

ST. MARY SCHOOL
130 East Thirteenth Avenue
Escondido, California 92025
760 -743-3431 – 760 -743-3432
FAX -760 -743-6808
www.stmesc.org



*A quality "Christ-Centered" school that integrates
Faith formation,
Roman Catholic Traditions
Christian Values
and
Academic Excellence*

Parent/Student Handbook

Accredited by
Western Association of Schools and Colleges
and
Western Catholic Education Association

Reverend Richard Perozich, Pastor

Mrs. Cynthia Asbury, Principal

TABLE OF CONTENTS

ST. MARY SCHOOL HISTORY	3
PHILOSOPHY	3
MISSION STATEMENT	4
SCHOOLWIDE LEARNING EXPECTATIONS	5
GOALS AND OBJECTIVES	6
I. SPIRITUAL.....	6
II. ACADEMIC.....	6
III. PHYSICAL EDUCATION.....	6
IV. SOCIAL.....	7
ADMINISTRATION - FACULTY - STAFF	8
FAMILY INVOLVEMENT	9
PARENT TEACHER GROUP	9
ADMISSIONS	10
I. NON-DISCRIMINATORY POLICY.....	10
II. QUALIFICATIONS FOR ADMISSION.....	10
III. PROCEDURES.....	10
III. REQUIREMENTS.....	11
BELL SCHEDULE GRADES K-8	15
MINIMUM DAYS - GRADES K – 8.....	15
I. TARDINESS AND ABSENCES.....	16
A. <i>Tardiness</i>	16
B. <i>Absences</i>	16
C. <i>Responsibility for Work</i>	16
D. <i>Appointments</i>	16
E. <i>Release During School Hours</i>	17
F. <i>Vacations</i>	17
II. ILLNESS OR INJURY.....	17
A. <i>Notification of Parents</i>	17
B. <i>Authorization for Treatment</i>	17
C. <i>Emergency Card</i>	17
D. <i>Medication</i>	17
E. <i>Medical Status</i>	18
F. <i>Communicable Disease</i>	18
G. <i>Pupil Pregnancy</i>	18
III. EMERGENCY/DISASTER PROCEDURES.....	18
STUDENT RECORDS	21
I. EMERGENCY CARE INFORMATION – VERY IMPORTANT!.....	21
II. ACCESS.....	21
III. RELEASE OF STUDENT RECORDS.....	21
IV. MARITAL/CUSTODIAL ARRANGEMENTS.....	21
INSTRUCTIONAL SERVICES	21
I. CURRICULUM.....	21
II. WASC/WCEA ACCREDITATION.....	22
III. TESTING.....	23
IV. PROMOTION/RETENTION.....	23
V. TUTORING.....	23
VI. HOMEWORK.....	23
VII. GRADING.....	24



SPECIAL SERVICES	25
I. COUNSELING	25
II. HEALTH SERVICES	25
III. SCHOOL SAFETY ... IS EVERYONE'S BUSINESS	25
OTHER PROGRAMS	26
I. EXTENSION CENTER	26
II. LIBRARY	26
III. LUNCH	27
IV. MISSIONS	27
EXTRACURRICULAR STUDENT ACTIVITIES	28
I. ACADEMIC DECATHLON	28
II. ALTAR SERVERS	28
III. ATHLETIC PROGRAM	28
IV. CHOIR	29
V. CHRISTMAS PAGEANT	29
VI. CLASSROOM PARTIES	29
VII. SAFETY PATROL/TRAFFIC CONTROL – GRADES 5 - 8	29
VIII. STUDENT COUNCIL	29
IX. STUDY TRIPS	30
COMMUNICATION WITH PARENTS	31
I. ORIENTATION MEETINGS	31
II. WEEKLY NEWSLETTER	31
III. PTG MEETINGS	31
IV. REPORTING TO PARENTS	31
V. SEMESTER AWARDS ASSEMBLIES – JANUARY & JUNE	31
VI. CONCERNS	32
DISCIPLINE	33
I. GENERAL STANDARDS/POLICIES	33
II. POSITIVE REINFORCEMENT	33
III. DISCIPLINARY PROCEDURES	34
IV. STUDENT THREATS POLICY PROCEDURE	36
V. ST. MARY CODE OF CONDUCT	37
VI. PHILOSOPHY OF STUDENT DISCIPLINE	39
VII. CLASSROOM RULES	39
VIII. PLAYGROUND/LUNCH RULES	39
IX. ASSEMBLY RULES	40
X. ARRIVAL AND DISMISSAL RULES	40
XI. OFFICE RULES	41
XII. GENERAL RULES	41
XIII. CHURCH RULES	42
XIV. HARASSMENT	42
GENERAL ADMINISTRATION	42
I. SAFETY REGULATIONS	42
II. DRESS CODE	45
A. <i>Girls' Uniform</i>	<i>45</i>
B. <i>Boys Uniform:</i>	<i>46</i>
C. <i>P.E. uniforms are required:</i>	<i>46</i>
D. <i>Jewelry/Accessories.</i>	<i>47</i>
E. <i>Hairstyles</i>	<i>47</i>
F. <i>Tee Shirts, Etc.</i>	<i>47</i>
G. <i>Non-Uniform Dress Code</i>	<i>47</i>
H. <i>Enforcement of Standards</i>	<i>48</i>
IV. OFFICE HOURS AND PROCEDURES	48



V. FINANCE48
 A. Tuition and Fees 48
 1. *Payment Agreement* 50
 2. *Tuition/Cooperation Agreement* 50
 3. *Tuition Assistance* 50
VI. SCRIP/GIFT CERTIFICATES51
ROLE OF PARENTS 52
RIGHT TO AMEND 54

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 help our students achieve a well-rounded development. 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. In the Handbook you will find our Philosophy, Mission Statement, History, Rules and Regulations, Uniform Information as well as other pertinent information. Our *Handbook can be viewed on line at www.stmesc.org. Look at our web site for the weekly Newsletter every Friday for the latest updates.

It is with great hope that your years with St. Mary School are a memorable and successful 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,

The Administration and Staff of St. Mary School

*The Principal reserves the right to make adjustments to the handbook as deemed appropriate.



Dear St. Mary School Parents:

I am honored and proud that you have considered and chosen St. Mary School for your child's education where "Christ is the reason for this school. He is the ever present but unseen teacher in its classes; He is the model of its teachers, and the inspiration of its students." Please allow me to inform you of St. Mary School's philosophy and mission in order for you to understand the commitment you will be making.

A Catholic education has always been recognized as the best method of ensuring our children develop the faith and the values which Jesus gave us for salvation, and that we, as Roman Catholics, cherish and wish to pass on to the next generation so that they do the good a Christian is called to do. The work we as a Catholic parish do for our children in the school is truly an investment for the church of the future. St. Mary School's mission is to have the school staff, the clergy of the parish, and you, the parents, form a partnership that blends academic quality with Catholic spiritual formation. Past experience has proven that one without the other, within this partnership, will not work and has been found to be counter-productive. Therefore, your practice of the Catholic faith at home and attendance at Sunday Mass will enhance our mission at St. Mary School. Together as church, school, and family, we can mold leadership and Catholic character traits which will allow our children to excel in life as faithful disciples of Jesus Christ and become active members of His church. Our children truly are today's young church, those called out of evil and ignorance into truth and freedom, and we want to prepare them to become the leaders of tomorrow by serving God and society by living out their Catholic faith in whatever vocation God has called them.

I encourage and invite you as parents to join us in our mission by becoming involved in your parish community. As parents you can grow in faith by taking part in your responsibility as the primary teachers of your children by enhancing at home the faith values your children will be learning at St. Mary School. Our children are the church of tomorrow called to transform the world in Jesus Christ. What we invest today will be reflected tomorrow in our church and society as well. My staff and I pledge our part in this Catholic Educational Partnership. Do we have yours? I hope your answer will be "yes" and you will make a commitment to join us in our endeavor to form Catholic leaders for tomorrow.

May the abundant blessing of our Lord Jesus Christ, through the intercession of His Mother Mary, rest upon you and your household. As I remain...

Your Servant in Christ,

Reverend Richard Perozich
Pastor, St. Mary Parish



St. Mary School History

In September 1950, Saint Mary School first opened its doors with grades one through six, staffed by four Sisters of the Precious Blood. Bishop Charles Francis Buddy dedicated the new school to Mary, Mother of God on March 16, 1951. Each year a grade was added. In June 1953, thirteen students graduated from the eighth grade.

The original building had eight classrooms and an office complex. The school enrollment grew each year: three classrooms were added in 1960 and three additional ones in 1964. When the enrollment reached 650 students, there were two of each grade one through six and one each seventh and eighth grade.

In 1972, the Sisters of the Precious Blood relinquished the administration of the school, although their presence in the parish and school community strengthens Saint Mary School to this day. Through the Sisters' presence and influence, a sense of commitment to serve God and our community was established and remains on campus. Teachers, who worked directly under the Sisters' guidance and tutelage, continue to spread the Good News! For two years one of the Sisters of the Holy Cross administered the school. Lay administrators have followed her.

Saint Mary School continues to have a very strong religious and academic program with the leadership of a very capable administrator, faculty and staff. Having achieved over 60 years of Catholic Education in the Escondido area, St. Mary School continues to educate students at the highest level of academic excellence.

Philosophy

St. Mary School is the chief instrument of evangelization for parents or guardians, and their children in the pastoral area served by St. Mary Parish. Parents work with clergy, faculty, staff, and the students together to be formed in the Roman Catholic tradition of education. The Catholic Church acknowledges the parents as the primary educators of their children in the ways of the faith. The clergy and faculty are facilitators of learning, and share with parents the educational mission of our Church—to teach the beliefs of the Catholic faith and build a Christ centered environment in worship of God and service to one another.

We recognize that each child is unique. We provide a full Catholic educational environment that fosters dignity and respect in order to encourage maximum spiritual and intellectual potential. We take care of the safety of students' souls so that they are exposed to truth and goodness and protected from all harm.

