility to record assignments and to complete them on time.

#### Plagiarism:

Any student who purposefully passes off another person's work as his or her own will receive a grade of "0" for the assignment. Students who directly copy partial or complete passages from a book or the internet without citing their source/s are considered to have plagiarized and will be subjected to further disciplinary action.

#### Grading:

##### Grading Scale:

	Grades K-3	Grades 4-8
93-100	O	A
90-92	VG	A-
87-89	G+	B+
83-86	G	B
80-82	G-	B-
77-79	S+	C+
73-76	S	C
70-72	S-	C-
67-69	NI	D+
63-66	NI	D
60-62	NI	D-
59 or below	U	F
NE= Not Evaluated		

The grading scale is based on Diocesan standards. Grades reflect a student's total performance in class, homework, tests, class participation and special projects.

## Additional Activities, Programs and Services

### Activities:

Students who participate in the school's extracurricular activities must be currently enrolled in St. Mary School and maintain acceptable standards of school work, homework, conduct, and effort. Any students who do not maintain a C (2.0) average will be suspended from all extracurricular involvement until their GPAs are back up to a 2.0. These stipulations apply to athletics, choir, student council, and any other extracurricular activity sponsored by the school.

### Academic Decathlon:

The Academic Decathlon is open to students in Grades 6-8. The event is coordinated and coached by parents with the support and cooperation of the middle school teachers.

### Altar Servers:

Altar Serving is for children in Grades 3-8 who have received their First Holy Communion. A member of the faith community trains them and coordinates the altar serving schedule. The Pastor and Associate Pastor determine eligibility and standards of dress and conduct.

### Athletic Program:

The Athletic Program is an important part of the total education of each student. Participation develops each individual physically, spiritually, socially, and academically. This is another opportunity for parents to be involved with their children.

- Participation

- The Athletic Director organizes the after-school interscholastic sports program for students in grades 5-8 who choose to participate. A participant's family fee and an individual sport fee pay athletic league dues, the referees, awards and supplies for the Sports Awards Ceremony, and fund the program.
- Students may participate if they meet eligibility standards for extracurricular activities and they comply with all league rules and regulations.
- Eligibility is determined weekly. The student must have the approval of the principal before the formation of team rosters for any given season.
- Parents and students must also abide by the rules and regulations established by the North County Parochial League, the Athletic Director (Policy for After School Sports-PASS), and coaches.
- Siblings of after-school sports participants may not wait on campus during practice or games without adult supervision or registration in the Extended Daycare Program. There is no supervision on campus after school hours by school personnel except through the Extended Daycare Program. It is never safe to leave students unsupervised after games or practice. It is very important to pick up your children promptly.
- Any behavior that is inappropriate for school is inappropriate for teams and sporting events. Any violations may result in consequences ranging from detentions to expulsion from a team and/or school.
- All athletes are to be outfitted (dressed) in appropriate uniforms or clothing that represents the standards of a Catholic school.

- Leadership
  - The Athletic Director supervises the after-school Athletics Program. Coaches, drivers, and team parents are volunteers coordinated and directed by the Athletic Director. Responsibility for pickup or supervision after practice and games remains with parents.
- Purpose of the Program
  - Provide a wholesome release of physical energy.
  - Foster good sportsmanship, fair play, honesty and respect for rules and authority.
  - Develop qualities of cooperation, teamwork, leadership, initiative, responsibility, self-respect, consideration for others, courtesy, perseverance, emotional control, courage.
  - Develop/improve health, strength, physical fitness, agility, coordination and movement skills.
  - Develop self-discipline and physical well-being.

#### Choir:

The Choir is open to students in Grades 3-8. The music teacher schedules rehearsals. The choir cantors the Wednesday masses, Christmas Eve Mass, May Crowning, monthly school Masses, 8<sup>th</sup> grade graduation, and performs for various school and community events. Please note that a child must maintain a C average (2.0) in order to participate each week. This will be evaluated on a weekly basis by the choir director.

#### Classroom Parties:

Elaborate parties are not allowed. At the teacher's discretion, food items may be provided to celebrate a special holiday.

