

FOREWORD TO PARENTS AND STUDENTS

St. Mary's School extends a true Christian welcome to all new and returning students. This handbook offers some helpful guidelines for a school life that maximizes your academic achievement and personal growth. A true spirit of unity, loyalty, achievement, and contentment can be accomplished only if you, as a student, contribute your part to it.

St. Mary's has and will continue to have a tradition of excellence. The school exists for the sake of its students. Let us always have the spirit to do the things that will make it outstanding.

Be proud of your school; take good care of it. Feel free to make suggestions for improving it. As a school citizen you will be expected to be a responsible student and to conduct yourself as a young Christian both in and out of school.

HISTORY OF ST. MARY'S SCHOOL

St. Mary's School was opened on August 26, 1856. Franz Stein, a newly arrived German immigrant, taught seven students in the unoccupied priest's home. During the first year the enrollment grew to 47 students and the school was moved to a larger log structure. Christian Kraus and William Kelly succeeded Mr. Stein as teachers of the new school.

Franz Stein returned as the teacher in 1863, and he remained the teacher until the fall of 1870. In September of 1870, the first Sisters arrived in Fredericksburg. The Sisters of Divine Providence took charge of the school, and their association with St. Mary's was to continue for the next 109 years. Under the sisters' leadership and inspiration the school grew rapidly. A new building was purchased in 1873, and in 1906 the overflow of students filled the school building and the Marienkirche (the old St. Mary's Church).

In 1923 the parish opened a new school building, now called the High School Building, and the first two high school graduates received diplomas in 1925. Eventually 1,110 students would graduate in the 50 years of the high school's existence. The High School was officially closed with summer graduation on July 13, 1975.

The present Elementary School Building was completed in 1959. The High School Building was renovated in 1988. Both structures continue to serve the parish and the school.

St. Mary's provides a preschool through 8th grade program. The qualified staff and the well-equipped classrooms ensure a high quality of education. The school is affiliated with the National Catholic Education Association, and is accredited by the Texas Catholic Conference Education Department and the Texas Education Agency. All programs are geared to develop the skills the attitudes necessary for each student to live a productive, Christian life.

ARCHDIOCESAN ORGANIZATION

Archbishop

As chief representative of the Church's teaching authority, the Archbishop is the head of the school system. His is the ultimate responsibility for educational policies. He delegates the administration of the school system to the Archdiocesan School Board and the staff of the Archdiocesan School Office.

Texas Catholic Conference

The Texas Catholic Conference is a federation of all Roman Catholic dioceses with See cities located in the state of Texas. The Superintendent's Department of the Division of education of the T.C.C. is directly concerned with the schools. The superintendents meet periodically to discuss common problems and make recommendations to the Bishops. They are assisted by the education director of the T.C.C. who is also the official representative of the diocese in their relations with the Texas Education Agency.

Dedicated To A Vision

Share the Spirit! The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus Christ. His news is one of challenge, love, and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners in education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We commit to provide inspiring active learning and quality education so that all students Share the Spirit of Catholic Education.

Archdiocesan School Council

The mission of the Catholic School Council of the Archdiocese of San Antonio is to promote a Catholic School System with an excellent academic program founded on Christian virtues, directing students towards a conscious choice of living a responsible Catholic life.

Superintendent

The Superintendent of Catholic Schools, appointed by the Archbishop, shall be the executive officer of the council.. He shall be responsible directly to the Archbishop and the council for the implementation of its policies in the Archdiocese. The school office shall be under the direction of the superintendent who shall have immediate charge and control of the general administration and supervision of the Archdiocesan schools.

LOCAL ORGANIZATION

Parish School Council

Each parish shall have a school council which is the policy making body for that school, and which

will be consultative to the pastor and principal of the school. These local councils implement the policies of the Archdiocesan School Council and establish additional policies to meet local needs.

The local school council shall meet regularly; school council minutes shall be approved by the members and signed by the president and secretary. A signed copy of the minutes shall be kept on file.

The public is informed of the dates of regular meetings that they may attend. Meetings devoted to personnel issues, real estate transactions or other sensitive issues are not open to the public (executive session).

The right of non-members or visitors to address the council shall be limited to those whose petition has been presented in writing at least seven (7) days in advance of the regular meeting date and been approved for the agenda. The council will provide guidelines for the format of the address. The council may not reach a decision in the presence of the visiting party.