St. Mary School strives to provide, within the Catholic faith, an atmosphere and goal of academic excellence and to provide a well-rounded education to prepare our students for life-long success.



Mission Statement

Catholics are baptized into the covenant of salvation through the one sacrifice of Jesus Christ who teaches, sanctifies, and guides us through His Holy Catholic Church to love God and one another. Every child is a gift from God. The soul of every child longs to know, love and serve God. Knowledge of God, the Catholic faith, and mastery of academic knowledge should be a pleasurable experience for children. If proper methods and support are used, a combination of strong character development and a meaningful prayer life, they will combine to develop a strong, faith-filled student. The school integrates a Catholic religious formation program that includes daily prayer, weekly Mass, traditional celebrations of the lives of Saints, Lenten and Advent activities, devotion to the Blessed Virgin Mary and regular celebration of the sacraments.

In addition to the Mass, our children are educated by families throughout the parish, school and Faith Formation under the guidance of their Pastor and those in cooperation with him. It is necessary for our church to serve as the major forum for the formation of Catholic families by educating their children in this Catholic faith which recognizes the individual worth of each student as a child of God and gives our children the gift of our Catholic faith. Guided and challenged by Gospel values, the school aims to provide a community in which the child will grow and experience the love of God, self and neighbor. In addition, the school seeks to instill in its pupils the enflamed love of the Sacred Heart of Jesus Christ that will burn throughout their lives, undimmed by the winds of this world.

St. Mary School is dedicated to assist parents in the education of their children and prepares its students to live a life centered in the Gospel and the teachings of the Catholic Church, following Christian principles rooted in the Catholic tradition. The faculty and staff are committed to promoting peace and justice by encouraging their students to live prayerfully, morally and responsibly in a spirit of faith, hope and charity. St. Mary School incorporates the Gospel message in its program and includes the four purposes of Catholic education: message, community, worship and service.

To participate in this covenant, St. Mary School parents, clergy, faculty and staff, join the parish to form and guide our children in the authentic teaching of the church, to be faithful citizens reflecting spiritual, academic, physical, social, and emotional growth. In partnership with parents and parish and with God's grace, the school tries to discern and help the child to develop fully as a person with particular gifts and aptitudes.

Through word and example, parents are the primary educators and models for their children in the Catholic faith. Example of and recognition as parents to be in communion with their church through the sacrament of matrimony between a man and a woman, and an active, genuine participation in the practices and laws of the church, is paramount in the raising of our children. The school does not support lifestyles other than those outlined in Catholic Doctrine and that reject authority. In our Catholic environment we do not educate children privately. We educate families through the parish, school and religious education program under the guidance of our Pastor and those in cooperation with him. St. Mary School welcomes into our school the children of practicing Catholic parents and of those who wish to raise their children according to the mission of the church. Catholic family values will be our guide.



School wide Learning Expectations

A graduate of Saint Mary School is a person who is prepared to live a life as:

A Catholic who...

is knowledgeable in our beliefs as stated in the Apostles' Creed.
knows and applies the Ten Commandments.
believes, celebrates, lives, and prays according to scripture.
demonstrates knowledge of Catholic heritage and traditions.
practices faith with compassion, tolerance, loyalty, and trust.
respects life and family.

A life-long learner who is...

literate in core subject areas.
introduced to all aspects of fine arts.
taught to apply organizational skills.
able to utilize modern technology.
experienced in independent and cooperative learning techniques.

An effective communicator who...

competently communicates ideas and concepts.
has self-assurance.
exhibits critical thinking skills.
is comfortable with public speaking.
accepts the value of others' ideas.
has developed listening skills.

A global citizen who...

is environmentally aware.
appreciates the diverse world in which he/she lives.
participates in community service.
is taught to be self-reliant.
respects country, community, and self.



GOALS AND OBJECTIVES

I. SPIRITUAL

A. Spiritual goals to develop within our students:

1. The desire to live Christ's message in the world.
2. A sensitivity and dedication to peace and justice within the global community.
3. The knowledge/commitment necessary to serve God, one another, the Church, and general community.

B. Objectives to achieve spiritual goals:

1. Provide a Christ-centered program emphasizing faith and moral development.
2. Teach Catholic doctrine, sacred scripture and church tradition.
3. Encourage appreciation for and participation in parish and school religious traditions.
4. Maintain environment conducive to growth in virtues, and habits of heart and mind required for service to others.
5. Assist in development of sound morals/Christian values.
6. Foster a personal relationship with Christ through various forms of prayer, liturgical celebrations, and reception of sacraments.
7. Build a faith community.

II. ACADEMIC

A. Academic goals to develop within our students:

1. An enthusiasm for learning as a lifelong process.
2. The capability to make responsible decisions.
3. The ability to apply analytical/critical thinking skills.
4. Academic achievement, intellectual growth and cultural appreciation according to individual potential.

B. Objectives to achieve academic goals:

1. Provide opportunities to think, judge, and make decisions.
2. Offer an instructional program of academic excellence in basic computational/verbal skills.
3. Expose all students to the fine arts.
4. Offer computer instruction to all students.
5. Continually evaluate and assess performance.
6. Provide for individual differences in students' learning

III. PHYSICAL EDUCATION

A. Goals for Physical Education:

1. Development of Christian attitudes and commitment to fair sportsmanship.
2. Awareness of the need to respect life and be physically fit.
3. Desire to make physical fitness and wellness an on-going life process.
4. Capability to master the physical skills important to a healthy, well-balanced person.



B. Objectives to achieve physical education goals:

1. Provide a sound, physical development program.
2. Teach skills necessary for a healthy, well-balanced person.
3. Encourage and assist students in achieving attitudes of fair sportsmanship.
4. Evaluate hearing, vision and for signs of scoliosis regularly.
5. Teach good nutrition and safety habits.
6. Develop school spirit and good sportsmanship through after-school athletics program.
7. Provide substance abuse prevention education

IV. SOCIAL

A. Social goals to develop within our students:

1. Attitudes of mutual respect, understanding, cooperation and interdependence with the human family, beginning with the St. Mary School community.
2. Genuine appreciation of diversity and world cultures.
3. Desire to be involved in community activities and service.
4. Leadership, dignity, integrity and self-discipline qualities.

B. Objectives to achieve social goals:

1. Develop active social awareness, respect for authority and responsive concern for the needs of others.
2. Provide opportunities within the local and global communities to develop and practice attitudes of service and assistance.
3. Provide opportunities to express and appreciate various ethnic/cultural values and customs.
4. Encourage involvement and cooperation in community activities by developing Christian leadership.
5. Promote good relationships with family, peers, teachers, and other members of the community.



ADMINISTRATION - FACULTY - STAFF

Pastor	Rev. Richard Perozich
Associate Pastor	Rev. Gerald Kassule
Principal	Mrs. Cynthia Asbury

Homeroom Faculty

Kindergarten	Ms. Emily Silady
First Grade	Mrs. Eileen Bonica
Second Grade	Mrs. Marissa Heintschel
Third Grade	Mrs. Amanda Johnston
Fourth Grade	Mrs. Megan Przybylowski
Fifth Grade	Ms. Aileen Fedrick
Sixth Grade	Mrs. Claudia Martinez
Seventh Grade	Mr. Alan Jeanson
Eighth Grade	Mr. Nick Testa

Additional Faculty

Computer Education	Mr. Steve Bonica
Advanced Math/Social Studies	Mrs. Danielle Asaro
Physical Education/Athletic Director	Mrs. Pat Freitas
Music/Performing Arts	Mr. Joe Brandt
Library	Mrs. Irene Pruess

School Staff

Secretary	Ms. Jayne Cowan
Registrar/Bookkeeper	Ms. Lisa Huelskamp
Copy Center Coordinator	Ms. Kristine Esquibel
Instructional Aides	Ms. Katie Lougee
	Mrs. Patricia Puleo

Pre-School

Director	Mrs. Darlene Karnes-Versteegh
Teacher	Miss Annie Puchi
Teacher	Miss Pietra McCotter
Aide	Mrs. Annie Allen

Extension Center

Director	Mrs. Meg Tallberg
----------	-------------------

Lunch Monitors

Mrs. Sue Anabaldi
Ms. Katie Lougee
Mrs. Patricia Meram

Additional Staff and Support

Custodian	Mr. Ubaldo Vega
Hot Lunch Program	Mrs. Judy Heintschel
Health Coordinator	Mrs. Laura Downey
SCRIP Coordinator	Mrs. Linda Cheek

“Teachers affect eternity. They can never tell where their influence stops.” - Henry Adams



**FAMILY INVOLVEMENT
PARENT TEACHER GROUP
(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)

1. It will be established and continue or terminate operation at the discretion of the pastor and principal.
2. It will be consultative or advisory in nature.
3. 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.
4. 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

1. To promote a broad appreciation of the need for and ideals of a sound Catholic education.
2. To promote parental support for the school program, administration and staff.
3. To enlist the spiritual, educational and social resources of home and school in offering parent education sessions.
4. To provide an organization for improving fund raising.
5. To assist the School in development, i.e., Adopt-A-Student Program, Tuition Assistance designated giving

PTG CONSTITUTION Available upon request in the office of the Principal. Reference:
Diocesan Policy Handbook for Catholic Schools



ADMISSIONS

I. **Non-Discriminatory Policy**

Saint 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)

II. **Qualifications for Admission**

A. **General**

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

B. **Priorities for Admission:**

1. Students/siblings in good standing of families already enrolled at St. Mary School.
2. Students of families in good standing at St. Mary.
3. Students of families in good standing at Church of the Resurrection and Church of St. Timothy.
4. Students of families in good standing at other Catholic parishes.
5. Others.

III. **Procedures**

A. **Kindergarten**

Students seeking admission to *Kindergarten* must:

1. Follow priority criteria (testing required)*.
2. Be 5 years old by September 1 of the academic year.
3. Be developmentally ready.

