

Saint Mary Catholic Elementary School (Palmdale)

Welcome

PARENT-STUDENT HANDBOOK



"It is not enough that you love the young, they must know they are loved."

St. John Bosco

Welcome to Saint Mary School, home of the Angels. Each and every one of us became an Angel because we believe that education must be based on Jesus' message of salvation. In our Christ-centered learning environment teachers, staff, parents/guardians, students, and the parish are counted upon at all times to work as a faith community to make the ordinary learning experience extra-ordinary. This Parent-Student Handbook provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent-Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

1600 East Avenue R-4 | Palmdale, CA 93550

Phone: 661-273-5555

www.stmaryspalmdale.org

Chapter-1

INTRODUCTION TO THE HANDBOOK

The Parent-Student Handbook provides important information pertaining to the policies and procedures of Saint Mary School and the Archdiocese of Los Angeles, including general information about the school, academics, discipline, admissions, co-curricular activities, and much more. The school's website has important calendar updates and a news section that is updated regularly. Please visit our website: www.stmaryspalmdale.org to learn more about our school.

Sections of this Parent-Student Handbook are particular to Saint Mary Catholic Elementary School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the [ADLA Administrative Handbook](#)

Section-2-01

Mission Statement and Philosophy

Vision Statement*

Saint Mary students will possess a deep personal relationship with God. Students will integrate Catholic teachings, traditions, respect, community, and values in their quest for knowledge as life-long learners. Exhibiting strong moral character, Saint Mary students will demonstrate academic excellence through creative and critical thinking, leadership, and teamwork within the global community.

Mission Statement*

Our mission is to help students develop a deep and evolving personal relationship with God and their community through the teachings of reason, religion, and loving-kindness. As ethical leaders with values rooted in our Catholic teachings and traditions, students will demonstrate academic excellence and teamwork through creative and critical thinking while being of service to others.

Philosophy*

Saint Mary School finds its deepest roots in the educational system of Saint John Bosco and the Salesians. It is called the Preventive System of Education and is based on three basic principles: reason, religion, and loving-kindness.

Through reason, we endeavor to help students discern God's Will and to discover the meaning of their lives. Through religion, we guide the students to establish a personal rapport with God and to be of service to the Community. Through loving-kindness, the faculty and staff strive to respond to youth's needs for a personal relationship with others. All this is carried out in the Salesian "family spirit," a familiar, respectful rapport among the faculty, students, staff, and families.

Saint Mary's values the uniqueness of each child as a gift from God and will accept children who are capable and willing to learn how to make these their personal values.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

School Wide Learning Expectations: Soar with the A.N.G.E.L.S.*

A: Academically Prepared

- Completes projects/assignments/homework on time
- Meets grade-level academic standards
- Uses technology to submit assignments

- Uses critical thinking skills and applies problem-solving strategies
- Demonstrates the ability to utilize technology
- Displays knowledge of required curricula

- Participates in academic events such as the Science Fair, Spelling Bee, Decathlon, Mathletes, and Geography Bee
- Understands and meets class learning objectives
- Attends field trips
- Utilizes technology to find information
- Maintains an academic portfolio
- Maintains awareness and accountability of grade and academic status

N: iNvolved in Parish and Community

-
- Demonstrates self-discipline
- Possesses sound mind and body
- Demonstrates active membership within the parish, school, and local community

-
- Participates in service activities outside of school
- Volunteers for non-required academic activities
- Participates in parish activities
- Volunteers for leadership positions
- Makes a habit to serve the community

G: Globally Aware

-
- Appreciates multicultural diversity
- Serves others within their community

-
- Participates in cultural awareness activities in and out of school
- Cleans up after themselves
- Routinely reads the newspaper
- Volunteers for community clean-up activities
- Donates to community/mission collections
- Recycles

E: Effective Communicator

-
- Utilizes technology for learning, growth, and communicating ideas

- Articulates ideas in both writing and speaking
- Displays the ability to work as both a leader and team member

- Orally expresses emotions in a positive and effective manner
- Asks permission appropriately
- Presents ideas orally and in writing
- Writes answers/responses in complete sentences
- Works cooperatively in groups
- Gives oral and written directions
- Equally contributes to group work and projects
- Actively participates in class

L: Life-long Learner

-
- Strives to be creative and appreciates the fine arts
- Positively plans for the future

-
- Takes notes in class without being asked
- Establishes goals for future college and career
- Respects authority
- Develops a hobby and commits to the hobby
- Actively seeks assistance in learning
- Works to earn placement in honors programs

S: Spiritually Responsive

- Has good moral character based on the teachings of Christ
- Prays and is active in their faith
- Understands the teachings of the Church

-
- Offers prayers in Petition Book
- Reads the Bible regularly
- Prays actively and respectfully
- Attends the Family rosary
- Participates in service projects and charity collections
- Participates in random acts of kindness without reward
- Attends religious celebrations
- Is a positive role model for their Little Buddies

History of the School

History*

In the spring of 1960, an eight-room elementary school was built on the grounds of St. Mary's Parish. The Pastor, Fr. Martin Hiss, officially opened the school in the fall of 1960 with 42 first grade students and 30 second grade students. A parishioner, Mrs. Rae Henry, became Principal; Mrs. Margaret Wilhelm took charge of first grade and Mrs. Chamblin taught second grade. Registration for the 1961-1962 school year more than doubled with the addition of the third, fourth, and fifth grades. At the invitation of the Pastor, three Immaculate Heart of Mary Sisters, Sr. Martin de Porres, Sr. Mary Edwardine, and Sr. Mary Noemi assumed the roles and responsibilities of the administration, first and second grade teachers. The first graduation from St. Mary's took place in 1965 with 33 students. The Sisters of the Immaculate Heart of Mary continued their dedicated service to the school until June of 1968 when their community withdrew from the parish.

In 1968, His Eminence James Cardinal McIntyre of Los Angeles extended an invitation to the Salesian Sisters to assume the administration, and partial staffing of the school. On September 10, 1968, 272 students began their first day of school. Palmdale had a population of 23,000. In the 1970s unstable employment in the area caused the general population, as well as the school population, to be extremely mobile.

The 1980s, 1990s, and early 2000s saw a more stable school population as families commuted to work in the San Fernando Valley. Saint Mary's rapidly grew to a parish with the largest geographical area in the Archdiocese. The parish includes three missions, Acton, Littlerock, and Lake Los Angeles. The population of Palmdale has since grown to over 150,000. The school staff expanded from three parishioners to include 29 educators and support staff, and a Consultative School Board and provides a quality K-8 education, Extended Care Program, and Lunch Program. In June 2003, the Salesian Sisters concluded 35 years of service to St. Mary's School. A lay principal assumed the administration of the school.

From 2008 to the present, Saint Mary School has experienced the challenges of the recession and economy. Once again the student population is transient with many parishioners burdened with financial limitations. The addition of a Transitional Kindergarten (TK) during the 2016-2017 school year and an Early-TK program for the 2022-2023 school year helps strengthen the academic preparedness of students. The learning community has worked diligently, compassionately, and with researched best practices to grow the student population to over 275 with a goal of reaching capacity of 344.

Section-2-04

Accreditation

WASC/WCEA Accreditation*

St. Mary School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). The last accreditation visit took place in 2019 and the school received a full term of accreditation.

Section-2-06

2023-2024 Staff Roster, Roles, and Responsibilities*

Saint Mary School is a small Transitional Kindergarten through 8th grade Catholic parish school with a maximum student population potential of 356. We have a dedicated and experienced team of staff members who are committed to the students and families we serve. Each person is a valued member of our staff and plays an integral part in ensuring the school runs efficiently. Transitional Kindergarten through 2nd grade classes are self-contained with a primary teacher and a full-time teacher's aide for classes with more than 34 students. From 3rd through 8th grade, classes are departmentalized with one teacher's aide to support students in the 3rd, 4th, and 5th grades and another teacher's aide to support 6th, 7th, and 8th graders who are struggling with reading and math. Our Art, Physical Education, and Music teachers provide these classes to all students once a week. There are two full-time and one part-time office staff to support the administrative requirements for running an Archdiocesan school. Two part-time staff members organize the school lunch and snack program.

The principal is the educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of the Saint Mary School vision.
- Advocating, nurturing, and sustaining a faith community and instructional program conducive to student learning and staff professional growth.
- Ensuring management of the school, operations, and resources for a safe, efficient, effective, and faith-filled learning environment.

All Saint Mary School staff members are responsible for:

- Living their commitment to Gospel values and Catholic traditions.
- Integrating faith and prayer within the classroom and learning community.
- Taking responsibility for contributing to an atmosphere that fosters the development of the faith of students.
- Being committed to personal, professional, and spiritual growth for self and others.
- Exhibiting a personal commitment to social justice by practicing Christian justice in the classroom and in the school community.
- Recognizing and respecting the primary role of parents/guardians in the education of their children.
- Integrating Christian truth and values into all courses.
- Acting professionally in matters of attendance, punctuality, grooming, language, class preparation and interaction with students, parents/guardians, staff, and the parish.
- Being innovative and open to the use of current technologies and varied approaches in instruction and methodology.

To see a staff roster and learn more about our teachers, please visit the [staff section of our school website](#).

Section-2-07

School Schedule and Calendar

School Schedule and Calendar*

Saint Mary School begins promptly at 7:55 am and dismisses at 3:00 pm. On Fridays, school is dismissed at 1:45 pm to allow for Staff Development. For the 2024-2025 school year, there will be noon dismissal (12:00 pm) on the first Friday of the month. Before and after school care is provided on all days when school is in session.

The primary grades are self-contained but rely on the support of a school-wide art, music, and P.E. teacher. Our middle school has several departmentalized classes with changes in teachers. Detailed times of classes and teachers will be presented in class on the first day of school.