The school council does not deal with complaints or grievances. The school council instead sets a procedure to hear grievances from individuals, parents, and organizations. See grievance procedure in the guidelines section.

Parent Teacher Club

The purpose of the Parent Teacher Club is to foster partnership between the home and school which shall aid the Principal in providing programs and financial resources for the improvement of the educational programs of the schools. All teachers should attend the meetings and be available to the parents for consultation.

Pastor

The pastor is the spiritual leader of the parish community and of the Catholic Educational Community within the parish, the Catholic School.

Principal

The principal is the educational leader of the Catholic Educational Community. As the council and faculty look to the pastor for spiritual leadership, they look to the principal for educational leadership.

The Classroom Teacher

The teacher is accountable to the principal and the parents for providing suitable learning experiences that are in line with the philosophy of the school. The responsibilities of the teachers include the religious and academic instruction of the students, the evaluation and grading of scholastic achievement, the maintenance and promotion of discipline, and the administration of requirements of the school policies.

MISSION STATEMENT OF ST. MARY'S SCHOOL

The reason for the existence of St. Mary's Catholic School is solely based upon the person, words, and presence of Jesus Christ. All our actions are based on and flow from the example and teachings of our Lord and Savior.

PHILOSOPHY

We recognize that God has placed the primary responsibility of the education of the child in the hands of the parents. St. Mary's Catholic School was instituted by the parents of this community as an aid for this awesome responsibility. The parents have vested this institution with their authority to pass on our Catholic Christian beliefs, the accumulated knowledge of mankind, and our culture, traditions, and values, from this generation to the next.

We dedicate ourselves to and place ourselves under the protection of Mary, the Mother of God. We hold her to be the prime example of mankind's response to God's call. Her total acceptance and cooperation with God's will is an inspiration, challenge, and goal to all people. We place ourselves under the direction and guidance of the Catholic Church, which community to share in the mission of service to all people.

St. Mary's Catholic School strives, in partnership with the parents and the community, to cultivate within each student, a sense of purpose in life, the ability to reason clearly, to judge accurately what is right and wrong, and the desire to be an asset to mankind and to God's plans for it. We wish this education not only to develop the mind, but the heart as well, so as to inspire the student to integrate our Christian beliefs into all facets of life, now and in the future.

GOALS

1. Christian truths, beliefs, traditions, and values will be integrated and incorporated within all areas of instruction and activities.
2. A variety of educational programs will be offered in English, mathematics, science, reading, foreign languages, the arts, and physical education so as to achieve the maximum potential for each student. Different teaching methods will be used to reach all students to complement the different learning styles of the students.
3. Students will learn about our religious and cultural heritage, and the role it has played in the development of our community and ourselves as individuals.
4. Students will be given opportunities to work cooperatively to achieve social goals, which include social justice, respect and cooperation with peers and all forms of legitimate authority, and a concern for the well being of others.
5. Students will learn about and respect the differences and variety of cultures, languages, and religions in our world, both near and far.

6. Students will develop healthy physical and mental habits that will protect their body, which is the great temple of God.
7. Students will learn about important issues in government, economics, and world affairs, and will view these issues in light of our Christian values.
8. Students will develop good study habits, methods of peaceful problem solving, and critical thinking skills, and also a desire for learning not only now, but for a lifetime.
9. Students will be taught attitudes of tolerance, honesty, responsibility, fairness, respect and consideration of others, and will be expected to model these attitudes at school and at all school activities.
10. Students will be guided to develop personal relationships with each other, the staff, parents, and members of our community, that are based on Christian love and care.

GUIDELINES

The following guidelines for St. Mary's School will be implemented through the authority of the School Council of the Archdiocese of San Antonio, the St. Mary's School Council, and the Administration of St. Mary's School.

St. Mary's School reserves the right to amend the following guidelines during the school year. School families will be advised in advance of any amendments to these guidelines.

ADMISSION

A Catholic School exists primarily for the Catholic student. In schools where room and facilities permit, students of other faiths or traditions may be admitted. St. Mary's School admits students without regard to race or ethnic background, but preference must be given to students of the Catholic faith.

To be eligible for Kindergarten a child must be 5 years old on or before September 1 of the current school year. To be eligible for first grade a child must be 6 on or before September 1st.

To be eligible for 3K a child must be 3 years old on or before September 1 of the current school year. To be eligible for 4K a child must be 4 years old on or before September 1 of the current school year.