B. **First Grade**

Students seeking admission to *Grade 1* must:

1. Follow priority criteria (testing required)*.
2. Be 6 years old by September 1 of the academic year.
3. Be developmentally ready.

C. **Grades 2-8**

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.

**Developmental readiness will be determined by school personnel using standardized screening processes approved by the Diocesan Office for Schools.*



III. Requirements

A. Students are expected to be:

1. Respectful and courteous toward all school personnel.
2. Respectful and courteous toward all fellow students.
3. Consistent in observing all school regulations.
4. Consistent in study habits and appropriate behavior.

B. 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 are obliged to 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.

C. Parent/Guardian Requirements

1. Cooperation

- a. Comply with educational policies and regulations of the Diocese of San Diego and St. Mary School.
- b. Support and follow through regarding all school regulations and policies as described in the Parent/Student Handbook and weekly Newsletters – available online at www.stmesc.org
- c. Respond in a timely manner to bulletins and notes on children's papers sent home by the teachers or principal.
- d. Personally attend (whenever possible) and ensure attendance of your student/s at school Masses, religious/spiritual activities, school meetings, PTG functions, and special activities. Students are never excused from attendance at school Masses or liturgical celebrations such as *May Crowning*, *Christmas pageant*, etc.
- e. Demonstrate a willingness to work with the teachers, principal, and pastor in everything relating to their student's progress and performance.

2. Financial

- a. Tuition payment is expected according to the option selected and signed in the Tuition Payment Plan/Agreement.
- b. FACTS Management service is utilized to collect tuition for the school.
- c. 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.
- d. Service hour participation in school activities per signed tuition agreement.
- e. Participation in Scrip (Certificate) program per signed tuition agreement.
- f. Agree to all penalty clauses as set forth in the tuition agreement. This applies to early withdrawal, non-fulfillment of Scrip and Service Hours agreement.
- g. Non-compliance will jeopardize your student's registration for the following school year.



3. **Service**

a. **Policy**

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.

b. **Purpose**

To offer greater educational opportunities for the students and to provide an equitable distribution of service time and energy among the families of St. Mary School

c. **Standard Expectation for School Service**

- i. Each family is required to contribute a minimum of 60 hours per year assisting at school. Single parents are required to give a minimum of 30 hours per year. Parents must establish their status at the time of registration (or re-registration) and advise the principal of any changes in status during the year.
- ii. Parents are to record the number of service hours they work. Service hours are turned in to the Business Office monthly for computer accounting. Therefore, families are on the honor system. Research indicates that successful students and effective schools have involved parents. (Hours donated after July 1st will be applied to the next school year.)
- iii. Non-compliance will jeopardize your student's registration for the following school year. We need your support and integrity regarding this program.
- iv. Requests for reviewing special hardships may be made in writing to the Principal, who will bring such requests before the School Advisory Board. This committee reserves the right to request a personal interview if deemed necessary. All information is strictly confidential.



- d. **Suggested activities for fulfilling service hours** (Partial listing - be creative and use your imagination!) If you are unsure of your suggested activity, please call the business office.

Classroom or Library aides
Adopt-a-Student coordinator or helper
School marketing/ Grant research and writing
Office assistant
After school sports (coaches, team mothers, drivers for away games*, etc.)
Home aides for PTG members or teachers
Arts and crafts teaching assistants
Room parents
Drivers for study trips/ Chaperones for field trips (must be live-scanned)
Telephoning for particular events, i.e., Bake Sales, Fall Festival
Yearbook coordinator or assistant
Computer education assistant
Carpentry, general repair and refurbishing
Technology Advisory Board (TAB)
Serve on PTG, or other school service organization
Various ad hoc committees
Hot lunch server
Tutors for individual students
After school clubs
Student Council Assistant to faculty moderator
Fundraisers (planning, setup, cleanup, etc.)
Teaching lessons in your area of expertise
Bake Sale Worker or Food preparation for Bake Sale Days
Nurse
Fund-Raising Workers/Jog-a-thon Worker
6th Grade Camp
Choir assistance and Special Events helper (Christmas Pageant, Fall Festival Program, etc.)
Graduation
Scrip Sales
Dance Chaperones
Catholic Schools Week Workers
Academic Decathlon Coaches and Coordinators
Field Day Coordinators and Volunteers
Sports Awards Evening Worker
Fall Festival workers
Star of India (grade 5)
Playground supervision before or after school, recess, lunch
Baby-sitting during PTG meetings
Web management and design



- * All volunteers who work with the children **must complete** the requirement for a live scan before volunteering for an activity. You may not be alone with the children if you have not been live scanned. All volunteers working with children must also present a certificate that they have been found free of communicable tuberculosis within the last four years.



BELL SCHEDULE GRADES K-8

7:00 a.m.	Extension Program begins
8:35 a.m.	First Bell
8:40 a.m. (tardy if not present)	Opening Exercises - Homeroom
10:30 a.m. - 10:40 a.m.	Recess, Grades 1-4
10:30 a.m. - 10:40 a.m.	Nutrition Break, Grades 5 - 8
12:15 p.m. - 12:50 p.m.	Lunch - All Grades
2:00 p.m. - 2:10 p.m. (<i>M-Thursday</i>)	Recess, Grades 1 - 4 (<i>No Recess on Fridays</i>)
12:00 p.m.	<i>DISMISSAL ON MINIMUM DAYS</i>
2:30 p.m.	<i>DISMISSAL ON FRIDAYS</i>
3:15 p.m.	DISMISSAL
3:15 - 6:00 P.M.	Extension Program
*8:00 a.m. - 12:00 p.m.	<i>Fridays Only (with Mass) - early dismissals</i>
*8:00 a.m. - 2:30 p.m.	<i>Fridays Only (with Mass) - all other Fridays</i>

**Students are tardy if not present when the bell rings at 8:40 a.m.
or Friday Masses at 8 a.m.*

Minimum Days - Grades K – 8 8:35 – 12:00 - NO LUNCH

Homeroom/Opening Exercises begin at 8:40 a.m. following the 8:35 a.m. line-up bell. Supervision on the playground begins at 8:30 a.m. Students who arrive between 8:00 a.m. and 8:15 a.m. must go quietly and respectfully to church or extension. Those who arrive between 8:15 a.m. and 8:30 a.m. *must go to extension. **There is no formal supervision until 8:30 a.m. Students not adhering to the rules will be subject to detention.***

Students who report to school before 8:30 a.m. for a reason approved by a teacher are excused.

When dismissed, parents are to pick up their children from the designated “Pick Up Area” located in the school parking lot. **Other pickup areas are not allowed!** If a parent wishes to have his/her child/ren meet them in another area for pickup, a note must be sent in to the office authorizing school staff to release the student from the campus per parent’s communication. In case of emergency, students will report to the Extension Center for paid supervision at 3:30 p.m. Students must be registered at the Extension Center for occasional “drop-in” supervision. For safety reasons, this includes brothers and sisters of students involved in after-school activities. Students may not remain on campus after 3:30 P.M. unless they are registered participants of Athletics or the Extension Center.

Students who remain with a particular teacher for tutoring after school are under the supervision of that particular teacher and arrangements must be made with parents. Students



may be kept after school for detention if parents are notified either in writing (24 hour notice) or by telephone. Formal Office Detentions are held on Tuesday afternoon. Teachers may assign personal detentions for infractions after notification of parents.

Children who walk or ride their bicycles must leave campus immediately upon dismissal unless arrangements are made with a teacher for after school help or detention.

Students participating in the After School Sports Program must be picked up at the designated time unless they are registered in the Extension Center. The staff does not provide supervision after games or practice: the responsibility for student supervision remains with the coaches and parents.

I. Tardiness and Absences

A. Tardiness

Students are tardy when the bell rings at 8:40 a.m. or on Friday morning at 8:00 a.m. (Mass). When tardy, students must report to the school office to receive a tardy slip, which admits them to a class. Tardiness may require making up time after school as a consequence. Five or more unexcused tardies will result in an office detention. Persistent tardiness will require a faculty-parent conference.

B. 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 8:40 a.m. The absence requires the student to present the homeroom teacher a written excuse stating the reason for the absence, dated and signed by a parent/guardian to be re-admitted to class. (California Education Code) The school accepts no responsibility for any student who fails to arrive at school or leaves school without permission.

C. 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 and could result in grade retention or dismissal from school.

D. Appointments

Please make medical or dental appointments after school hours. If a student must be absent for any part of a day, parents are asked to notify the school office and classroom teacher in writing at least a day in advance of the appointment. According to the Education Code, an excused absence is granted for medical or dental appointments only. Parents must meet students at the school office, NOT IN THE CLASSROOM.



E. Release During School Hours

Students are not allowed to leave school grounds at any time during the school day. A written note to school with a date and parent signature is required to release a student from school. If a student is to be picked up, a parent or legal guardian must come to the school office (NOT THE CLASSROOM) to sign out the student. 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.

F. Vacations

Principal/teachers 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. The work will be issued at the convenience of the teacher.

Teachers are not required nor should they be expected to write lesson plans for students on vacation.

II. Illness or Injury

A. Notification of Parents

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.

B. Authorization for Treatment

If parents cannot be reached and the illness or injury is serious enough to require 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 person.

C. Emergency Card

Each student must have three emergency cards: two filed in the school office and the other in the classroom for disaster preparedness. *It is imperative that you notify the office when there is a change of address, phone number, or contact person in case of emergency.* Your child's safety is at stake!

D. Medication

When a student must take medication during the school day, the medication must be given to the school office with a signed note from the doctor or a written parent request notice. The container must be marked clearly with the student's name and directions for dosage. If the medication requires refrigeration, it must be clearly indicated. A parental request form (obtained from our school office) will allow students to take medication during school hours. This includes aspirin, Tylenol, or other over-the-counter medications. If your child must take aspirin, etc., you must send it to school with the student's name, time and amount of dosage, and your signature. Our school personnel are not allowed to administer any medication without adherence to the school policy. Medication will be administered only by our school office personnel when the appropriate paperwork has been signed and submitted to the school.