#### Birthdays:

We love to celebrate the students' birthdays. Parents may supply a birthday treat for their child's class on or near the child's birthday. If your child has a summer birthday, he/she may celebrate his/her half birthday with the class. We ask that you limit the treat to one item and keep all treats the same for fairness. We ask that you do not send in party favors. Balloons, flowers, gifts, etc. are a distraction to the learning environment and are not permitted.

If a private party is being planned for a child off campus, we ask parents to invite all the children in your child's class. If this is not possible, please deliver the invitation through the mail, not in person at school.

#### Student Council:

- Purpose
  - Provide opportunities for leadership training.
  - Assist students in experiencing the principles of democratic government.
- Membership
  - Elected or appointed students from grades 5-8 serve for one year.
  - Positions are elected during scheduled elections.
  - Upper grade representatives will inform lower grades (K – 3) of activities.

- Eligibility: Students must maintain a C (2.0) average in order to remain on student council. Grades will be checked weekly by the student council moderator. If a student council member repeatedly cannot participate due to low grades, he/she may be removed from his/her position.
- Student Council Meetings:
  - Conducted regularly at a time and place to be announced.
  - Student Council Advisors guide and advise activities of the various commissions.

### Field Trips:

All field trips must have principal approval and specific educational goals clearly related to the curriculum. Field trips are planned by the teachers and are financially supported by the parents. A seat belt for each student and appropriate insurance are required for all vehicles transporting students.

Permission forms must be signed and returned to the teacher before that student may leave the school grounds to go on the field trip. A telephone call giving permission cannot be accepted legally for participation in off campus activities. Students who do not have a written permission slip are still expected to attend school and will be given alternative assignments. Students must realize that a field trip is a privilege, not a right. Restrictions may be placed on a student's participation by administrators, teachers, or parents due to a child's lack of maturity or responsible behavior. Students may not bring money on field trips to purchase lunches or items in gift shops.

Parents who are selected by the teacher to chaperone students must have proper paperwork filed in the front office. Please speak with someone in the office to determine what paperwork is needed. Parents who volunteer to chaperone are not permitted to bring siblings or guests. Chaperones are to drive to the field trip and back to school only. Drivers may not make extra trips or purchase food, visit gift shops, or buy other items for students in their car. Chaperones are responsible for the children under their care which require their undivided attention.

### Extended Daycare Program:

Telephone: (760) 743-3431 ext. 2

St. Mary Extended Daycare Program serves regularly enrolled children in Kindergarten through Eighth Grade before and after school hours. Care is provided between the hours of 7 a.m. and 6 p.m. unless otherwise noted by the director. Failure to adhere to the program policies may result in termination from the program.

Fees are the sole support of St. Mary Extended Daycare Program. The school and the parish do not subsidize it. A list of fees may be obtained from the school office or the director.

Please read the Extended Daycare Program Handbook for more information which can be found on the school website.

### Library:

Our school library has approximately 6,000 books and reference materials. All students are encouraged to use the library and are expected to return books on time and in good condition. Fines are charged for books that are overdue, damaged or lost.

Donation of a book to the library in honor of your child's birthday is a suitable way to celebrate the day and benefit other students. Your child's name is stamped in the book as a lasting reminder of the day and year. A list of appropriate books is available from the school librarian.

#### Lunch:

- Hot lunch is available on Tuesday, Wednesday and Thursday. Pizza is available on Monday and Friday. Order forms go home monthly and are prepaid. There are no refunds for absences since the commercial establishments must be paid for each lunch ordered. Watch for menus or notices from the hot lunch coordinator in the Weekly Family Envelope.
- If you need to drop off a lunch for your child, it must be dropped off in the office before lunchtime. Fast food lunches are discouraged.
- No student is to leave campus during lunchtime without written notification from parents to the teacher and school office. The child must be checked out and signed back in at the school office by a parent or guardian.
- If you wish to have lunch with your child, you must sign him/her out of the office at the start of lunch time and sign him/her back in before the end of lunch.
- Lunchtime is an opportunity for social interaction with peers. Parents that wish to be on campus during lunchtime must work lunch duty.

#### Class Bake Sales:

Each class has one turn at providing snacks and homemade baked goods for sale at school during recess and lunch periods. The sale is organized and conducted by room parents. Each student's family is expected to contribute to a child's class bake sale day or send a monetary donation if unable to send healthy snacks or baked goods for sale. The purchase of goods at a class bake sale does not constitute service hours.