The Rehabilitation Act of 1973 guarantees certain educational rights to students with disabilities. St. Mary's School will provide students with disabilities with an opportunity for an education. However, if St. Mary's is not capable of providing the necessary facilities, the student will be referred to other schools and programs which have the ability to effectively educate the disabled person.

In the process of admitting students to Kindergarten, preference will be given to families who are parishioners, regardless of whether or not their children attended the school's 4K program. Participation in a school's 4K program does not ensure acceptance into Kindergarten.

REGISTRATION

Registration of new students and re-registration of those students currently enrolled will take place in the spring. Parents will be informed of the exact date of registration. These registrations are confirmed in August. At the time of enrollment for the ensuing school year a registration fee must be paid for each child.

New students must present a certificate of Birth and/or Baptism, Social Security Card, and a complete record of immunizations at the time of registration.

PARENT RESPONSIBILITIES

The parents are the primary educators of their children; the school works as a partner with the parents to secure the education and formation of the children. The parent will have the responsibility to work in cooperation with the school to secure a successful experience for the child.

The parent will:

1. send the child to school everyday, on time, in proper uniform, and prepared for learning.
2. provide a quiet place for study every night; the parent will make sure each child receives proper rest, nutrition, and hygiene.
3. assist and encourage each child to complete all scholastic and homework assignments to the best of the child's ability.
4. attend parent-teacher conferences, and will participate in the meetings of the Parent Teacher Club.
5. become familiar with and support the guidelines of the Parent-Student Handbook.
6. support the Pastor, Principal, and Staff by carrying out the philosophy and all regulations stated in the handbook.
7. pray for the students, families, teachers, principal, and pastor.
8. practice his/her faith by attending worship weekly and by praying with the child in the home.

PERMANENT RECORD

A permanent record must be maintained for each student; the student's official file should only contain these items: academic transcripts, academic testing, health records, and emergency information.

HEALTH FILE

A health file must be maintained on each student which will include a record of immunization, vision and health screenings, pertinent medical information and doctor's name. Health records are confidential; they are available to the principal, nurse, and professional staff.

RELEASE OF RECORDS/STUDENTS

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, and to the legal guardian, and the parents. The parents are to

be made aware that they have the right to this information.

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students (over 18) the right of access to records and the right to request that statements be changed or deleted.

The parent or student who wishes to have access to student records should notify the principal in writing. The school will grant access within 24 hours of the request.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It will be the responsibility of the custodial parent to provide the school with the custody section of the divorce decree regarding the non-custodial parent's access to the student.

TRANSFER OF RECORDS

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to the sending school.

Records will be released only when any outstanding financial debt owed to the sending school by the parents is liquidated. Such debt includes outstanding tuition and fees, as well as any unreturned school property.

TRANSFERS INTO THE 8TH GRADE

New students who request enrollment in the 8th grade must be interviewed by the principal. The principal will also contact the administration of the sending school and interview the parents/guardians of the student. The principal will allow or deny enrollment based upon the information gathered. Students will be allowed to transfer automatically in the 8th grade if they are moving from another area.

TUITION AND FEES

Tuition rates and other fees are presented at the time of registration. The first month's tuition and other fees are paid on or before the date specified. If payments are 60 days behind schedule, a meeting will be arranged with the principal. Financial assistance is available for those in need; contact the rectory or the school office for eligibility information. Families that qualify for free or reduced cafeteria lunches will generally qualify for financial assistance for tuition. A fee of \$25.00 will be applied to all returned checks.

Students may be ineligible to participate in school-sponsored competitions and school-sponsored performances if the family tuition payments are not current.

REFUND OF REGISTRATION AND FEES

Payment of registration fees reserves a place in the classroom for the school year. Numbers from registration forms and fees are used to order materials, secure student insurance, and to assign personnel for the school year. The registration fees are not ordinarily refundable.

Athletic fees and other activity fees are payable before the start of the season or activity, and are not ordinarily refundable.

Tuition fees may be refunded on a prorated basis if a child withdraws from school. If a child registers for school after the year has begun, the child will be assessed tuition on a prorated schedule.

ATTENDANCE POLICY

Students are to attend school unless there are valid reasons for absence. Ordinarily, a student may not receive credit for a class unless the student is in attendance at least 90 per cent of the days the class is offered.

Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unlawful detention by the parents, and are unexcused. In all cases, students are responsible for all work missed, and are subject to the consequences enforced by the school. An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent.