E. Medical Status

It is the responsibility of parents to inform the school office in writing concerning allergies, hypersensitivity to drugs, antibiotics, bee stings, foods, etc., physical limitations (hearing, vision, etc.) or chronic illness. Any other health factors should also be recorded and kept on file in the school office. The principal or designee will communicate this information to the appropriate teachers.

F. Communicable Disease

Parents should notify the school office when their student has a communicable disease such as chicken pox, measles, mumps, streptococcal infections, “pink eye”, sore throat, pediculosis (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 school-wide notification will be sent home to parents.

G. Pupil Pregnancy

A primary purpose of Catholic education is to guide our students’ growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God’s plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community should seek to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. (*Specific guidelines may be found in the Diocese of San Diego Handbook for Schools, policy #560*).

III. EMERGENCY/DISASTER PROCEDURES

A. Fire drills are scheduled periodically according to Diocesan and city directives.

B. In case of earthquake, wildfires or natural disaster

1. Listen to the local radio station for information and directions. Our school will follow the same procedure as the public schools in the area.
2. Check the school website www.stmesc.org and listen for a general phone announcement,
3. All parents or designated individuals who call for students must sign them out at the office or the temporary student release station located on the school campus lot next to the fence. Someone will be assigned to direct you to that station.
4. 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.
5. Please do not telephone the school. Lines must be kept open for emergency calls and communication with local emergency preparedness teams.
6. 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.



7. Students will not be dismissed from school *unless released to a parent, guardian, or designated individual (either on the emergency card or a written note by the parent)*. **There will be no exceptions!**

PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UP TO DATE by informing the school whenever there is a change in address, phone number or designated caretaker.

(If there is ever a case when you are not sure if the school is open or closed (as in the case of the fires of 2003 & 2007) you may attempt to reach the school answering machine. The office staff will record a message providing information to our parents, or check the website at www.stmesc.org.)



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: _____



STUDENT RECORDS

I. EMERGENCY CARE INFORMATION – VERY IMPORTANT!

Each student at St. Mary must have an emergency card on file. It is imperative that emergency care information be completely filled in and kept up to date.

II. ACCESS

Students' parents or legal guardian 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.

III. RELEASE OF STUDENT RECORDS

When a student transfers to another school, a copy of the student's transcript will be transferred upon written request and then forwarded within seven business days. Transcripts include the scholastic record, standardized test scores, and the student's permanent health record. 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.

IV. MARITAL/CUSTODIAL ARRANGEMENTS

Parents must notify the school in the event there are any changes in marital or custodial arrangements. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made in writing.

INSTRUCTIONAL SERVICES

I. CURRICULUM

Students experience various learning domains: spiritual, religious, cognitive, affective, social and psychomotor. The curriculum is compatible with Diocesan policy, school philosophy, and the California State Frameworks. Infused in all subject areas is a focus on Christian values and faith development aimed at commitment to the message of Christ and service to others.

Subject Areas Taught:

1. Religion:

An integral part of the educational program for all students at all grades levels. Parents are encouraged to participate in the home activity lessons and liturgies.

- a. All students, grades K-8, are **required** to attend the 8:00 a.m. Liturgy every Friday and on special days when the school attends Mass as a community. Pre-school, optional.



- b. *Other liturgies and para-liturgies* planned by students in the form of prayer services, Bible vigils, Stations o the Cross, Rosaries, May Crowning, Christmas Pageant (**all required**) and the Sacrament of Reconciliation are held throughout the year.
 - c. *Sacramental preparation is required* for Catholic parents/students prior to the reception of First Penance/Eucharist.
 - d. *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.
2. **Language Arts:** reading, phonics, spelling, composition/grammar, literature, speaking and listening are integrated.
 3. **Mathematics:** computation, problem solving, statistics, probability, patterns/functions, geometry, logic, measurement, algebra, estimation and use of technology.
 4. **Social Studies:** history, geography, economics, current events, multi-cultural appreciation and related literature.
 5. **Science:** physical, biological and earth are integrated through major unifying themes.
 6. **Visual and Performing Arts:** music appreciation, history, and performance; art history, appreciation and production; drama; and rhythmic movement are integrated into the curriculum.
 7. **Health and Safety:** family life, nutrition and substance abuse prevention.
 8. **Physical Education:** physical fitness, health and personal fitness.
 9. **Handwriting:** writing with a purpose and writing across the curriculum; cursive begins in grade 2.
 10. **Computer literacy:** word processing, database; spreadsheet; graphics; mail merge; email; web browsing; multimedia and keyboarding.

II. WASC/WCEA ACCREDITATION

Every six years our school participates in a self-evaluation and accreditation process required by the Western Association of Schools and Colleges. An outside review committee visits the school and makes both recommendations and commendations pertaining to the school's program. After accreditation, the Western Catholic Education Association certifies the school for the same time span as WASC. The school then formulates an action plan, updated each year by the staff and School Affairs Committee. Both the evaluation/subsequent updating of the recommendations must be submitted to the Diocesan Office for review. The process involves faculty, staff, administration and parents. Our school is WASC/WCEA accredited.

Please respond to parent surveys that are sent home in the Family Envelope. This shows your interest and often determines modifications for improving the school.



III. TESTING

A. Standardized:

1. Achievement Tests (nationally normed), Grades 2-8. The ITBS/CogAT is a battery of tests administered at the end of September, beginning of October. Tests are machine scored and results reported to the parents, school and Diocese by Riverside Publishing, the copyright owner of the tests.
2. Standardized tests of academic performance are administered to new students for determining appropriate grade level.

B. Assessment of Catholic Religious Education (ACRE):

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

C. Teacher prepared: often sent for parent signature.

D. Authentic Assessment: may include portfolios, projects, etc.

IV. PROMOTION/RETENTION

Usually only students who complete requirements with minimum proficiency in the basic skills of a particular grade are promoted to the next grade. Retention vs. Promotion is always a dilemma for both teachers and parents. Consultation between teacher and principal will take place when students are considered at risk. 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).

In cases of slow progress, each child is considered individually. Retention does not solve behavioral problems or slow learning patterns. Any decision concerning Promotion vs. Retention is made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic) collected from a wide range of sources throughout the year. Regular supplementary tutoring, individualized program modification, adjustment to another school, specialized testing or summer school may be required.

V. TUTORING

Tutoring is a regularly scheduled session arranged by a parent or guardian for a child with an individual tutor. Tutoring may be required as a condition for promotion.

VI. HOMEWORK

A. 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.

B. Time spent on homework should not exceed an average:

One activity	Kindergarten
15-45 minutes each day	Grades 1-3
45-90 minutes each day	Grades 4-5
Two hours each day	Grades 6-8

**Projects are usually assigned over a period of time. Students must be organized and allocate time each day (in addition to their normal homework load) to insure completion of the project/s.*



Note: if your child consistently exceeds the allocated amount of time for homework, please see your teacher/s.

C. 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 students' responsibility to record assignments and complete them on time. Once again, *please contact the teacher if your child seems to be frustrated and spending too much time daily on homework.*

D. Plagiarism

Any student who purposefully and blatantly passes off another person's work as his/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.

VII. GRADING

The grading scale is based on diocesan standards. Students are always encouraged to do their best in all areas. Grades should reflect a student's total performance in class, homework, tests, class participation and special projects.

A. Grading system

	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 and below	U	F

NE = Not Evaluated

B. HONOR ROLL:

Honor Roll, for 6th through 8th grades, is awarded to affirm high student academic achievement.

The following criteria are used in presenting the awards:

Honor Roll: (6th through 8th grade) all grades of "A's" or "B's".

High Honors: (6th through 8th grade) all grades of "A's".



SPECIAL SERVICES

I. COUNSELING

The clergy, principal and faculty members are available for guidance. The school also provides students with the opportunity for professional counseling thru referrals in conjunction with Catholic Social Services.

Students, teachers, parents or principal may make a referral to a counselor for guidance services. Ethical standards of confidentiality are always maintained.

II. HEALTH SERVICES

Health care professionals in the St. Mary School family may arrange vision, hearing and scoliosis screening at designated grade levels with appropriate agencies.

Parent notification and permission slips are sent through the weekly family envelope or online at www.stmes.org. Parents may decline participation.

III. SCHOOL SAFETY ... *is everyone's business.*

Visitors' badges are part of the safety alert at school. **Any visitors on campus must wear a visitor's badge.** Strangers without the visitor's badge and other school age students must leave the premises between 7:00 A.M. and 6:00 P.M. Parents are encouraged to help keep the school grounds free from unwelcome visitors, particularly between 3:00 and 6:00 P.M. when loiterers are likely to wander around the play area. You must request a visitor's badge from the office if you are helping in a classroom or having lunch with your children. Your classroom teacher and your child's classmates may recognize you, but other children and adults may not.



OTHER PROGRAMS

I. EXTENSION CENTER

Before/After School Day Care

7 AM – 8:30 AM & 3:30 PM – 6 PM

Telephone: 743-1275

A. Program Goals:

1. To work cooperatively in helping each child grow in responsibility and self-respect.
2. To maintain a happy, safe environment.
3. To provide an atmosphere that fosters mutual respect and understanding.

B. Enrollment:

St. Mary Extension Program serves regularly enrolled children in Kindergarten through Eighth Grade before and after school hours. It is staffed by qualified instructional assistants, supervised by the Director and Principal, serves only students enrolled at the school, and legally operates only on days when school is in session, including minimum days.

C. Hours and Fees

The Center is open from 7:00 A.M. – 8:30 AM & 3:30 PM - 6:00 P.M. each school day, unless otherwise noted by the Director. It serves working families who desire both parochial school education and a supervised, caring environment for their children where individual attention, security, consistency and fair treatment are the norm. You are welcome to visit at any time.

Fees are the sole support of St. Mary Extension Center. The school or the parish does not subsidize it. A list of fees may be obtained from the school office or the director.