#### Health Services:

Health care professionals in the St. Mary School family may arrange vision and hearing screening at designated grade levels with appropriate agencies. Parent notification and permission slips are sent through the weekly family envelope. Parents may decline participation.

## Financial Obligations and Information

#### Tuition and Fees:

Parents sign a Tuition Agreement and payment plan when registering for each school year. Registration fees are collected and used to support learning.

#### Payment Agreement:

Tuition must be paid according to the Tuition Agreement and payment preferences signed by the parent. Students may not start school in the fall unless the tuition account is current. Any

delinquent tuition, Extended Daycare Program balances, service hours, or any other outstanding fees prevent re-registration for the following year and can be grounds for dismissal from the school prior to the end of the school year. Outstanding balances will also prevent your child from participating in First Communion, Graduation, and all graduation activities.

#### Tuition/Cooperation Agreement:

- Each family registering or re-registering at St. Mary signs a Tuition Agreement stating that they:
  - Agree to uphold school standards and have their children comply with school and Diocesan policies and regulations stated in the Family Handbook.
  - Pledge cooperation and accept responsibility for all parent and family obligations.
  - Agree to pay the selected tuition option according to the provisions of the signed tuition payment plan.
- The signed Tuition Agreement stipulates the following to clarify the process of collecting unpaid balances: Should St. Mary School incur any attorney fees, court costs or other expenses in collecting the balance of tuition and fees due, the undersigned agrees to pay all such costs forthwith and that the same shall be considered as additional fees due. Deposits, fees, and expenses shall be paid when stipulated by the school.

#### Tuition Assistance:

- Tuition assistance is only offered through the Diocese of San Diego by utilizing the Bishop Flores Fund. To qualify, you must apply during open enrollment and submit all necessary paperwork by deadline date. They do not accept late applications. The school will keep you posted with all information pertaining to the Bishop Flores Fund.

#### Scrip:

- Program Description:
  - Purchasing gift cards for popular retailers through the school provides a way for parents to earn extra money for the school.
  - Purchasing Scrip may not be used as a tax write-off. For more information, consult your accountant.
- Program Management:
  - A volunteer parent (Scrip Coordinator) works with the school bookkeeper in purchasing and accounting for inventory. The coordinator also designs flyers and implements incentives approved by the administration. Thanks to the coordinator, school accountant, volunteers, and parents, the program has been a great success. Look for program innovations and details in the weekly envelope or online at [www.stmesc.org](http://www.stmesc.org).

#### Announcement from Diocesan Office of Civil Affairs:

“The IRS believes that a number of Market Certificate purchasers are claiming part or all of the purchase price as a charitable deduction. That is not allowed. Since the purchaser receives \$100.00 in groceries for the \$100.00 price of the scrip, no deductible contribution results. IRS is searching out the identity of tax payers who may have either intentionally or inadvertently claimed contribution deductions.”

#### Principal's Right to Amend

The principal reserves the right to make adjustments to the handbook as deemed appropriate. If there is a discrepancy in the interpretation of the handbook, the final decision will be determined by the principal.

# Parent Permission to Store/Take Medication at School

(Please request a form from the school office or print a copy of this page)

I request that my child be allowed to take the prescription (or non-prescription) listed below according to the designated guidelines:

Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time(s) to be Taken: \_\_\_\_\_

Duration: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

1. A properly completed physician's statement must accompany the permit for prescribed medication.
2. The prescribed medication must be in the original container and have the affixed label including the student's name. Non-prescription medication must also be in the original container.
3. This record will be kept in the student's file for one year, renewable at the beginning of each academic year.
4. A new permit must be signed for each new prescription.
5. All medications must be in the school office until the student needs to use it.

This permit releases and holds St. Mary School personnel harmless from any and all liability for damages or injury, resulting directly or indirectly from the presence of the medication in the school or its use by my child.

Parent/Guardian Name: (please print)

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

# St. Mary Family Handbook

We have received and read the handbook in its entirety, and we are willing to abide by its regulations at all times. We realize that repeated discipline problems or any drug related/weapons incident may warrant immediate dismissal. We also understand and accept the principal's right to amend the handbook as needed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_