The [school calendar](#) is a separate document with as many of the school events and activities posted as possible. A digital copy of the year-long calendar can be found on the school website and mobile application. **Events and activity dates are subject to change due to unforeseen circumstances.** Families and students will be notified of any changes as soon as possible. Families are also advised to routinely check the Saint Mary School website and mobile application for updates. Please see below for instructions on how to download the mobile app.





Section-2-08

School Map





Section-2-09

School website and social media

School Website and Social Media*

The school website is updated periodically and serves as one form of communication between home and school. Forms, documents, and important links can be found on the school website. The school's FaceBook page is another form of communication between the school and the general public. This social media forum is intended to inform the community, prospective families, and donors. Please visit:

<http://www.stmaryspalmdale.org>

<https://www.facebook.com/stmaryschoolpalmdale>

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in the removal of the student from school.



Section-2-14

Dress/Uniform Code

School Uniform*

Students are to attend Saint Mary School in the following established uniform: All uniforms must be kept clean, well kept, and properly sized (not too big or too small)

Formal Uniform – Required for Friday Masses, Award Ceremonies, and special events. The formal uniform can also be worn on regular school days.

Boys Grades TK – 8:

- Solid navy blue necktie
- White Oxford button-shirt
- Navy V-neck sweater vest
- Michael's Uniform Khaki long pants
- Navy, black, or white socks that cover at least the ankle
- 100% black laced shoes (TK students must wear Velcro shoes **only** and Kindergarteners have the option of wearing Velcro shoes)
- Boys must wear a black belt at all times (except TK)

Girls Grades TK – 5:

- White Oxford blouse
- Michael's Uniform Grant Plaid – Center box pleated jumper
- Navy cardigan sweater (on cold weather days)/Vest optional
- Navy, black, or white socks that cover at least the ankle
- 100% black laced/Velcro shoes (TK students must wear Velcro shoes **only** and Kindergarteners have the option of wearing Velcro shoes)
- No leggings allowed

*More specific details regarding uniform and special events will be provided.

- Navy or white tights may be worn and must match with socks
- Girls may wear shorts under their jumper

Girls Grade 6 – 8:

- White Oxford blouse
- Navy tie
- Michael's Uniform Grant Plaid pleated skirt
- Navy V-neck sweater vest
- Navy, black, or white socks that cover at least the ankle
- 100% black laced/Velcro shoes
- No leggings allowed
- Navy or white tights may be worn and must match with socks
- Girls may wear shorts under their skirt

Casual Uniform - Traditional regular school day school uniform

Boys & Girls:

- Blue or white polo shirt with school logo (may be short or long-sleeved)
- Boys must wear a black belt at all times (except TK/Kindergarten)
- Michael's Uniform khaki pants, shorts, or pleated skorts (for girls)
- Navy, black, or white socks that cover at least the ankle
- 100% black laced/Velcro shoes (TK students must wear Velcro shoes **only** and Kindergarteners have the option of wearing Velcro shoes)
- No leggings allowed
- Navy, black, or white tights may be worn and must match with socks

PE Uniform

All students wear Salesian shirts with royal blue shorts or navy sweatpants with the school logo for colder weather. Students must wear appropriate athletic sneakers in any color. All sneakers must be tied; no slip-on tennis shoes (excluding TK).

Retreat Day

Students may wear their Salesian P.E. shirt, appropriately fitting dark blue jeans (no rips, no tight fitting or skinny jeans), black belt, and uniform shoes in place of their regular school uniform.

Winter Clothing

- In winter, students may wear the *Michael's Uniform blue jacket* with the school logo or a *navy blue*

coat/jacket - **no exceptions.**

- In winter, girls may wear white, black, or navy tights and must match with socks; no leggings are allowed.
- In winter, girls and boys may wear white or blue long-sleeved polo shirts with the school logo.
- In winter, girls and boys may wear white or blue long-sleeved turtle necks/mock necks with matching colored polo shirts.
- All accessories must be navy blue (e.g. scarves, mittens, gloves, beanies, and earmuffs).

General Appearance

1. Uniforms are to be the appropriate size for the student and allow for growth during the year.
2. The uniform shoe is an all-black laced/Velcro shoe.
3. Shoes are to be the appropriate size and tied at all times. **Shoes with lights, wheels, logos, or high-top shoes are not to be worn.** TK students must wear Velcro shoes **only** and Kindergarteners have the option of wearing laced/Velcro shoes.
4. Pants must be worn with the waist above the hipbone and secure enough that they will not fall if the belt is removed. No oversized or baggy pants will be permitted.
5. Pants are not to touch the walking surface or have slits in them.
6. Skirts are to be long enough to allow for modest movement at all times (no more than two inches above the knee).
7. Shirts and blouses are to be tucked in at all times.

Accessories

- Girls may wear navy or royal blue, white, or khaki hair accessories.
- Girls may wear only one set of small post earrings.
- No jewelry is allowed with the exception of a wristwatch, one ring, and one necklace with a cross or saints. No bracelets or anklets are permitted (grades 4-8 only). No smartwatches.
- Boys may not wear earrings in school.
- The only make-up girls may wear is clear lip gloss and clear nail polish (may not bring to school).
- Girls may not wear artificial or acrylic nails.
- Only Saint Mary hats or visors may be worn in school.

Grooming

- Boys are to have a neat, clean, moderate haircut with an even, blended length (traditional haircut).
- Boy's hair may not extend below the eyebrows, earlobe, or shirt collar. Mohawks, "fauxhawks," mullets, and textured fringe styles are not allowed.
- No student may shave his/her head or add shaved-in designs. We recommend a fade 3-4 for boys.
- Tinted, bleached, lightened, streaked, frosted, or dyed hair is not acceptable for boys or girls.

Free Dress Days

Free Dress Days are scheduled during the school year:

1. To raise funds for school projects.
2. As part of prize programs.
3. To celebrate a special event.

The dress code for *Free Dress Days* permits:

1. Jeans – must fit appropriately and be without rips or tears; no skinny jeans allowed.
2. Tennis shoes or shoes that cover the heels and toes of the foot. Princess shoes, heels, or shoes with

wheels are not appropriate for school and **cannot** be worn.

3. Modest clothing that promotes respect and safety. Shirts must have sleeves and the collar must be within an inch of the collar bone. Yoga pants, tank tops, crop tops, or shirts with spaghetti straps **may not** be worn. Shorts must be no more than two inches above the knee.

The dress code for free dress will be modified by the Principal if the need arises.

If a pupil is out of compliance with the uniform standards of dress, grooming, or hygiene, and has been previously corrected in this regard a demerit will be issued. The cooperation of parents/guardians will be sought to correct the problem. It is the responsibility of the parent to ensure that the personal appearance of the student concurs with school standards. Lack of improvement in personal appearance is grounds for disciplinary action that can include the dismissal of a pupil during the school day. Parents/guardians will be called to pick up the student from school. This may result in the loss of free dress privileges.

Section-2-15

Relationship of School to Parish

As a Catholic School connected to a parish, our school is responsible for supporting the parish and Pastor. The school provides a parish tuition rate to those families who actively participate and tithe to a Catholic parish community. Verification of this participation is required in order to receive the parish tuition rate. The parish community also supports the school through second collections and a monthly subsidy. The Pastor oversees the parish school and is involved in its leadership decision-making.

Topic-2-16-4

School Boards

Consultative School Board

Saint Mary School is blessed to have a Parent-Teacher Organization and a Consultative School Board.

If the school has a parent, parent-teacher organization, and/or a consultative school board, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. These organizations are advisory in nature and have no legal status apart from the school and therefore may not be separately incorporated. Parent, parent-teacher organizations, consultative school boards, and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be. They must function in accordance with a written constitution and bylaws that comply with all current provisions of Archdiocesan policy that govern the structure and operation of such an organization.

The general responsibilities of the Consultative School Board are in the following areas:

- Strategic planning;
- Policy development;
- Technology planning;
- Alumni relations;
- Resource development and institutional advancement;

- Resource development and institutional advancement;
- Public relations;
- Advice and counsel with regard to financial planning, management, and reporting;
- Marketing; and
- Evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents/guardians (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. The School Board is advisory in nature and cannot make decisions binding for the parish education program without the approval of the administrative team.

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school board.

Topic-2-16-5

Parent or Parent-Teacher Organizations

Parent/Parent-Teacher Organizations

Saint Mary School is blessed to have a Parent-Teacher Organization and a Consultative School Board.

If the school has a parent, parent-teacher organization, and/or a consultative school board, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. These organizations are advisory in nature and have no legal status apart from the school and therefore may not be separately incorporated. Parent, parent-teacher organizations, consultative school boards, and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be. They must function in accordance with a written constitution and bylaws that comply with all current provisions of Archdiocesan policy that govern the structure and operation of such an organization.

Parent-Teacher Organizations (PTO)

The main functions of a Parent-Teacher Organization is to promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The membership of the parent-teacher organization shall include the pastor of the parish or his designee, the principal, parents/guardians of currently enrolled students, and religious and lay faculty of the school, where applicable. The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The financial operation of a Parent-Teacher Organization shall be governed by the regulations for financial operations as found in the PTO bylaws.

Room Parents

The main functions of a Room Parent are to support the grade level classroom teacher in

- Coordinating class activities such as class projects, celebrations, and field trips,
- Communicating class and school-wide activities to classroom parents,
- Increasing mutual understanding between teacher and parents.

Organization and coordination of the Room Parent Program shall be governed by the Head Room Parent selected by the Principal/Pastor.