D. Program

The Extension Center provides professional care, supervision, recreation and enrichment activities. The program allows children to participate in a rich diversity of growth experiences within a caring, large Catholic family environment. Activities compliment the philosophy and value systems of the school and family. Science explorations, arts and craft projects, games, recreation and snack time are just a few of the organized activities. There is also a structured time to complete homework.

II. LIBRARY

OPEN AT SCHEDULED TIMES ONLY

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

Donation of a book to the library in honor of your child's birthday is a fitting 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.



III. LUNCH

A. Off Campus

1. 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.
2. If a student goes home daily for lunch, the office must have written communication from the parent.

B. Hot Lunch

Hot lunch is available on Tuesday, Wednesday and Thursday. Pizza is available on Monday and Friday. Hot Lunch order forms go home monthly and are prepaid. Pizza is sold on Monday and Friday mornings. There are no refunds for absences since the commercial establishments must be paid for each lunch ordered. Watch for menus/notices from the Hot Lunch coordinator in the weekly Family Envelope.

C. 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. Profits are deposited by the school bookkeeper for teachers to use for special classroom supplies or activities. 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.

D. Milk

Milk may be pre-ordered on a pre-paid basis. Please see notice from the office secretary regarding payment times. You must pre-order milk. It is not sold on a daily basis. White and Chocolate milk is 2% fat and delivered fresh each week.

IV. MISSIONS

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.



EXTRACURRICULAR STUDENT ACTIVITIES

Students who participate in the school's extracurricular activities must maintain acceptable standards of school work, homework, conduct, and effort, i.e., no D's or F's, satisfactory conduct, and effort. After report cards are issued, those students who are deficient in any of these areas will be suspended from all extracurricular involvement until the next reporting period, i.e., report card. These stipulations apply to athletics and student council. Extracurricular activities are open only to currently attending SMS students.

I. 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.

II. ALTAR SERVERS

Altar Serving includes boys and girls in grades 3-8. 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.

III. ATHLETIC PROGRAM

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

A. Participation

1. 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.
2. Students may participate if they meet eligibility standards for extracurricular activities and they comply with all league rules and regulations.
3. Eligibility is determined when report cards are issued. The student must have the approval of the Principal before the formation of team rosters for any given season.
4. 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.
5. Siblings of after-school sports participants may not wait on campus during practice or games without adult supervision or registration in the Extension Center. **There is no supervision on campus after school hours by school personnel except through the Extension Center. It is never safe to leave students unsupervised after games or practice. It is very important to pick up your children promptly.**
6. 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.
7. All athletes are to be outfitted (dressed) in appropriate uniforms or clothing that represents the standards of a Catholic school.



B. 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.

C. Purpose of the Program

1. Provide a wholesome release of physical energy.
2. Foster good sportsmanship, fair play, honesty and respect for rules and authority.
3. Develop qualities of cooperation, teamwork, leadership, initiative, responsibility, self-respect, consideration for others, courtesy, perseverance, emotional control, courage.
4. Develop/improve health, strength, physical fitness, agility, coordination and movement skills.
5. Develop self-discipline and physical well being.

IV. **CHOIR**

The Choir is open to qualified students in grades 3 – 8. The music teacher schedules rehearsals. The choir cantors the children/parents' Friday liturgy, Christmas Eve liturgy, May Crowning, Sunday School Masses, and performs for various school and community events.

V. **CHRISTMAS PAGEANT**

This event is the annual gift of the school to the St. Mary faith community. Every student in every class is expected to participate under the leadership of the music teacher and liturgy coordinator, with support and cooperation from principal and classroom teachers.

VI. **CLASSROOM PARTIES**

Elaborate parties are NOT ALLOWED!. At the teacher's discretion, cupcakes or other refreshment may be provided at recess or lunchtime to celebrate a special holiday. Families are encouraged to donate a book to the school library in honor of a student's birthday in lieu of providing unnecessary sweets.

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 thru the mail, not in person at school. This practice eliminates hurt to some students who will be "left out"!

VII. **SAFETY PATROL/TRAFFIC CONTROL – GRADES 5 - 8**

Students participating in the safety patrol programs are under the guidance and supervision of a faculty member. These students learn responsibility, leadership and rotate the various assignments associated with before/after school safety.

VIII. **STUDENT COUNCIL**

A. **Purpose**

1. Provide opportunities for leadership training.
2. Assist students in experiencing the principles of democratic government.



B. Membership

1. Elected or appointed students from grades 4-8 serve for one year.
2. Officers (president, vice-president, treasurer, secretary, commissioners) are elected during scheduled elections.
3. Class officers/representatives are elected by their respective classes.
4. Upper grade representatives will inform lower grades (K – 3) of activities.

C. Eligibility: Please reference “Extracurricular Student Activities” as well as prerequisites established by the Faculty moderators. President and Vice President are to maintain a B average with no D’s or F’s. Satisfactory grades in conduct and effort are also required by anyone serving on the council. All elected or appointed officials must follow the guidelines established by the faculty moderators.

D. Student Council Meetings:

1. Conducted regularly at a time and place to be announced.
2. Faculty moderators guide and advise activities of the various commissions.

IX. STUDY TRIPS

All field trips must have Principal approval, specific educational goals clearly related to the curriculum. Study trips are planned by the teachers, arranged through room parents, and financially supported by class funds or 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 any student may leave the school grounds to participate in a study trip. 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 child’s lack of maturity or responsible behavior. Students may not bring money on field trips to purchase lunches or items in gift shops. Students who do not have a written permission slip to attend a specific study trip are expected to attend school during the regular school hours that day and will be given appropriate assignments and supervision.

Parents who volunteer to chaperone students must be Live-Scanned and must also present a certificate that they have been found free of communicable tuberculosis within the last four years. Parents who volunteer to chaperone are **not** permitted to bring siblings or guests. Drivers 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. The role of the chaperone is that of responsibility for the children under his/her care and requires their undivided attention.

Students may be denied the privilege of participating in a study trip due to chronic inappropriate behavior.

A telephone call giving permission cannot be accepted legally for participation in off campus activities.



COMMUNICATION WITH PARENTS

I. **ORIENTATION MEETINGS**

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.

II. **WEEKLY NEWSLETTER**

This is our primary means of communicating with parents. Each Friday, the Newsletter contains pertinent information and will be available online at www.stmesc.org. *Please read it carefully or you will miss important school news.* If you need a printed copy, there will be some available in the office or let our office personnel know and they will make arrangements to place one in your weekly envelope.

III. **PTG MEETINGS/EVENTS**

Parents are expected to attend meetings and participate in activities held throughout the school year. This is the social and support group for the school. Attendance and participation are counted as 2 service hours per family, per meeting. The purpose of the PTG is for fundraising and marketing for the school.

IV. **REPORTING TO PARENTS**

- A. Report Cards: are distributed at the end of each quarter and are to be signed and returned to school within 5 days of issue. A parent/teacher conference is required with the first report card. There is a \$5.00 replacement fee for a lost report card.

Grading policy and criteria for grades are found under Grading in this Handbook.

- B. Progress Reports: are issued to all students (Grades 1-8) at mid-quarter. The reports must be signed and returned within 5 days of issue. Students and parents have the responsibility to determine what must be done to correct any deficiency. Progress reports are supplementary indicators of progress/or deficiency to date in a specific area. They do not substitute for report cards. There is a \$5.00 replacement fee for a lost progress report.
- C. Parent/Teacher Conferences: A formal parent/teacher conference is required at the end of the first quarter. Other conferences may be held as needed at any time with ample notification to the teacher. We welcome informal communication by e-mail, personal note, telephone or visit.

V. **SEMESTER AWARDS ASSEMBLIES – JANUARY & JUNE**

At the end of each semester (not quarter), students are eligible for awards in Christian Behavior, Academics Subjects, Honor Roll (Grades 6 – 8 only),etc. Parents are invited to attend the Academic Awards Assembly and any assembly/prayer service. Please refer to the calendar/ Newsletter for scheduled assemblies and topics.

Other Awards : **Student of the Month**



VI. CONCERNS

A. Policy

We welcome constructive criticism when it is motivated by a sincere desire to improve the quality of the educational program. If you have any concerns, please follow one at a time, the suggested steps described in Section “B” below. It is our policy to address any concern and to clear up any misunderstanding as soon as possible. Parents need to be patient. Some concerns require time for investigation and action.

D. **Concerns:** Follow the steps in order, one at a time, until resolved.

1. **Regarding a student**

- a. Discuss concern with your student.
- b. Discuss with the teacher.
- c. Discuss with the principal.
- d. Write a letter and discuss with Pastor.
- e. Write a letter/discuss with Diocesan Director of Schools.

2. **Regarding school policy or rules**

- a. Make an appointment/discuss with principal.
- b. Write a letter and discuss with Pastor.
- c. Write a letter/discuss with Diocesan Director of Schools.

3. **Regarding Diocesan Policy**

- a. Make an appointment/discuss with principal.
- b. Write a letter/discuss with Diocesan Director of Schools.



DISCIPLINE

I. GENERAL STANDARDS/POLICIES

Set by Diocesan Schools Office

A. Value

Discipline is considered an aspect of Christian development rather than a form of punishment. We believe that all students have the right to learn and each faculty member has the right to teach in a disturbance-free environment. No student has the right to interfere with the learning of another student, or the right to disturb the teacher in the classroom, nor the right to disobey any playground supervisors or instructional assistants.

B. Purpose

1. To help all students become more responsible to themselves and to others.
2. To provide a classroom conducive to learning.
3. To instill the importance of self-control.
4. To teach rights, respect, and responsibility.

C. Standards

1. School Standards for students
 - a. Treat everyone as Jesus did: with RESPECT
 - b. Do your best.
 - c. Follow the rules.
 - d. Wear uniform proudly.
 - e. Arrive on time.
2. Classroom Standards
 - a. Classroom teachers develop a set of expectations for student conduct.
 - b. Teachers communicate expectations to parents and students.
3. Consequences

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

II. POSITIVE REINFORCEMENT

A. Value

We believe that children have a better chance of success when they feel accepted and valued. We strive to build a sense of self-worth and appreciation for God-given gifts within each student through consistent support, encouragement, and appreciation of the students and their work.

B. Methods of reinforcement

1. Various ways to reinforce positively: verbal praise, acknowledgement, awards assembly, etc.
2. *Student of the Month*: best exemplifies school ideals of Christian behavior, scholarship, self-improvement, leadership, sportsmanship, and service to school and community.



III. DISCIPLINARY PROCEDURES

- A. **Philosophy:** We hope to lead students to making appropriate choices, to self-discipline, and to setting their own direction in life. We teach that discipline is the beginning of discipleship, a call to greater faith and love in following Jesus. Students will be aware of classroom standards, school policies and rules, of consequences if they choose not to comply, as well as the rewards/privileges for following the call to discipleship.
- B. **Classroom:** Violations of standards/rules, e.g., inappropriate language, chewing gum, unprepared for class, failure to return signed papers or communications, excessive talking, classroom disruption, etc. 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, instead of play during the latter half of lunch period, denial of privileges, e.g., study trip, special assembly, class party, 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”.
- C. **Administrative Referral**
1. 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.
 2. The principal will determine the appropriate consequences using diocesan policy and the Code of Conduct as guidelines.
 3. All warning forms, detention forms/suspension letters, etc., must be signed by a parent or guardian on the following school day before admittance to class.
Facsimile copies will not be accepted
 4. If a student is assigned to serve a detention and is unable to serve on that day due to a prearranged appointment, the parents or guardians must contact the principal and detention will be reassigned. Prearranged appointments do not include after school sports practice, games, or social activities.
 5. Formal office detentions are served on Tuesday afternoons, beginning at 3:15.
 6. Students who simply miss detention will risk severe consequences in conduct grades and doubled detention time.
 7. **Immediate, serious disciplinary action:** but not limited to:
 - a. Actions gravely detrimental to the moral, physical and spiritual welfare of other pupils.
 - b. Persistent disrespect and disobedience (includes all policies, regulations, school and classroom standards).
 - c. Persistent refusal to do assigned work.
 - d. Continued willful disobedience.
 - e. Deliberate defiance of teacher, assistants, principal/assistant principal or any other valid authority including substitute teachers.
 - f. Physical assault, battery or any other threat of force/violence directed toward school personnel, students, and parents. Fighting or other physical actions will automatically result in an office detention, suspension or recommendation for expulsion.



- g. Possession of any object that could be used as weapon, i.e., clubs, chains, knives, “stun guns”.
- h. Possession of any weapon or toy that looks like a weapon; use of any object to injure a student or school personnel.
- i. Possession of illegal or controlled substances, i.e., tobacco, alcohol, and other drugs or selling or distributing materials that look like controlled substances.
- j. Using, selling, distributing or being under the influence of controlled substances, i.e., tobacco, alcohol, other drugs.
- k. Demand of money from another student for any reason whatsoever.
- l. Profanity or vulgarity.
- m. Major or minor theft.
- n. Vandalism - willfully cutting, defacing or otherwise marring in any way property, real or personal, while under the jurisdiction of the school – parents shall be liable for all damages caused by the student/s to equipment or school property.
- o. Habitual truancy.
- p. Public scandal while under school jurisdiction (i.e., to and from study trips, after-school sports activities, etc.).
- q. Leaving school grounds without permission.
- r. Forging signatures/plagiarism/sharing assignments/cheating.
- s. Student threats of harm to self or others (additional diocesan policy guidelines are available through the office of the principal).
- t. Bullying or harassment.
- u. Computer violations, including promoting, visiting or downloading from non-authorized sites. This includes pornography, graphic or text based. Abuse of email privilege. Damage to computers, furniture, etc., results in an automatic three day suspension followed by administrative/SAB review.

D. **Probation:** A student may be placed on probation for a serious behavioral offense, for continuing academic deficiency, habitual tardiness/truancy, or for chronic inappropriate conduct. **Suspension:** Suspension is a disciplinary technique used when all other forms of correction fail to bring about appropriate conduct. The purpose is to secure the cooperation of the student/parents or guardian in modifying the student’s behavior.

E. **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/assistant principal to provide collaborative guidance to any student who continues to exhibit unacceptable behavior, even after the application of the previously stated positive discipline measures. 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 (the Assistant Principal, Principal, Pastor or deacon) 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 will be asked to attend any ADRB meeting at which their child is in attendance.

IV. STUDENT THREATS POLICY PROCEDURE

Diocese of San Diego

- A. Any and all student threats of harm to self or others must be taken seriously.
- B. Whoever hears the threat will report it to the principal immediately.
- C. Police will be notified immediately.
- D. The parent or guardian of the student who has made the threat will be notified immediately.
- E. The student will be kept in the principal's office under supervision until the police/parents arrive.
- F. 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.
- G. 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:
 1. 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.
 2. 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.
 3. 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.
 4. 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



- H. 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.
- I. Disciplinary action, including suspension/expulsion, will be administered as appropriate.
- J. 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.
- K. 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.
- L. 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.

This policy must be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

V. ST. MARY CODE OF CONDUCT

St. Mary School believes that every student is entitled to attend our school in a safe and secure environment. All students will be expected to conduct themselves in a manner that is consistent with our Catholic faith and values. If a student fails to follow the standards stated in the Family and Student Handbooks, and is not responsive to the consequences administered by the teachers, that student will receive an administrative referral. All referrals must be signed by the parent/guardian and returned to the issuing teacher on the following school day. No facsimiles will be accepted.

Examples of behavior that warrant a referral include but are not limited to disrespect to any staff member or parent volunteer; willfully failing to follow directions; teasing, annoying, or hurting another; repeated failure to complete assignments; gum-chewing, numerous dress code violations; use of inappropriate language, computer violations and continued rude or disruptive behavior.



Diocesan policy and the following guidelines may be used in some cases to determine the appropriate consequences for each referral. However, some behaviors are so serious that immediate suspension or referral to the ADRB is warranted even if it is the first infraction. Special circumstances may warrant adjustment with disciplinary action as determined by the Principal and/or Pastor.

- FIRST INFRACTION:** Warning – depending upon infraction
- SECOND INFRACTION:** Benching at lunch recess or Community Service depending upon infraction – detention optional.
- THIRD INFRACTION:** Detention. Detention will be served in silence – no activities, including homework will be allowed. Detention time allotments are:
- | | |
|-------------------------|------------|
| Kindergarteners | 15 minutes |
| Primary (Gr. 1 – 3) | 30 minutes |
| Intermediate (Gr. 4&5) | 45 minutes |
| Middle School (Gr. 6-8) | 60 minutes |
- FOURTH INFRACTION:** Detention and Student Conference with Teacher, parent, and/or Principal.
- FIFTH INFRACTION:** Detention and conference to determine next course of action, i.e. behavior plan, probation, in school suspension, suspension, referral to ADRB.

1. Reasons for suspension:

A student may be suspended for any of the reasons mentioned under “Disciplinary Action (part of “Disciplinary Procedures); offenses that compel immediate serious disciplinary action. *There is zero tolerance for controlled substances (i.e., tobacco, alcohol and other drugs) and weapons or objects used as weapons or 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.

2. Types of suspension:

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

3. Due Process Rights Before/During an Out of School Suspension or Expulsion:

- Student will be given written notice of the charges against him/her and a fair opportunity to respond.
- Notice will be given to parents by telephone or other appropriate means within 24 hours.



- c. Conference with student, parents/guardian, Principal/designee or appropriate school staff will be scheduled.
 - d. The Principal will determine length of suspension to fit the circumstances.
 - e. Suspended students have the right to make up all assignments and tests missed during the period of suspension, and are given full credit upon satisfactory completion. The student has a two week period to make up missed work unless extended by the subject teacher.
4. Expulsion: Disciplinary technique used:
- a. When suspension fails to modify unacceptable behavior
 - b. When an offense is so serious that the student endangers himself/other students/staff.

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

VI. PHILOSOPHY OF STUDENT DISCIPLINE

We hope to lead students to make appropriate choices, to self-discipline and to set their own direction in life. We teach that discipline is the beginning of discipleship, a call to greater faith and love in following Jesus. It is the responsibility of each student to know the classroom standards, school policies and rules and to comply with them.

VII. CLASSROOM RULES

Each teacher establishes the expectation for student conduct in his/her class. Teachers will communicate those expectations to parents and students. General standards for classroom conduct are:

1. Treat everyone with respect.
2. Turn in all assignments complete and on time.
3. Follow directions.
4. Listen carefully.
5. Work productively without interfering with another student's productivity.
6. Come to class fully prepared to learn.
7. Limit conversation to the appropriate activities as designated by the teacher.
8. Treat school and personal property with respect. Textbooks are to be covered and not left outside of the classroom.
9. Follow all classroom rules and procedures as outlined by the teacher in each class.
10. Personal correspondence and note passing is not to be conducted during class time.
11. Books that are left outside of classrooms are to be neatly stacked and not scattered along the sidewalk. This is a safety issue for all students.

VIII. PLAYGROUND/LUNCH RULES

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

1. Students must treat the noon duty supervisors, yard duty personnel, and parent volunteers with respect.



2. Students must follow all instructions of the noon supervisors and yard duty personnel without argument.
3. Students are expected to play safely.
4. Proper use of all sports equipment is mandatory.
5. Throwing of food and other objects is not allowed with the exception of sports equipment in context of its PROPER use.
6. Students are expected to leave their own eating area clean and to clear their own area of trash after they have finished eating. All trash is to be deposited in the trashcans.
7. Rough housing, “play” fighting, and fighting is forbidden.
8. Students are expected to remain in authorized play areas.
9. Students are to wait in an orderly line without pushing or shoving while waiting to be served hot lunch or at the Snack Shack. “Cuts” are not allowed.
10. Teasing, bullying, intimidating, or harassing others is not allowed.
11. Students must remain at lunch tables for ten minutes before dismissal to the play area during lunch.
12. Students must wait in line for their turn at the drinking fountain.