Chapter-3

CATHOLIC IDENTITY

Catholic Identity (celebrations & clubs)

Our Catholic identity is the core of learning at Saint Mary School. Age-appropriate Religion classes provide our students with a strong foundation in scripture, tradition, church history, prayers, and religious practices. Students are also involved in Retreats, service projects, and celebrations to reinforce the Gospel and put faith into action. School Masses are held every Friday and during special feast days. The students, under the direction and supervision of the classroom teacher, prepare liturgies with a different grade responsible each week. Finally, students are given the opportunity during school time to approach the Sacrament of Reconciliation on a regular basis.

It is the expectation of the Saint Mary School learning community, parish, and Archdiocese that the teachings of the Catholic faith be reinforced and modeled at home including attending Mass every Sunday as the Eucharist is the center of Catholic life.

Marian Celebrations

Fostering devotion to our Blessed Mother is a priority in the educational growth of each student. Throughout the year Our Lady's feast days are celebrated in a solemn way with special emphasis during the months of October (Family Rosary Night) and May (May Crowning Ceremony). All families are encouraged to participate in this display of honor and affection to the Mother of God and the patroness of our School and Parish.

Marian Club

Girls in Grades K-8 may participate in the Marian Club. Under the direction of faculty and parent moderators, members are encouraged to develop a love for Mary through prayer, group activities, games, singing, etc.

John Bosco Club

Boys in Grades K-8 may participate in the John Bosco Club. Under the direction of faculty and parent moderators, members are encouraged to develop the spirituality of John Bosco's motto of loving kindness, reason, and religion.

Jeans for John Bosco Day

The 24th of each month is set aside to commemorate John Bosco and the Salesian philosophy of education. The 24th signifies the feast day of Mary Help of Christians (May 24), the patron saint of the Saint John Bosco Salesian family. On the 24th of each month students may pay a dollar to wear appropriately fitting dark blue jeans (no rips) in place of khaki pants or skorts and their Salesian PE shirt. The donation will be used to support our John Bosco

Grotto and/or Salesian charities. Students are expected to celebrate our Salesian heritage by doing random acts of kindness.

Topic-3-1-1

Introduction

Catholic teachings and values are fundamental to our school. Faith's guiding role in our lives, in all things great and small, is examined and fostered throughout our curriculum. In addition to adhering to the Religion Standards provided by the Archdiocese of Los Angeles, we provide daily experiences where students can learn about and practice their faith. The Archdiocesan curriculum, *Teaching Touching Safety*, requires classroom instruction focusing on awareness protection. As part of our formation experience, students participate in:

- Daily prayer and Religion classes
- Planning and leading weekly school Mass
- Leading seasonal prayer services & Stations of the Cross
- Praying the Rosary
- Grade-level spiritual retreats
- Celebration of feast days with a special focus on Marian celebrations

In addition to the curriculum and faith formation experiences, students are able to:

Prepare for the Sacraments of Reconciliation and First Communion. Baptismal birthday celebrations are held monthly to recognize the importance of this sacrament.

Participate in service projects that benefit the Parish and the larger community. Activities and collections are organized by teachers, Student Council, and the Holy Childhood Moderator.

Get involved in clubs such as the Marian Club which encourages members to develop a love for Mary through prayer, group activities, games, singing, and more. And the John Bosco Club where members are encouraged to develop the spirituality of John Bosco's motto of loving-kindness, reason, and religion.

The ongoing faith formation of faculty is of the utmost importance as they play a crucial role in the religious education of our students. Administration and faculty are engaged in ongoing faith formation and extend that formation to every student so that they value and live the Catholic faith.

Topic-3-1-3

Additional Practices

Our Catholic identity is the core of learning at Saint Mary School. Age-appropriate Religion classes provide our students with a strong foundation in scripture, tradition, church history, prayers, and religious practices. Students

are also involved in Retreats, service projects, and celebrations to reinforce the Gospel and put faith into action. School Masses are held every Friday and during special feast days. The students, under the direction and supervision of the classroom teacher, prepare liturgies with a different grade responsible each week. Finally, students are given the opportunity during school time to approach the Sacrament of Reconciliation on a regular basis.

It is the expectation of the Saint Mary School learning community, parish, and Archdiocese that the teachings of the Catholic faith be reinforced and modeled at home including attending Mass every Sunday as the Eucharist is the center of Catholic life.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacraments*

Students in 2nd grade prepare throughout the school year to receive the Sacraments of First Reconciliation and First Communion. Students in 2nd grade prepare to receive these Holy Sacraments through daily religion classes, annual retreats, participation in weekly Masses, and other at-home activities designed to help parents support students in their faith formation. Students in grades 3-8 who have not received these Sacraments may participate in a year-long preparation program offered by the parish. In addition to the above activities that occur in their respective grades, students participate in an additional class throughout the school year given by the parish that is geared toward Sacramental preparation. Students may also participate in the parish's Religious Education program if the parents wish to do so. Parents are encouraged to speak to the school principal, Religious Education Coordinator, or their child's teacher if they would like their child to receive any of the Holy Sacraments.

Section-3-5

Christian Service Program

Christian Service*

Students participate in service projects that benefit the Parish and the larger community. Activities and collections are organized by teachers, Student Council, and the Holy Childhood Moderator throughout the school year. Junior high students who participate in the National Junior Honor Society (NJHS) must give 18 hours of community service. Under the direction of the faculty moderator, they participate in service projects in the parish and community.

Section-3-6

Retreats

Retreats

The retreat experience is intended as an effective means of evangelization and spiritual development of students, parents/caregivers, and staff. All students participate in an all day, annual, on-campus retreat which is planned and organized by the classroom/homeroom teacher, religion coordinator, and room parent. Activities may include Mass attendance, prayer and reflection, bible study, prayer service, community building, community service activities, and more. Retreat dates are provided in the school calendar. Parent retreats may be offered at least

once per year based on parent interest (an online survey is sent to parents).

Topic-4-03-4

Inoculation requirements of the CA Department of Health

Saint Mary School follows the inoculation requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

Topic-4-04-1

Absence

Absences

1. ***It is the responsibility of the parent/guardian to notify the School Office by 9:00 AM when a pupil is absent from school.***
2. When a pupil has been absent, a written excuse signed by the parent/guardian is required on the day the pupil returns to school.
3. When a child is absent for 15 or more days during a trimester marking period, official grades may be withheld, unless the work is made up. Students have the responsibility to make up work on their own. A daily assignment book is available to students in each grade for this purpose. Students who are habitually absent and miss more than 15 days in a trimester, may be retained.
4. Doctor appointments during the school day are discouraged. Pupils are legally credited for attendance when time is spent in medical and dental appointments; this is considered a medical absence. A form must be completed by the physician and submitted to the school in order for students to be credited for attendance.
5. If for family reasons, parents/guardians wish to take their children out of school temporarily, the principal and/or teacher will discuss with parents/guardians the possible effects of such an absence.
6. A pupil absent from school because of television or movie contracts is considered an ordinary absence.

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record.

Topic-4-04-2

Absences with Acceptable Excuse

Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Medical Appointments

1. It is respectfully requested that parents/guardians make medical appointments outside of school hours.

2. A student who has a medical appointment during school hours is to submit a note written and signed by the parent/guardian on the morning of the appointment specifying the nature and time of the appointment.
3. The parent/guardian must come to the School Office to sign out the child. At that time the child will be sent to the School Office.
4. Upon returning to school the parent is to bring the student to the School Office with the form from the doctor indicating the time of the appointment and the time spent in the doctor's office.
5. If a pupil has an early morning medical/dental appointment and is not present at the start of school, s/he is to bring the form from the doctor's office reflecting the information stated above when s/he checks in.
6. Only with a doctor's form can a "medical absence" be given which is excused and not reflected as a tardy or absence on his/her report card.

Topic-4-04-3

Extended Absences

Extended Absences

When, for family reasons, parents/guardians wish to take their children out of school temporarily, the principal and teacher will discuss with the parents/guardians the possible effects of such an absence. If a student is absent for an extended time, (more than 15 days in a trimester), official grades may be withheld and the student may be retained (may not be promoted to the next grade level).

Topic-4-04-4

Leaving School Early

Leaving School Early*

A student may not leave the school before the regular dismissal time without a request from a parent/guardian; the student must be signed out in accordance with the school's standard procedures. Parents/guardians must go to the school office to sign their child out. The student's reason for leaving school early must be recorded in writing. Office staff will call the teacher in the classroom. Parents/guardians are asked not to go directly to the classroom unless otherwise indicated.

Topic-4-04-5

Tardiness

Tardiness*

A student is tardy if he or she arrives after 7:55 am. If a student arrives after morning recess, s/he is marked absent for half a day. If a student leaves after lunch s/he is marked absent for half a day. A record of all tardiness is kept in the attendance register and records. A written excuse from the parent shall be required at the beginning of the next school day.

Consequences for tardiness:

- For every day a student is tardy, parents/guardians will be charged a \$10.00 fee per family.

Topic-4-04-6

Truancy

Truancy

A student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or its superintendent.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy, the school should again report the student as truant to the local public school district's attendance office or its superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians within 24 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, Child Protective Services, or all of those agencies.

Topic-4-05-1

Parent Teacher Conferences

Parent/Teacher Conferences*

Parent/teacher conferences are held at the end of the first trimester of each school year. These conferences are by appointment only.

The Principal and teachers are available to conference with parents/guardians throughout the school year as needed. An appointment is scheduled through the school office or with the individual teacher or principal.

Parents/guardians are not to conference with teachers:

- **During Morning Assembly**
- **During times when the teacher is scheduled to teach or assist on the playground**
- **During afternoon dismissal**

- o ***Parents/guardians are to conference first with the student's teacher when a need or concern arises. If the concern needs further discussion, an appointment is made with the Principal.***

Topic-4-05-2

Parent Messages and Phone Calls

Written Notes*

Written notes signed by parents/guardians are required for the following:

1. Absence and/or tardiness.
2. Failure to comply with any aspect of the school uniform regulations.
3. Incomplete or missing work due to illness (indicate when work will be completed).
4. Requests to be released from school for dental, medical appointments, or other urgent reasons.

Change of address, telephone number, or any information contained in the Emergency Cards must be made by the parent/guardian in the school office on the actual emergency card.

Student Use of School Telephone*

Students need the permission of the office personnel to use the school telephone. No student will be called to the telephone. Important messages will be given to the receptionist who will give them to those concerned. Families must be organized and responsible for arranging transportation before the school day starts. Students are not allowed to use the office phone to get parents/guardians' permission to go to a friend's house.

Student Cell Phone and Personal Devices Policy*

Students are **not allowed to have cell phones** or personal devices such as smart watches on campus. In extenuating circumstances, students who must have cell phones, smart watches, or other personal devices on campus must turn them in to the teacher at the beginning of each day. Phones must be turned off and not kept in silent mode. Phones will be placed in a basket for safekeeping. Personal phones at school are solely the responsibility of the owner. The school will not be liable or held responsible for personal phones or devices in any way. Misuse of personal phones during school hours or on school property will be confiscated, which will constitute a Saturday detention and a \$75 fee. Parents must pick up the devices from the principal. Parents/guardians are asked not to contact their child(ren) through a personal cell phone. Devices of this nature that disrupt class will be confiscated and held in the School Office for parents/guardians to pick up. Students are not to contact home or anyone outside of school using cell phones or electronic devices without the permission of school personnel. All necessary communication must be done through the office.

Topic-4-05-3

Parent to School Communication

School-to-Home Communication*

The school website, school mobile application, and the e-blast system are the main methods of communication between home and school. The website and mobile app contain an updated events calendar, the lunch menu, and

between home and school. The website and mobile app contain an updated events calendar, the lunch menu, and all important communications to keep you updated on school activities. Teachers also communicate weekly with parents/guardians via weekly newsletters (lower grades), written notes, class dojo, SeeSaw, and/or class messenger. Students are given Homework Planners as a way to inform parents/guardians of assignments. Planners help parents/guardians and teachers to communicate regarding daily behavior or work. Parents/guardians are encouraged to routinely visit the school website or mobile app (www.stmaryspalmdale.org) to get the most current information about school events.

Communication with teachers and administration*

The Principal and teachers are available to conference with parents/guardians. An appointment is scheduled through the school office or with the individual teacher.

Parents/guardians are not to conference with teachers:

- During Morning Assembly
- During times when the teacher is scheduled to teach or assist on the playground
- During afternoon dismissal

Parents/guardians are to conference first with the student's teacher when a need or concern arises. If the concern needs further discussion, an appointment is made with the principal.

Written Notes*

Written notes signed by parents/guardians are required for the following:

1. Absence and/or tardiness
2. Failure to comply with any aspect of the school uniform regulations
3. Incomplete or missing work due to illness (indicate when work will be completed)
4. Requests to be released from school for dental, medical appointments, or other urgent reasons

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Addressing Complaints at the Local Level: Schools

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.
- If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating a discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

Escalating Complaints to the Central Level: Department of Catholic Schools

- If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The assistant superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

Section-4-07

Safety and Security Procedures

Earthquake / Disaster Plan*

Saint Mary School has a complete, well-designed plan for survival in case of an earthquake or other disaster. Faculty, staff, and students are aware of the procedures. Parents/guardians are asked to provide a safety bag for each child at the beginning of each school year. The safety bag is stored in the Saint Mary Parish facility. Saint Mary School participates in the annual California Great Shake Out to prepare for a possible earthquake emergency. The Saint Mary School staff reviews safety and earthquake plans annually to ensure the implementation of the best safety procedures.

Inside the school building, the teacher directs the students to:

1. Drop to their knees under some equipment-desk table, etc.
2. Stay away from windows, mirrors, lights, or objects that may fall over.
3. Clasp one hand firmly behind the head, cover the neck, and bury face in arms to protect the head, close eyes tightly and hold onto table/desk leg.
4. Stay in place until the quake is over, or when pupils are instructed to leave.

If outside the school building, get clear of all buildings, walls, power poles, and objects that could fall.

If damage is major, a siren announces to all that an orderly fire drill shall be conducted to evacuate the building.

The Disaster Plan contains the following established procedures following the evacuation of the building:

1. A pre-designated adult locks all gates to the school. Parents/guardians will be allowed in the emergency area.
2. A command area is set up at the small gate by the basketball court. The teachers release children through this gate ONLY. Teachers will be at this post with the EMERGENCY CARDS. The main gate to the basketball court will be used for ambulances or fire trucks.
3. Students assemble on the field away from buildings and sit in classroom order. A faculty or staff member supervises each group. Teachers call roll.
4. A designated group distributes earthquake packs.
5. A First Aid station is immediately set up, headed by a faculty member. Eighth graders who are trained in

First Aid help at this station.

6. Search and Rescue team looks for missing students.

REMEMBER:

1. DO NOT CALL THE SCHOOL.
2. When you enter the premises use the Church parking lot.
3. Walk towards the children's playground.
4. Enter the playground through the gate by the basketball courts.
5. Ask for your child/children and the children you are authorized to pick up. Children can only be released to parents, guardians, or other individuals listed on the EMERGENCY CARD unless permission is given in the form of a signed note.
6. ID must be available at the time children are picked up.

Fire and Earthquake Drills*

Saint Mary School complies with state and local safety regulations. Fire drills are held in school once a month. Evacuation plans are displayed in every room. Teachers are informed how to conduct fire drills on an annual basis.

Inclement Weather*

In case school is canceled because of snow or extreme weather conditions, Saint Mary School families will be notified through two methods:

- One of the following local radio stations:
 - o KAVL 610 AM
 - o KSRV 103.1 FM
 - o KTPI 97.7 FM
 - o KVVS 106.3 FM
- The Principal will also send out a message through the School Messenger phone system.
- In hot weather, students may have a water bottle with water kept in a place designated by the teacher.

Section-4-08

Arrival/Dismissal Procedures

School Hours*

The School day begins at **7:55 AM** with students in line at the Morning Assembly. Dismissal is at **3:00 PM** on regular school days. Dismissal on Fridays is at **1:45 PM**. Dismissal on the last day of school is at **11:00 AM**. The office is open Monday-Friday from 7:30 am - 3:30 pm unless otherwise indicated (i.e. holidays, all staff meetings, vacation, etc.).

Arrival*

Students may be brought to school no earlier than 7:30 am. Students arriving prior to 7:30 am will be sent to Before School Care and parents/guardians will be charged for the supervision of their child(ren). Students may be dropped off in the Car Line or parents/guardians may park and walk with their child to the blacktop. Students are not to run or play games in the schoolyard before school. When the first bell rings at 7:55 am students are to **walk**

to their classrooms. Morning assembly is held in classrooms via Zoom.

Dismissal*

For security and safety reasons all students are signed out with the teacher at the end of the school day by parents/guardians or other responsible adults listed on the emergency card.

Early Dismissal

1. A student may not leave school before regular dismissal without a parent/guardian reporting to the office
2. The parent/guardian must sign the student out in the office, recording date and time.
3. The parent/guardian **is not** to pick up the child from the classroom, playground, or lunchroom.

Section-4-09

Automobiles/Parking Lot

School Traffic Rules

Safety precautions are to be taken when driving and parking near the school.

1. Parents/guardians and students must stay within safety zones.
2. Cars must enter the premises via the West driveway and exit by way of the East driveway.
3. Cars must park in the Church parking lot.
4. Do not park by the school fence or Hall.
5. Walkers and bicycle riders walk along the fence line and exit by way of the West driveway.
6. Parents/guardians, students, family members, and Day Care Providers must use the cross-walk when picking up students at the end of the day. It is the expectation of Saint Mary School that parents/guardians will inform all friends and family members of this requirement.

Topic-4-11-09

Allergies

Allergies

Some students may have severe, life-threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment. All allergies must be made known in writing to the teacher and included in the Emergency Card.

Topic-4-11-12

Accident Procedures

Illness/Injury

An Emergency Card for each child is sent home to be completed by the parent and is kept on file in the School Office. It is the responsibility of the parents/guardians to return cards to school and keep them updated.

When a child becomes ill or meets with an accident at school, the following procedure is followed:

1. The parent or guardian is contacted immediately. If the parent or guardian cannot be reached, other persons listed on the emergency card will be contacted.
2. In case of a severe emergency, the paramedics or the school will transport the child to the nearest hospital or medical facility for treatment.
3. If parents/guardians can be reached within a reasonable time, the parents/guardians will determine the place and means of providing emergency care.

Students, who cannot participate in P.E. or other physical activities for any period of time, must present a note from the doctor stating the reason, limitations/restrictions, and length of time needed for the excuse.

Section-4-14

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community. All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms. The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required. The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so. All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events. The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount

Section-5-01

Curriculum

Curriculum Offerings*

The curriculum at Archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to

iii. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, the educational policies of the Archdiocese, and the requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The [Department of Catholic Schools](#) provides support for curriculum matters. In parish elementary schools, the pastor and principal consult on these matters. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters

Saint Mary School provides the basic curriculum prescribed by the Archdiocese of Los Angeles for Elementary Schools. The curriculum includes the following:

Religion	Family Life	Social Studies	Science
Language Arts	Reading and Literature	Spelling	Handwriting
Mathematics	Physical Education	Music	Art

Non-Catholics who are accepted at Saint Mary School must participate in all school-time activities, including prayers, liturgical worship, and religious instruction in a spirit of reverence and respect.