IX. ASSEMBLY RULES

1. Students will enter and leave assemblies in an orderly fashion.
2. Students will sit/stand where their teachers direct them.
3. Students will be courteous to the speakers.
4. Students will immediately respond to the signal of silence.
5. Students will remain in their designated place until excused from assembly.

X. ARRIVAL AND DISMISSAL RULES

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

1. Students must wait safely in the area designated by their teachers after they are dropped off for school.
2. Upper campus students (grades 6 – 8) are not allowed on the upper campus until Teachers direct them.
3. Students arriving before 8:30 a.m. must report to the EXTENSION CENTER. Mass is strongly recommended and encouraged for all students who arrive before 8:00 a.m.
4. Loitering students will be sent to the Extension Center or Mass.
5. Students unaccompanied by a parent or teacher, desiring to attend Mass on Mon.-Thurs., must sit on the east wing (school side) opposite the cry room.
6. Students arriving late for Mass are to quietly enter the Church
7. Students waiting to enter their classrooms before school and after recesses are not allowed to play basketball, tag, swing objects, push or shove one another, or bump into others. This same rule applies while waiting to be picked up after dismissal.
8. Students may wait to be picked up only in the designated areas. Students are not allowed to wait for their rides where there is no faculty supervision.



9. Students walking or riding a bike home must leave immediately after dismissal.
8. Students who have not been picked up fifteen minutes after dismissal time must report to the Extension Center.
9. A parent or designee of the parent in the school office must sign out students leaving campus prior to dismissal time.
10. If a parent wishes to have his/her child/ren meet them in another area for pickup, a note must be sent in to the office authorizing school staff to release the student from the campus per parent's communication.

XI. OFFICE RULES

1. Students are not allowed in the office unless they are ill, injured, have been sent to the office by a teacher (with a pass) or playground supervisor, or have business that requires them to be in the office.
2. Students are required to be quiet in the office and not interfere with the office personnel in the performance of their jobs.
3. Students are not permitted to use the office phone except in an emergency or when directed by a teacher to call a parent. Calls to arrange social plans are never permitted.

XII. GENERAL RULES

1. All students are expected to obey all the rules and to follow promptly the directions of those in authority.
2. Cell phones are not to be used during the school day. They are to be kept in the back packs in a silent mode or turned off. Failure to follow this policy will result in the phone being confiscated and turned over to the principal.
3. IPODS are not allowed for use during school hours.
4. NO GUM – automatic detention.
5. Electronic or remote control devices are not permitted on campus.
6. Illegal or dangerous items are not allowed on campus.
7. No skateboards, bicycles, motorized bikes or roller blades allowed on campus.
8. Students are not allowed in the classroom unless a teacher, instructional assistant, or yard supervisor is present.
9. Large amounts of cash, valuable items, IPODS/CD players are not permitted. Tape recorders are allowed only in special circumstances when approved by the student's teacher.
10. Selling for personal gain is not permitted.
11. Profanity and vulgar language are not allowed. Non-verbal communication such as body language, gestures, hand signals, etc. will be considered the same as verbal expression. – automatic office detention!
12. Students may not be in possession of any medications. All medications must be kept in the office clearly labeled in their original container and accompanied by written instructions and signed parental permission. This includes non-prescription medications such as Tylenol, aspirin, etc. Grades K through 3 children should give cough drops to the classroom teacher.



13. Students are to be good stewards of all personal, school, and parish property. Students are not to deface, destroy, or damage any personal, school or parish property.
14. Students 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.
15. **VANDALISM**
Students and their parents shall be liable for all damage caused by the student(s) to equipment or school property.
16. **CELL PHONES**
Cell phones shall not be used during the school day. They are to be kept in the back packs in a silent mode or turned off. Failure to follow this policy will result in the phone being confiscated.

XIII. CHURCH RULES

1. Students are expected to act reverently in church.
2. Students are expected to fully participate in the liturgies and prayers.
3. Students are to enter and exit the church quietly so that those praying will not be disturbed.
4. Students are expected to give their full attention to the pastor or speaker.
5. Students must wear the appropriate uniform as stated in the uniform rules.
6. Students are to **BE ON TIME FOR MASS** or be marked tardy!

XIV. HARASSMENT

1. "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 Schools Office or the Office of Human Resources for Diocesan procedures on Harassment and Sexual Misconduct." Diocesan Policy #587
2. Harassment is any form of conduct that is not welcome, is personally offensive, and undermines the integrity of employment and professional relationships.
3. **CONDUCT OF SEXUAL NATURE**
4. Conduct of a sexual nature includes, but it not limited to:
5. 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;
6. Visual: sexually suggestive objects, pictures or letters, leering or obscene gestures.
7. Physical: unwanted physical contact, including touching, pinching, brushing the body, impending or blocking movement, sexual intercourse or assault.

GENERAL ADMINISTRATION

I. SAFETY REGULATIONS



A. Insurance

1. The Diocese of San Diego requires insurance for all students. Accident insurance is included in registration fees. Injuries received during school-supervised activities, as well as injuries sustained while going to and from school are covered.
2. If a student is injured, the supervising staff member files an Accident Report in the school office. Parents/ guardian from the school office should request the insurance form within five days.

B. Bicycles/Skateboards/Rollerblades

Bicycle riders must observe the following:

1. Bicycles must be walked on and off school grounds. Violation will result in revoking the privilege of riding a bicycle to school for a designated period of time.
 2. All bicycles must be chained and locked. The school cannot accept liability for bicycle damage or theft.
 3. Skateboards, Motorized bicycles and roller blades not allowed!
- C. Car Transportation: (Procedures are always being reviewed and are subject to revision during the year) See “Parking” section of the handbook.

STUDENT DROP-OFF AND PICK-UP

To prevent accidents and avoid congestion, please follow the directions below when dropping off or pickup up students BEFORE AND AFTER SCHOOL.

1. ***Enter*** the school from 13th Avenue.
 - a. Enter the school by turning **RIGHT** on 13th Avenue from South Juniper Street, and **RIGHT** onto the campus.
 - b. There will be **NO LEFT TURN** from 13th Avenue onto the school grounds.
2. ***Traffic flow*** will follow the painted arrows.
 - a. Please drive slowly though campus following traffic in a single line.
 - b. For the safety of the students, please follow the directions of the St. Mary School Staff and Safety Patrol/
 - c. **DO NOT** pull out of the line at any time. If your student(s) is not available when you arrive at the pavilion, go around the basketball court and re-join the line in front of the shed.
 - d. Until the Drop-off or Pick -Up traffic is cleared at 3:45 p.m.:
 - i. **DO NOT PARK** in the playground area or along the sports field
 - ii. **DO NOT PARK** in the small parking area surrounded by the Preschool/Extension Center, Upper Campus classrooms and the Convent. Those spaces are reserved for St. Mary faculty, staff and for Preschool and Extension Center drop-off or pick up only.
3. ***Student Drop-off or Pick-Up***
 - a. Drop off or Pick up students on the basketball court side of the pavilion.



- b. Display the family name plates on the passenger side of your vehicle for easy identification by St. Mary School Staff.
- c. Students must exit or enter the car on the **Passenger-side only**. Please instruct older brothers, sisters and members of carpools to *meet the primary grade students in their designated areas*.
- d. **DO NOT** drop-off or pick-up students in the parking lot between the Church and rectory. You may, however, park there. See “*Parking*”.

4. ***Exit*** on 13th Avenue. **RIGHT TURN ONLY.**

- 5. Students who walk home must have a permission slip signed by the parents on file in the office. No student under 4th grade will be allowed to walk home alone.

D. **PARKING**

- 1. **DO NOT** drop off or pick up students in the parking lot between the Church and rectory
- 2. Parking is permitted in a marked area in the parking lot between the Church and the Rectory.
- 3. Vans or large vehicles must park on the rectory side of the parking lot.
- 4. **NO PARKING AREAS**
 - a. In front of any gates
 - b. Next to the dumpsters.
 - c. In front of the fence in the Rectory parking lot
 - d. All posted “No Parking” Zones
 - e. the corners of 13th Avenue and Broadway
 - f. The parking lot surrounded by Preschool, Extension Center, Upper Campus classrooms and the Convent.
- 5. After 3:45 p.m., vehicles may park in front of the picnic tables or along the field, but never between the tables and the school.



II. DRESS CODE

Our Uniform supplier is Dennis Uniforms of San Diego. If you do not have a brochure, one may be picked up in the school office.

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.

A. Girls' Uniform

1. Plaid jumper (Grades 1-5)
2. Skorts (All grades)
3. Plaid skirt (Grades 5-8)
Only Grade 5 has the option of the skirt or jumper. All skirt hem lines must brush the top of the kneecap. Skirts are not to be rolled up and please do not alter the skirts.
4. Dennis only plain white, navy blue, green or yellow (and khaki for grades 6-8) short sleeve polo shirts with a St. Mary School logo kept tucked in at all times. In very cold weather a solid white turtleneck may be worn under the blouse or polo shirt but may not replace the sweater or jacket. White polos or /blouses (no colors) must be worn on Mass days.
5. Shoes -Mostly Black or White school shoes or athletic shoes (running style or boat style only are acceptable) with only neutral (black, white, gray, tan or brown) accents. The athletic shoe must be plain with no "gimmicks/gadgets/lights/whistles or bells". No open-toed or open-heeled shoes (sandals). Heels are limited to two and a half inches in height including the sole portion of the shoe/sneaker as measured from the back of the shoe. No wooden soles! No high-top or oversized sneakers.
6. 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.
7. Navy blue sweater with school monogram, either cardigan or V-neck long sleeved pullover for classroom wear.
8. Uniform navy blue jacket , logoed sweatshirt or Polar Fleece jacket with logo for outside wear.
9. Socks are plain white or navy-blue. Only full crew, mini-crew, ankle, 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.
10. Only the following accessories are allowed (GIRLS)
 - a. Wrist watches – simple/conservative only.
 - b. Conservative stud earrings (one pair only, no pendants)
 - c. Medal or crucifix
 - d. Clear nail polish, and absolutely no other cosmetics.
11. Hair accessories should be small and ribbons should be white or navy-blue.
12. 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.
13. NO OTHER T-SHIRTS may be worn at any time as part of the uniform.