Homework*

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework assignments consist of a combination of written work, reading, research, and study for mastery. Homework is assigned Monday through Friday. Students have a homework planner where assignments are to be written on a daily basis. Teachers may request that parents/guardians review the homework and sign the homework planner indicating that all work has been completed.

The following are average nightly homework time allotments:

TK: Optional: not to exceed 20 minutes

Kindergarten: Optional: not to exceed 20 minutes

Grade 1 – 2: Not to exceed one hour

Grade 3 – 6: Not to exceed 60 – 90 minutes

Grade 7- 8: Not to exceed two hours

Students work at an individual pace and assignments are not finished in the same amount of time. The above are average times needed. If problems arise, consult the teacher. Students may be given long-term assignments which include projects, preparation of an oral presentation, or a research paper. These assignments may make it necessary for students to work on weekends or holidays.

Topic-5-01-1

Religion Curriculum

Religion Curriculum

Please see the archdiocesan handbook for more information on the permitted [Religion Curriculum](#).

Catholic teachings and values are fundamental to our school. Faith's guiding role in our lives, in all things great and small, is examined and fostered throughout our curriculum. In addition to adhering to the Religion Standards provided by the Archdiocese of Los Angeles, we provide daily experiences where students can learn about and practice their faith. The Archdiocesan curriculum, *Teaching Touching Safety*, requires classroom instruction focusing on awareness protection. As part of our formation experience, students participate in:

- Daily prayer and Religion classes
- Planning and leading weekly school Mass
- Leading seasonal prayer services & Stations of the Cross
- Praying the Rosary
- Grade-level spiritual retreats
- Celebration of feast days with a special focus on Marian celebrations

In addition to the curriculum and faith formation experiences, students are able to:

Prepare for the Sacraments of Reconciliation and First Communion. Baptismal birthday celebrations are held monthly to recognize the importance of this sacrament.

Participate in service projects that benefit the Parish and the larger community. Activities and collections are organized by teachers, Student Council, and the Holy Childhood Moderator.

Get involved in clubs such as the Marian Club which encourages members to develop a love for Mary through prayer, group activities, games, singing, and more. And the John Bosco Club where members are encouraged to develop the spirituality of John Bosco's motto of loving-kindness, reason, and religion.

The ongoing faith formation of faculty is of the utmost importance as they play a crucial role in the religious education of our students. Administration and faculty are engaged in ongoing faith formation and extend that

formation to every student so that they value and live the Catholic faith.

The links below share the Faith Vision of the Archdiocese of Los Angeles, the 4 pillars that stem from the 8 Living Standards, and the Religious Standards and Vertical Alignment charts for your review as a family.

[Faith Vision of the Archdiocese](#)

February 2019

[Religious Standards TK-8 Vertical Progression](#)

[Grade Level Standards/The Creed](#)

January 2019

[Religious Standards TK-8 Vertical Progression](#)

[Grade Level Standards/Church History](#)

October 2018

[Religious Standards TK - 8 Vertical Progression](#)

[Grade Level Standards/Sacraments](#)

Topic-5-01-3

Homework

Homework*

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework assignments consist of a combination of written work, reading, research, and study for mastery. Homework is assigned Monday through Friday. Students have a homework planner where assignments are to be written on a daily basis. Teachers may request that parents/guardians review the homework and sign the homework planner indicating that all work has been completed.

The following are average nightly homework time allotments:

TK: Optional: not to exceed 20 minutes

Kindergarten: Optional: not to exceed 20 minutes

Grade 1 – 2: Not to exceed one hour

Grade 3 – 6: Not to exceed 60 – 90 minutes

Grade 7- 8: Not to exceed two hours

Students work at an individual pace and assignments are not finished in the same amount of time. The above are average times needed. If problems arise, consult the teacher. Students may be given long-term assignments which include projects, preparation of an oral presentation, or a research paper. These assignments may make it necessary for students to work on weekends or holidays.

Topic-5-01-4

Graduation Requirements

Graduation*

To graduate from Saint Mary School, a student must have maintained a minimum of a 2.0 G.P.A. Students who do not achieve a 2.0 G.P.A. will not receive a diploma but will receive a certificate of completion. To participate in graduation activities all fees, service hours and tuition payments must be completed.

The school, at the time of registration for the 8th grade year, sets a Graduation Fee. The Graduation Fee includes: graduation gown, diploma, graduate ribbons and pins, awards, gifts, and flowers.

The following awards are presented to qualifying graduating 8th graders:

- **Student Council Awards:** Active 8th graders on Student Council
- **PTO Scholarship Awards:** 2 winners of the PTO essay contest (details will go out in Spring)
- **Paraclete High School Scholarships:** Determined by Paraclete High School
- **Knights of Columbus Scholarships:** Determined by the Knights of Columbus
- **Christian Service Award:** One student who demonstrates the qualities of Character Counts in providing Christian service to Saint Mary School
- **Athlete of the Year:** One female and one male student with at least a 3.0 GPA who have the most hours participating in the Saint Mary School sports program.
- **Principal's Award:** One student with at least a 3.5 GPA who best demonstrates school spirit as determined by Saint Mary School teachers
- **Pastor's Scholarship:** One student with at least a 3.0 GPA who best demonstrates Catholic values through knowledge of Religion, involvement in Christian service and faith activities.
- **Salutatorian:** Student with the 2nd highest GPA in the 8th grade class. If there is a tie, grades from 6th and 7th grade will be used.
- **Valedictorian:** Student with the highest GPA in the 8th grade class. If there is a tie, grades from 6th and 7th grade will be used.

**** 8th graders who have received a suspension throughout the school year, will not be eligible to receive the Student Council Award, the PTO Scholarship Award, the Christian Service Award, Athlete of the Year, the Principal's Award, the Pastor's Award, Salutatorian, and Valedictorian.***

Topic-5-02-1

Assessments

Standardized Testing*

Saint Mary provides a comprehensive testing program to ensure a constant evaluation of pupil progress.

- STAR Renaissance Testing is administered in Grades K-8 three times a year
- ACRE Test (Religion) is administered in Grades 5 and 8 in the Winter.

Topic-5-02-2

Grading Scale

Grading Scale

Transitional Kindergarten receives a report card twice a year. Progress is indicated with the following marking code:

- **M** Demonstrates mastery of skills or standards
- **X** Demonstrates development of skills or standards
- **T** Needs more time to develop
- **N** Not expected at this time

Kindergarten progress is indicated with the following marking code:

- **M** Demonstrates mastery of skills or standards
- **X** Demonstrates development of skills or standards
- **T** Needs more time to develop

Primary Grade progress is indicated with the following marking code:

95-100		Area of Excellence
93-94		Area for Improvement
89-92		Satisfactory
85-88		Good
81-84		Needs Improvement
77-80	O	Outstanding
73-76	G	Good
69-72	S	Satisfactory
65-68	NI	Needs Improvement
0-64		Needs Improvement

Intermediate and Junior High progress is indicated with the following marking code:

4.0	(95-100)	U
3.75	(93-94)	G
3.5	(89-92)	Si
3.0	(85-88)	N
2.75	(81-84)	
2.5	(77-80)	
2.0	(73-76)	A
1.75	(69-72)	A
1.0	(65-68)	Si
0	(0-64)	

The transition from the primary to intermediate report card takes place in Grade 3. Intermediate report card to Junio High transitions in grade 6.

Topic-5-02-3

Elementary School Grade Reporting

Progress Reports*

Progress Reports are given midway through the marking period. Parents/guardians are strongly encouraged to check their student's grades on Gradelink weekly. Parents/guardians are to contact the teacher if there is a concern about the progress of the student.

Report Cards*

Report Cards are issued to parents/guardians, at the end of each trimester for grades kindergarten through eighth. Transitional kindergarten receives report cards twice a year. Parents/guardians are to review report cards, sign the report card envelope in the appropriate place and return it to school within three (3) days indicating that they have received and reviewed the card. Parents/guardians are to contact the teacher within two (2) weeks if there is a concern about grades.

Topic-5-02-5

Make-Up Work/Absences

Make-Up Work/Absences*

If a student has been absent due to an excused illness or family emergency, he/she may complete missed work within the allowed time frame established by the teacher. If a student does not complete the work within the established time frame, this may affect his/her grade. Each teacher will inform parents/guardians and students of their make-up work policy at the beginning of the year.

Topic-5-02-6

Course Deficiency/Failure

Course Deficiency/Retention*

The decision to promote a student to the next grade or to retain him/her in the present grade is based upon a consideration of the overall welfare of the student. This is accomplished carefully by weighing academic, emotional, and social factors. The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention. In the event that retention is considered, the following guidelines are applied:

1. The teacher is responsible for consistent evaluation, early diagnosis, and effective remediation of learning problems. Initially, the teacher will provide remedial help to the student within the school setting. If such help proves inadequate, the teacher will advise the parents to arrange for outside remedial help.
2. The teacher will make the principal aware of any student with significant learning or work habit problems no later than the end of the first trimester. The principal, teachers, parents, and students will participate in the Support Team Education Plan (STEP) process throughout the duration of the school year. Parents/guardians will be informed of the student's progress or possibility of retention. Copies of these meetings and reports are kept on file.
3. Retention is more successful in the primary grades; therefore, the primary grade teacher will diligently observe the struggling student so that problems may be corrected before the student reaches the middle and upper grades.
4. Students in 5th through 7th grade who achieve a cumulative GPA of 1.99 or below could be retained in the current grade for the following academic year and/or placed on an academic contract.
5. If a student is absent more than 15 times in a trimester, or a total of 45 days throughout the school year, he/she may be retained.