14. Navy Blue Twill or Khaki slacks - Dennis style only - with front pleats, front zipper, and standard sized navy blue, black, brown or khaki belts are a uniform option except on Fridays when skirt or jumper must be worn for the celebration of the Eucharist. Pants must be worn at the anatomically correct waistline not below the navel. No external logo or tag may be visible.
15. Belts - Regulation size, not oversized. Must be plain navy blue or black belts with navy blue pants or shorts and khaki or brown belts with khaki pants or shorts.
16. Navy blue or khaki shorts - Dennis style only - may be worn *but never to any Mass*. Church attire requires the formal uniform with white polo shirts.

B. Boys Uniform:

1. Navy blue twill or khaki pants - Dennis style only - (absolutely no jeans, corduroy, Dockers, or cargo pants) and a correctly fitted navy blue, black, brown, khaki belt is required. Pants must be worn at the anatomically correct waistline, not below the navel. No external logo or tag may be visible.
2. Belts - Regulation size, not oversized. Must be plain navy blue or black belts with navy blue pants or shorts. Khaki or brown belts with khaki pants or shorts.
3. Plain white, or navy blue, green or yellow (khaki grades 6-8)_short sleeve polo shirts or same with a St. Mary School logo kept tucked in at all times. In very cold weather a solid white turtleneck may be worn under the shirt or polo shirt but may not replace the sweater or jacket. White polo shirts (no colors) must be worn on Mass days.
4. Shoes - Mostly Black or White school shoes or athletic shoes (running style or boat style only are acceptable) with only neutral (black, white, gray, tan or brown) accents. The athletic shoe must be plain with no "gimmicks/gadgets/lights/whistles or bells". No open-toed or open-heeled shoes (sandals). No high-top or oversized sneakers.
5. Socks are plain white or navy-blue. Only full crew, mini-crew and ankle 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.
6. Navy blue sweater with school monogram, either cardigan or V-neck long sleeve pullover for classroom with St. Mary logo
7. Uniform navy blue jacket , logoed sweatshirt or Polar Fleece jacket with logo for outside wear.
8. 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.
9. Wristwatches – simple/conservative only, medal or cross may be worn as part of the uniform, no other jewelry. No earrings on boys!
10. Navy blue or khaki shorts - Dennis style only - may be worn *but never to any Eucharistic celebration*. Church attire requires the formal uniform.

C. P.E. uniforms are required:

1. **Boys**
 - a. Athletic shoes must be worn for P.E.*
 - b. Navy blue PE uniform shorts.
 - c. Gold PE uniform T-shirt.
 - d. Socks



2. Girls

- a. Athletic shoes must be worn for P.E.*
- b. Navy blue PC uniform shorts.
- c. Gold PE uniform T-shirt
- d. Socks

3. Kindergarten – please reference Kindergarten Handbook

D. Jewelry/Accessories.

At all levels, jewelry, especially earrings, should be kept simple. Trendy styles are not part of the school dress code. Boys are not allowed to wear earrings and our young ladies may only wear one in each ear. Large jewelry items, pocket chains, oversized belts, etc. are not allowed. **NO MAKEUP -*Makeup is not to be applied in school. It will be confiscated by the teacher and turned in to the office.***

E. 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 no longer than collar length, trimmed neatly around the ears and not spiked. . Hair is never to be dyed to non-natural birth colors, spiked or bleached. Boys are to be clean shaven. ***Sideburns are not to extend beyond the bottom of the ear.*** Absolutely no shaved heads. ***Distracting fads are not allowed for boys and girls!*** In all cases, ***we rely on our parents to support us in these policies.***

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 and personal appearance code.***

F. Tee Shirts, Etc..

Any articles that display rock groups, 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 book bags, book covers, etc. Remember, our school promotes a culture of life and hope, not despair and death! Please leave these articles at home.

G. Non-Uniform Dress Code

Non-uniform dress days are a privilege. Clothes that are worn to school must be clean and neat. If out of uniform clothing does not impeded activity, students do not need to change for P.E. Dresses and dress pants are not appropriate for P.E. Athletic shoes must be worn for P.E. at all times.

The following items may not be worn on non-uniform dress days:

- Sagging pants or shorts
- Oversized pants or shorts
- Skirts shorter than 3" above the knee
- Frayed or torn clothing
- Bike shorts
- Spaghetti strap tops
- Tank, halter or tube tops



- Spandex type wear
- Bare midriff tops
- Sandals
- Flip flops
- Skorts
- Platform shoes of any kind

H. **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. 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 touch the top of the knee cap. Skirts are not to be rolled up. 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.

IV. OFFICE HOURS AND PROCEDURES

A. **Hours:** 7:30 a.m. to 4:00 p.m.

B. **Messages**

You may leave messages at the office during the day if you require a conference with a teacher or the principal. **Please, no messages for students except for serious emergency.**

C. **Conferences**

Please do not attempt to confer with or telephone teachers or students during school hours. If an emergency arises, contact the office. We'll do our best to help.

D. **Lost and Found**

During class time, any forgotten articles must be brought to the office to minimize classroom interruptions. Students may come to the office at recess or lunch to collect anything left for them. Students are discouraged from telephoning home for forgotten articles. We teach responsibility by allowing students to experience the consequences of forgetting.

E. **School Visits**

Parents and other visitors are not to "drop in" a classroom during school hours or at dismissal without prior arrangements with the principal in order to minimize disruption of the instructional program. **When visiting the school, always stop in the office first to receive your visitor's badge.** This assures students' protection from strangers.

V. FINANCE

A. Tuition and Fees



Parents sign a Tuition Agreement and Payment Plan when registering for each school year.

Registration and Educational fees include standardized testing, scoring and reports, insurance, report card, permanent records, progress reports, WASC/Student Council Fees, Family Handbook and awards, dues for National Catholic Education Association, etc.



1. 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, Extension Center balances, PTG obligations, service hours or any other outstanding fees prevent re-registration, First Communion, Graduation and all Graduation activities)

2. Tuition/Cooperation Agreement

Each family registering or re-registering at St. Mary signs a Tuition Agreement stating that they:

- a. Agree to uphold school standards and have their child(ren) comply with school and Diocesan policies and regulations stated in the Family Handbook.
- b. Pledge cooperation and accept responsibility for the areas selected on the Parent/Guardian volunteer participation list.
- c. 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's fees, court costs or other expenses in collecting the balance of tuition/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.

3. Tuition Assistance

a. Qualifications for Tuition Assistance

- i. Students must be enrolled at St. Mary School.
- ii. Families must be registered, supporting members of St. Mary.
- iii. Families must complete and submit all necessary tuition assistance forms.
- iv. Families must fully support all school policies.
- v. Family accounts must be current.

b. Procedure

- i. Program announcement is sent with intent to return forms in February.
- ii. Forms are requested confidentially by contacting the school bookkeeper.
- iii. Applications are picked up at the school office by the families who request them.
- iv. Applications are completed and returned with required documentation to Principal in an envelope marked CONFIDENTIAL.
- v. Financial Aid Committee reviews applications.
- vi. Members' identities will always remain anonymous, and committee deliberations confidential.



- vii. Principal, through the school business office, notifies applicants of the Committee's decision.
- viii. Recipients notify Principal or Bookkeeper of their acceptance.

VI. SCRIP/GIFT CERTIFICATES

A. Program Description

- B. SCRIP (generic name for Gift Certificates from several commercial establishments) provides a way for parents to earn extra dollars for the school to fund capital improvements and other special projects for students.
- C. The School Business Office purchases the Gift Certificates in large quantities at discount prices ranging from 2-25%. When families buy a \$25.00 market certificate (ARCO, Shell, Ralph's, Major Market, Vons, Barnes and Noble, Starbucks, etc.) or a certificate for Sears, Longs, Macy's, See's and other stores, the family receives an equal value of \$25.00 in store purchases. Our discount comes from the Scrip Center. Any purchases made by parents are for the full face value of the certificate.

D. **Program Management:**

- 1. A part-time 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.
- 2. 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."



ROLE OF PARENTS

POLICY # 1200 - Parents as Prime Educators

- I. Parents have the primary responsibility for the education of their children. Specifically this includes the responsibility:
 - A. 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).
 - B. To make a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character, tone and strengths.
 - C. To be fully informed regarding all aspects of their children’s developmental progress, and where needed, to take and/or support the appropriate remedial action.
 - D. To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school in which they have selected for their children.

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

*Parents, Teachers, Students, Working Together,
With God's Help,
Can Make Good Things Happen!*



SAINT MARY SCHOOL

130 East Thirteenth Avenue
Escondido, CA 92025

St. Mary School Family Handbook

Date _____

STUDENT'S # 1 NAME: _____ Grade: _____
(Please Print)

STUDENT'S # 2 NAME: _____ Grade: _____
(Please Print)

STUDENT'S # 3 NAME: _____ Grade: _____
(Please Print)

STUDENT'S # 4 NAME: _____ Grade: _____
(Please Print)

Both parents or guardians are to read and sign this statement and return the form to the school by the third Monday of September..

Students living with one parent only require the signature of that parent.

RULES AND POLICIES

SAINT MARY/S PARISH SCHOOL FAMILY HANDBOOK

We have received and read the content: rules and policies governing the Saint Mary School, 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.

_____ (Parent/Guardian Signature)

_____ (Parent/Guardian Signature)

_____ (Student #1 Signature & Date)

_____ (Student #2 Signature & Date)

_____ (Student #3 Signature & Date)

_____ (Student #4 Signature & Date)



**A FINAL NOTE TO PARENTS.
Principal's Right to Amend**

In all school policies, the Principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made during the school year.