In the case of a pupil with severe learning difficulties it may be necessary to recognize that the Catholic School is not equipped to meet the needs of every child and therefore, a recommended transfer might be necessary

Section-5-03

Standardized Testing

Standardized Testing

Saint Mary provides a comprehensive testing program to ensure a constant evaluation of pupil progress. Standardized tests administered include:

- STAR Renaissance Testing is administered in Grades K-8 four times a year
- ACRE Test (Religion) is administered in Grades 5 and 8 in the Spring.

Section-5-04

Recess and Lunch/Nutrition

Lunch Program*

As of October 1, 2024, Saint Mary School is participating in the Archdiocesan Sponsored National School Lunch and Breakfast Programs. This program is offered through a partnership between the Archdiocese of Los Angeles, the USDA, Revolution Foods, and Saint Mary School. Through this program, families can receive breakfast and lunch at a reduced cost. Parents/guardians can submit an application to see if they qualify for free or reduced-cost meals. This support is based on family income and size. We encourage all parents to submit an application. Applications can be requested in the school office. The following are the expected costs for the school year:

Full-Price Breakfast: \$2.50 | Reduced-Price Breakfast: \$0.30

Full-Price Lunch: \$4.00 | Reduced-Price Lunch: \$0.40

Breakfast and lunch are available in the school cafeteria daily, with the exception of holidays, no school days, and vacation days. Breakfast and lunch will be provided during the assigned times (TBA). The monthly breakfast and lunch menus with pre-order forms can be found in the [Documents Section](#) of the school website and mobile application. They are also emailed at the beginning of each month to parents/guardians. The daily menu can also be found in the [Dining section](#) of the website and mobile application. Parents/guardians must submit the pre-order form with payment for the following month. Due dates will be posted in the [Calendar/Events Section](#) of the website and mobile app. If parents need to drop off lunch for their child(ren), it must be brought to the office no later than **11:15 AM**, regardless of whether students eat during 1st or 2nd lunch. **No exceptions** can be made to this policy.

If students require dietary accommodations, parents/guardians must fill out the forms found in the Documents Section. A licensed healthcare provider must sign the [Meal Accommodations form](#) to validate a medical need. Milk substitutes can be made by submitting the [Milk Substitute form](#).

Section-5-05

Supplies and Textbooks

Supplies and Donations*

Families are provided a school supply list for the beginning of each year. Fulfilling the list helps keep costs down and ensures that students and teachers are prepared for instruction. Textbooks and iPads with school-issued covers are given to students at the beginning of each school year. Students are expected to keep textbooks neatly covered at all times. Students will be required to replace textbooks and/or iPads that are lost or damaged. Donations are always welcomed at Saint Mary School. In-kind donations must have attached receipts in order to count for service hours.

Section-5-06

Honors and Awards

Awards*

Student achievement and effort are acknowledged at the end of each trimester. Any suspensions will preclude a student from receiving honors for that trimester. GPAs are calculated based on the following academic subjects only: Religion, Math, Reading, Language, Social Studies, and Science. It does not include Music, Art, and P.E.

Honors are awarded to students in Grades 3 -8 based on the following:

- **1st Honors:** 4.0 GPA and no more than 3 demerits and no suspensions
- **2nd Honors:** 3.99 - 3.75 GPA and no more than 7 demerits and no suspensions
- **3rd Honors:** 3.74 – 3.5 GPA and no more than 7 demerits and no suspensions
- **Honorable Mention:** 3.49 – 3.0 GPA and no more than 7 demerits and no suspension
- **Commitment to Excellence:** Character Award

Recognition Awards may be given to students in transitional kindergarten through second grade based on student achievement, behavior, and effort at the end of the year.

Cumulative Awards are presented at the end of the year: Students may receive the following awards:

- **1st Honors:** 4.0 GPA and no more than 3 demerits for the entire year and no suspensions
- **2nd Honors:** 3.99 - 3.75 GPA and no more than 7 demerits for the entire year and no suspensions
- **3rd Honors:** 3.74 – 3.5 GPA and no more than 7 demerits for the entire year and no suspensions
- **Honorable Mention:** 3.49 – 3.0 GPA and no more than 7 demerits for the entire year and no suspensions

Honor Societies*

Saint Mary School maintains charters in the **National Junior Honor Society**. Junior high students may qualify for and maintain membership in the honor societies with the following requirements:

National Junior Honor Society (NJHS): 6th, 7th, and 8th graders maintaining 2 trimesters of a 3.5 Grade Point Average (GPA) or higher qualify to apply for NJHS Membership. Membership in the Saint Mary School Chapter of the National Junior Honor Society is earned by the effective demonstration of the five qualities held in high esteem by the Society: Scholarship, Service, Leadership, Citizenship, and Character. Therefore, qualifying students must complete an application demonstrating these characteristics. The application will go before a review board consisting of at least 5 teachers. Qualifying students will be notified of their application status in a timely manner. Accepted candidates will be inducted into the NJHS. Membership in the NJHS is conditional upon maintaining a 3.5 GPA and high standards of character. All members must perform 18 hours of community service. Under the direction of the Faculty Moderator, they participate in service projects in the parish and community. **Failure to observe Christian values/conduct and follow school rules are ground for dismissal.**

NJHS members in good standing will earn honor chords and a seal upon their diploma at graduation. NJHS membership **does not** transfer to high school. However, membership in the NJHS is held in high regard when applying for membership in high school honor societies.

Graduation Awards*

The following awards are presented to qualifying graduating 8th graders:

- **Student Council Awards:** Active 8th graders on Student Council
- **PTO Scholarship Awards:** 2 winners of the PTO essay contest (details will go out in Spring)
- **Paraclete High School Scholarships:** Determined by Paraclete High School
- **Knights of Columbus Scholarships:** Determined by the Knights of Columbus
- **Christian Service Award:** One student who demonstrates the qualities of Character Counts in providing Christian service to Saint Mary School
- **Athlete of the Year:** One female and one male student with at least a 3.0 GPA who has the most hours participating in the Saint Mary School sports program.
- **Principal's Scholarship Award:** One student with at least a 3.5 GPA who best demonstrates school spirit

as determined by Saint Mary School teachers

- **Pastor's Scholarship Award:** One student with at least a 3.0 GPA who best demonstrates Catholic values through knowledge of Religion, involvement in Christian service, and faith activities.
- **Salutatorian:** Student with the 2nd highest GPA in the 8th grade class. If there is a tie, grades from 6th and 7th grade will be used.
- **Valedictorian:** Student with the highest GPA in the 8th grade class. If there is a tie, grades from 6th and 7th grade will be used.

*** 8th graders who have received a suspension throughout the school year, will not be eligible to receive the Student Council Award, the PTO Scholarship Award, the Christian Service Award, Athlete of the Year, the Principal's Award, the Pastor's Award, Salutatorian, and Valedictorian.**

Section-5-08

Academic Probation, Retention/Transfer

Retention

The decision to promote a student to the next grade or to retain him/her in the present grade is based upon a consideration of the overall welfare of the student. This is accomplished carefully by weighing academic, emotional, and social factors. The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention. In the event that retention is considered, the following guidelines are applied:

1. The teacher is responsible for consistent evaluation, early diagnosis, and effective remediation of learning problems. Initially, the teacher will provide remedial help to the student within the school setting. If such help proves inadequate, the teacher will advise the parents to arrange for outside remedial help.
2. The teacher will make the principal aware of any student with significant learning or work habit problems no later than the end of the first trimester. The principal, teachers, parents, and student will participate in the Support Team Education Plan (STEP) process throughout the duration of the school year. Parents/guardians will be informed of the student's progress or possibility of retention. Copies of these meetings and reports are kept on file.
3. Retention is more successful in the primary grades; therefore, the primary grade teacher will diligently observe the struggling student so that problems may be corrected before the student reaches the middle and upper grades.
4. Students in 5th through 7th grade who achieve a cumulative GPA of 1.99 or below could be retained in the current grade for the following academic year and/or placed on an academic contract.
5. Students who are absent more than 15 days in a trimester may be retained.

In the case of a pupil with severe learning difficulties it may be necessary to recognize that the Catholic School is not equipped to meet the needs of every child and therefore, a recommended transfer might be necessary.

Topic-5-09-2

Additional Counseling Information

Saint Mary School works with [Counseling Partners of Los Angeles](#) to provide individual and group counseling to students. There are numerous reasons why students may want to speak to a counselor such as:

- anxiety
- depression
- stress management difficulties
- anger management difficulties
- attention difficulties
- difficulty adjusting to school
- parental divorce
- peer/family relationships
- grief/loss

Counselors work with students to address their feelings and help them achieve their goals. Counselors can also work with parents to improve communication and provide interventions and guidance. Counseling services are free of charge. Parents and school staff may refer a student at any point via a verbal request or written referral. Students may also self-refer at any point. Below are the links to the referral forms:

English - <https://forms.gle/6KsA4FitnPqW1ZhD7>

Spanish - <https://forms.gle/kHShTW1eKVA8peVT6>

In order for a student to be seen by a counselor, parents/guardians must complete the consent form which can be found in the [Documents section](#) of the school website and mobile app. We highly encourage all parents/guardians to fill out a consent form at the beginning of the school year so it is on file; this expedites the process and allows counselors to see students much faster if needed. Parents/guardians will be informed of student referrals and will work in partnership with the school counselors to best support students. This is a critical service offered to our students and we hope that families will see this as an opportunity to support the social, emotional, academic, and spiritual development of their children. Please contact the school office or one of the school counselors with any questions.

Section-5-11

Summer School

The school currently does not have a summer school policy or offering.

Section-6-01

Before & After School Policies and Programs

Before and After School Care*

Extended Day Programs

- The school requires an extended school day agreement with participating parents/guardians
- Archdiocesan student insurance covers students during the time of the program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- The school requires up-to-date family information and emergency contact and maintains a record of arrivals, and departures
- The school may arrange with independent contractors or entities to provide extended school day programs

Students enrolled at Saint Mary School in grades TK-8 are eligible to participate in the Extended Care Program. Extended Care is provided from 6:30 – 7:30 AM, from 3:15 – 5:30 PM on regular school days, and from 2:00 PM – 5:30 PM on minimum school days. Information, enrollment, and regular fees and registration forms are available at the beginning of the school year. Students who are not picked up by 3:15 PM on a regular school day and 2:00 PM on minimum school days report to Extended Care; families will be billed for the service. Children who are not picked up at the end of **after-school activities** will report to Extended Care and families will be billed for the service.

Section-6-02

School Field Trips and Excursions

Field Trips*

Each class may be afforded the opportunity of going on up to two (2) field trips during the course of the school year. One field trip will enhance some specific area of the curriculum being studied by the class. The second field trip will support a Christian service project appropriate to the grade level. No student may go on a class field trip unless he/she has a signed school permission slip. PARENTS/GUARDIANS MAY NOT GIVE PERMISSION FOR THEIR CHILD TO GO ON A FIELD TRIP OVER THE PHONE. ***Virtus trained and fingerprinted*** parents/guardians may volunteer as chaperones. Siblings of pupils are not appropriate chaperones unless they are 21 years of age or older ***and are Virtus trained and fingerprinted***. Chaperones may not bring preschool-aged children or siblings from other grades. Chaperone spaces are limited and are on a first-come, first-serve basis. Chaperones must adhere to school, classroom, and site policies/procedures at all times. Chaperones that do not follow policies/procedures will not be allowed to participate in future field trips. Buses are to be used in transporting students to and from field trip locations.

* Field trips are a privilege and students may forfeit them due to their behavior or financial obligations not met by parents.

Section-6-04

Student Government

Student Council*

Student Council gives students the opportunity to provide input and actively participate in creating an

extraordinary learning environment. Students in Grades 5-8 are eligible to participate in Student Council. This is an effective means of developing leadership, a sense of responsibility, and good citizenship among pupils. Under the direction of the Principal and a Faculty Moderator, Student Council proposes, organizes, and directs activities to enhance the school community.

Section-6-05

Clubs/Organizations/Honor Societies

Extra-Curricular Program*

The extra-curricular programs available at St. Mary School depend on the availability of staff. The activities include:

Student Council ()	National Junior Honor Society ()
John Bosco Club	Marian Club ()
Youth Choir ()	Decathlon ()
Robotics	Cheerleading ()
Mock Trials	Sports Program ()

In order to participate in any of the above extra-curricular activities:

Conduct Grade -	No grade lower than a
Academic Average -	No grade lower than a
Attendance at all scheduled events -	Students will no longer be able to participate after one (1) unexcused absence.

Activities and programs are begun or discontinued according to student needs and the availability of volunteers.

Parents/guardians are responsible for transporting their children to and from the activities sponsored by the group (games, etc.) or making arrangements for their children's transportation. Parents/guardians are expected to pick up students at the end of each activity.

Student Council

Student Council gives students the opportunity to provide input and actively participate in creating an extraordinary learning environment. Students in Grades 5-8 are eligible to participate in Student Council. It is an effective means of developing leadership, a sense of responsibility, and good citizenship among pupils. Under the direction of the principal and a faculty moderator, the Student Council proposes, organizes, and directs activities to enhance the school community.

Choir

Students in grades 3-8 may participate in the Youth Choir. Under the direction of a staff moderator, the Choir leads the school and community in song during the liturgy, provides musical entertainment at school community functions, provides an enjoyable and educational musical experience for members, and instills a sense of structure and discipline through respect, accountability, and consistency in following guidelines.

Cheerleading

Students in grades 6-8 may participate in Cheerleading. Under the direction of a coach, students cultivate the discipline of group mechanics through concentration, rhythm, and squad cheers, strengthen self-confidence, and promote/build school spirit.

Sports

Students in grades 6-8 may participate in the Sports Program. Under the direction of a sports moderator and parent volunteers, students learn good sportsmanship and the skills required to be effective team members. Sports available include coed volleyball, girls and boys football, girls and boys basketball, coed softball, cross country, and coed soccer.



Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

Publication of the Image, Name, Voice, or Work of a Student or Minor

Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media, student publications, marketing, or research. The location must obtain the signature on the Parent/Guardian Release for Student or Minor (Noncommercial) before any such publication or use.

For additional information, please see the [Archdiocese of Los Angeles Privacy Policy](#) in [Electronic Communications, Copyright, and Acceptable Use Policies](#)

8-12-21  [parent_guardian_release_for_student_or_minor_noncommercial_es.pdf](#) 
[parent_guardian_release_for_student_or_minor_noncommercial_en.pdf](#)

Section-6-11

Yearbook

Yearbooks are available for purchase toward the end of each school year. More information is sent home regarding the purchase of these.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

Sports*

Cheerleading

Students in grades 6-8 may participate in Cheerleading. Under the direction of a coach, students cultivate the

discipline of group mechanics through concentration, rhythm and squad cheers, strengthen self-confidence, and promote/build school spirit.

Sports

Students in grades 6-8 may participate in the Sports Program. Under the direction of a sports moderator and parent volunteers, students learn good sportsmanship and the skills required to be an effective team member. Sports available include: coed volleyball, girls and boys football, girls and boys basketball, coed softball, cross country, and coed soccer.

Please see the extra-curricular section for more information.

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

Coaches are responsible for promoting the qualities necessary for healthy athletic competition and good sportsmanship: self-discipline, teamwork, emotional control, hard work, and good citizenship. Coaches are responsible for ensuring that all team members are supervised at all times. [Field trip policies](#) apply to all off-site games.

Coaches shall not accept payment from student-athletes or their families for private coaching. This prohibition does not apply to coaches' employment by clinics that are open to student athletes generally and are approved by the administration.

Topic-6-12-11

CYO/CIF

Saint Mary School belongs to the Antelope Valley Christian Athletic League. This instructional league includes Sacred Heart, St. Mary's, AV Adventist, Grace Lutheran, Bethel Christian, and Westside Christian.

Section-7-1

Tuition and General Fees

Tuition and Fees*

Families attending Saint Mary School agree to pay the contracted tuition rate and participate in the following annual fees, service hours, and fundraisers. Parents/guardians agree to pay an annual registration fee per child. The fee supplements the cost of educational supplies and operational costs. Fees are established annually based on enrollment and costs. Parents/guardians will be informed of registration fees in February. More information about tuition and fees can be found on the [school website](#) or by clicking this [link](#).

Annual tuition is as follows:

1 child: \$5,941

2 children: \$9,881

3 children: \$14,822

4 children: \$15,762

5 children: \$19,703

Tuition Assistance*

A Tuition Assistance Program, sponsored by the *Catholic Education Foundation (CEF)*, is open to all families who meet the established income guidelines. Families must submit the application and required documentation to CEF. CEF decides who receives tuition assistance based on this information. The school also offers limited support to families through our Sponsor-An-Angel program. Awards vary depending on the donations received from philanthropic efforts.

Delinquent Tuition*

It is the responsibility of the family to notify Saint Mary School if there is financial hardship in meeting tuition payments. Saint Mary School is committed to working with families to resolve financial challenges.

Families who are determined to be two (2) months behind in tuition payments must meet with the principal to determine a method for making up the missing payments. Students may not participate in extracurricular activities until tuition payments are current.

Families who are determined to be three (3) months behind in tuition payments must meet with the principal to determine a method for making up the missing payments. Students may not return to school until parents/guardians are current with the established payment plan.

Fees*

- Registration Fee: \$400 per child annually
- Blackbaud Tuition Management fee: \$50 per family annually
- Technology Fee: \$100 per child annually
- PTO Fee: \$30 per family annually
- Early TK, TK, K, and 1st grade Supply Fee: \$100 annually
- Graduation fee: \$150 (8th graders only)
- First Holy Communion fee: \$50 (first communicants only)
- Uniforms: Approximately \$100 per child annually (as needed from year to year)
- School Supplies: Approximately \$100 per child annually (2nd-8th grades)
- Field trip fee: Will vary depending on the field trip (\$5-\$20 per child)
-

Sports/Clubs Fee: Will vary depending on the extra-curricular activity the student wishes to participate in (\$50)

Section-7-2

Tuition Collection

St. Mary School utilizes [Blackbaud Tuition Management](#) to collect tuition. Payments are automatically deducted from accounts on the agreed-upon date each month. They offer easy payment options of electronic debit or credit card payment. They provide a secure website and customer service staff, which are available to families who have questions regarding their account. Tuition can be paid in 10, 11, or 12 installments.

Section-7-3

Tuition Assistance

Tuition Assistance

A Tuition Assistance Program is sponsored by both the [Catholic Education Foundation](#) and Saint Mary School. Applications for tuition assistance are available at the end of January in the school office. Tuition assistance is based on the following criteria:

- Income
- Number of children within the family
- Participation in parish activities

Completed applications for the CEF scholarship must be returned to the Saint Mary School Office by the March deadline to receive funding consideration for the following year. The school grants tuition assistance throughout the year through the Sponsor-an-Angel Program which is made available through the generosity of donors.

Section-7-4

Parent Service and Fundraising Requirements

Service Hours*

Parents/guardians agree to complete 30 service hours a year, 5 hours of work in the Cafeteria, and 5 hours of work during our Autumn Festival (total of 40 hours per year). Any service hours not completed will be charged at the rate of \$20.00 per service hour. A maximum of 20 service hours may be earned through approved Church related activities. It is the responsibility of the parent to submit Service Hour Coupons for services completed. Parents/guardians may buy-out the service hours. Service hour coupons are to be submitted within 30 days of completion of the service. Families who make in-kind donations are required to attach receipts to the service hour coupon before service can be applied. At the end of the year, families will be billed \$20.00 for each service hour not completed. Parents/guardians who sign-up for cafeteria hours but fail to show up to their cafeteria shift will be charged \$50. Parents/guardians will receive one service hour for attending General PTO meetings and Open House. Parents/guardians are permitted to have family members assist with the completion of service hours.

Fundraisers*

The tuition and fees charged do not cover the entire operating expenses of the school. In an effort to keep costs at a minimum and allow all Catholic children access to a Catholic education, fundraisers are necessary for the successful management of the school, and all parents/guardians are required to participate in the following fundraisers.

SCRIP Program – The SCRIP Program raises needed funds for the school. Vendors provide a percentage of purchased SCRIP cards for routine family necessities (such as gas, groceries, household supplies, and clothing) to the school. All families are required to participate in the SCRIP Program. The remaining balance not met at the end of each trimester will be doubled (please see family contract).

For more information, please visit our website ([What to Expect as a Parent section](#)).

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Fees

Fees may change on an annual basis. To see a complete list of fees for the 2024-25 school year, please click [here](#). Below are the types of fees charged annually.

- Registration Fee: \$400 per child annually
- Blackbaud Tuition Management fee: \$50 per family annually
- Technology Fee: \$100 per child annually
-

- PTO Fee: \$30 per family annually
- Early TK, TK, K, and 1st grade Supply Fee: \$100 annually
- Graduation fee: \$150 (8th graders only)
- First Holy Communion fee: \$50 (first communicants only)
- Uniforms: Approximately \$100 per child annually (as needed from year to year)
- School Supplies: Approximately \$100 per child annually (2nd-8th grades)
- Field trip fee: Will vary depending on the field trip (\$5-\$20 per child)
- Sports/Clubs Fee: Will vary depending on the extra-curricular activity the student wishes to participate in (\$50)

Topic-8-1-01

Discipline and Procedures

[Learning Environment](#)

In order to maintain a focused, orderly, and safe environment in the classroom, students are:

1. To keep the contents of the student desk neat, clean and orderly.
2. To pick up papers which have fallen to the floor.
3. To keep book shelves in order.
4. To put away books and supplies and clean the surface of the desk before leaving the room (with the exception of a Fire Drill).
5. To push chairs under the desk before leaving the room.
6. To hang clothes in the proper area.
7. To keep aisles clear.
8. To put backpacks in the area designated by the teacher.
9. To keep textbooks neatly covered at all times.
10. Not to eat or have food in the classroom during class time including candy and snacks.
11. Not to drink or have juice or soda during class time.
12. Not to chew gum.

In hot weather, students may keep a water bottle with water in a place designated by the teacher.

Students will be required to replace textbooks and/or iPads that are lost or damaged.

In order to maintain an orderly, clean, and sanitary environment outside of the classroom students are:

1. To put clothing neatly on the benches in front of the classroom after lunch.
2. To put lunch containers neatly on the benches in front of the classroom after lunch.
3. To throw garbage in trash cans only.
4. To put aluminum cans and recyclable plastic bottles in recycle bins.
5. Not to chew gum.

Incentives

Saint Mary School promotes the importance of citizenship, trustworthiness, respect, responsibility, fairness and compassion through the Character Counts program. Students earn Character Counts Coupons for positive actions that demonstrate the behavioral expectations of Saint Mary School. Students have the following options for redeeming coupons:

- Save 15 coupons for Free Dress
- Save 20 coupons for Sub Way lunch with a friend

Students can also earn behavior and attendance awards, earn the privilege of field trips, and participate in extracurricular activities as a result of embodying the Character Counts program traits through words and actions.

Maintenance of Effective Discipline

Teachers and school staff are required to hold students to strict account for their conduct in the classroom, in school buildings, on school and church grounds, during recess, or at any school event regardless of location. Teachers and staff may exercise the same degree of physical control over a student that a parent would be legally privileged to exercise, provided that does it not exceed the amount of physical control reasonably necessary to:

- protect the health and safety of pupils and other persons
- maintain order
- protect property, or
- maintain proper and appropriate conditions conducive to learning

No teacher or staff member may inflict corporal punishment on a student. However, corporal punishment does not include an amount of physical control or use of force that is reasonable and necessary to:

- quell a disturbance that threatens physical injury to persons or damage to property
- engage in self-defense, or
- obtain possession of weapons or other dangerous objects within the control of the student.
- All incidents of the use of physical control or use of force on a student must be documented promptly and provided to the person in charge.

Detention

1. No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
2. Detention before or after school hours is considered an appropriate means of discipline
3. A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
4. The school must give notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge and consent of the parents/guardians, who should also be informed of the reason for the detention and the exact time the period of detention will begin and end
5. Students may be required to attend before-school detention or come to school on Saturday, for failure to observe school rules, disobedience, inappropriate behavior, disruptive behavior, failure to complete assignments, and any other causes determined by the teacher in consultation with the Principal and Dean

of Discipline. Before school detention will last sixty minutes. Saturday school will be from **8:00AM to 12:00PM**. Saturday detention will be for a period of two to four hours depending on the infraction. Parents/guardians will be given at least 24-hour notification of an assigned before-school detention or Saturday school detention. The notice must be signed and returned to the school the day following the incident or parents/guardians will be called at work/home. During detention, the student will complete a reflection form and do assigned work.*

6. If the parents/guardians wish to discuss an assigned detention, please call the School Office and leave a message asking the teacher to contact you. It is inappropriate to interrupt detention sessions to discuss the infraction.*
7. Students may not postpone a detention without written communication from a parent to the principal and must obtain approval from the principal in order to reschedule. Detention takes precedence over extra-curricular activities, appointments, meetings, games, lessons, etc. In case of illness or unforeseen emergencies, parents/guardians must contact the school if the student will miss detention and provide a written note the following day. Students must make up the detention the following week. **Please see the consequences for multiple detentions found below.***

Conduct Demerit Slip

Students are given the typical reminders and behavioral warnings deemed appropriate for their age level. However, some offenses and repeated offenses require the issuance of a demerit(s). Demerit slips inform parents/guardians of the following infractions of a school rule or any repeated unacceptable behavior:

- *Rough Behavior on Playground (2 demerits)*
- *Defiance of School Authority (5 demerits)*
- *Disruptive Class Behavior (2 demerits)*
- *Inappropriate Language (2 demerits)*
- *Chewing Gum (3 demerits + \$10 cleaning fine if gum is found on furniture, etc.)*
- *Bathroom Misuse*(5 demerits)*
- *Eating Food in Class (3 demerits)*
- *Missing assignments (2 demerits)*
- *Damage to School Property (5 demerits)*
- *Throwing Food/Objects (3 demerits)*
- *Play Fighting (2 demerits)*
- *Misuse of Cell Phones/Smartwatches/Personal Electronic Devices in School (automatic Saturday detention + \$75 fee)*
- *Not following the uniform and/or hygiene/grooming policy (1 demerit)*
- *Bullying/Threatening (4 demerits)*
- *Plagiarism (5 demerits) zero credit for the assignment*
- *Cheating (automatic in-school suspension or expulsion) both parties will be held accountable to the same degree.*
- *Fighting (automatic in-school suspension or expulsion)*

*Bathroom Misuse includes but is not limited to misuse of bathroom supplies, littering in bathrooms, etc.

All suspensions make the student ineligible for honor roll per trimester. In certain cases, the gravity of the situation may warrant an automatic detention, suspension or expulsion as in the case of bullying or threatening. All incidents are evaluated accordingly. In such cases, the procedure indicated below will be followed.

All incidents are evaluated accordingly. In such cases, the procedures indicated below will be followed.

Three or more missing assignments may result in demerits or detentions. Depending on the grade level, students will receive a zero "0" or reduced grade for late or missing assignments per the teacher's discretion.

Consequences for multiple demerit slips and detentions:

- Students earning a total of five (5) demerits in one trimester will receive a Before School Detention.
- Students earning a total of two (2) detentions in one trimester will receive a Saturday School Detention.
- Students earning a total of three (3) detentions in one trimester will receive an in-house suspension.
- Demerits and detentions expire every trimester.

Procedures when demerits and detentions are issued:

- The teacher or principal will discuss the situation with the student.
- The demerit slip or detention form will be sent home with the student.
 - It must be signed by the parent(s) or guardian(s) and returned on the next school day to the person who issued it.
 - Parents/guardians will be notified if the slip/form was not received the following day.
 - Parents/guardians will be informed of the infraction, and are required to comply with any procedures suggested by the teacher/principal, sign the slip/form, and return to the school.
 - The parent signature does not indicate an admission of guilt but rather verification that the parents/guardians are aware of the demerit or detention.
 - Demerits are accumulated and detentions are given once students have a certain number of demerits. In some instances, detentions are given automatically.
 - Students must attend the detention on the assigned date.

In-School Suspension

Students will be given an in-school suspension for behavior that seriously violates school policies but does not warrant a suspension from school or expulsion. The following procedure is followed:

- Student is referred to the principal for a conference
- Parents/guardians are notified by telephone and/or written notice of the in-school suspension
- Student completes a reflection form
- A written notice goes home with the student, is signed by the parents/guardians, and is returned the following day.

The suspension and expulsion policy along with other disciplinary policies are continued in subsequent tabs.

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

ACCEPTANCE OF SAINT MARY SCHOOL PARENT/STUDENT HANDBOOK

Parent/Student Policies Agreement Form

Our family has received or accessed online and read the Saint Mary School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and notify us of any amendments, and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

(Please print except where signatures are required)

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades (all children; one form per family is accepted):

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files

Please download the PDF to print, sign, and turn in to the office. Thank you.

 [ACCEPTANCE OF SAINT MARY SCHOOL HANDBOOK FORM.pdf](#)