TARDIES Students who are tardy interrupt the classroom activities for all students. Students are expected to be on time for all classes. Students who are tardy for any class more than twice within a 9 week period will be subject to age-appropriate consequences.

SNOW DAYS

On snowy or icy days, St. Mary's School will follow the decision of the Fredericksburg Independent School District concerning the opening or closing of school. Check the local radio or TV station for information.

SCHOOL HOURS

The school day begins at 7:55 a.m. and ends at 3:15 p.m. Students may not leave school grounds during school hours.

School does not provide supervision of the children before 7:00 a.m. nor after 3:30 p.m. unless the children are registered in the after school program. Students who remain on campus after 3:30 p.m. will be registered and billed for Extended Day.

Class schedules are planned according to the time allotments specified by TCCED. A copy of the daily schedule is posted in each classroom, and a master schedule is retained in the principal's office.

ABSENCE AND TARDY

If a student is absent or late to school, the parent is asked to contact the school office. If contact is not made, the school will attempt to contact the parent by phone. If contact is not made, the parent must send a note of excuse when the student returns.

The school asks to receive 24 hour notice if a student must miss part of the day due to an appointment. This will allow the teacher to plan for the absence.

STUDENT RELEASE DURING SCHOOL HOURS

A student may not be released from school during school hours into the custody of any person other than those listed on the emergency information card for the student.

STUDENT EMERGENCY INFORMATION CARD

Schools must keep an emergency information card for each student enrolled in the school. These cards must contain pertinent information in case of accident or illness.

The school must arrange for parents to update emergency information each year.

ACCIDENTS AND ILLNESS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office. Proper medical referrals will be made when necessary.

If a child becomes ill at school, parent(s) will be notified and will be responsible for having the child picked up. Parents should not send students to school if they are ill.

IMMUNIZATIONS

A record of required immunizations must be on file in the school office. Required immunizations are:

CHILDREN 5 TO 14 YEARS

Polio: At least 3 doses of oral vaccine, provided one or more doses have been received since the 4th birthday.

DPT: Four doses DTP/DTP vaccine including one received on or after the fourth birthday.

Mumps: 1 dose of vaccine on or after their first birthday or physician-validated history of mumps illness.

Measles: Vaccine on or after 1st birthday. Two doses of measles vaccine are required for all students age 5 years and older who are born after September 2, 1991.

Hepatitis B: Children born on or after September 2, 1992 must have three doses hepatitis B vaccine.

Beginning on January 1, 1991 children and students whose 12th birthday is on or after September 1, 1990 will be required to show proof of measles immunity or receipt of two doses of measles vaccine administered on or after the first birthday. This proof is not required until the child's 12th birthday. The two doses of

measles vaccine must have been administered at least 30 days apart. Children and students may have 30 days past their birthday to be in compliance with this policy.

MEDICATION POLICY

1. All medication must be in its original container.
2. The time of administration is specified on the container (phrases such as twice a day will not be sufficient).
3. The name of the student must be on the container.
4. The physician/dentist name must be on the container.
5. The date of the prescription, the dosage, the directions for administration, and duration must be on the container.
6. A signed medication permission form is on file.

"Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrup, sprays, or drops) will not be given unless prescribed by a licensed pharmacist with proper directions and a signature of the physician.

Parents of course may come and administer medication to their children, but under no circumstances can any school personnel administer the medication without the above information.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture. Any breakage or damage to school property must be reported to the school office by the individual responsible. Students who disfigure property, break windows, or otherwise damage school property will be required to pay for the damage done.

If the damage is due to intentional vandalism or extreme carelessness, disciplinary action will accompany the restitution.

USE OF SCHOOL PROPERTY

The use of school property is ordinarily reserved to official functions of St. Mary's School and Parish. Other activities may be approved if the activities are consistent with the values of St. Mary's Church, if the scheduling of those activities would not interfere with school/parish activities, and if adequate liability insurance coverage is provided. The application to use the facilities should be presented to the school administration, and must be approved by the school council and the pastor.

PERSONAL PROPERTY

Students should not bring expensive personal belongings to school. If a student finds it necessary to bring a large amount of money to school he/she should check it at the school office until the end of the school day. The school can assume no liability for money or personal belongings unless checked at the school office. Students may not bring radios, cell phones, cameras, or toys to school unless they have specific written permission from the teacher to do so. Unauthorized items may be confiscated by school personnel. All

student personal belongings should be labeled with a name. (Jackets, sweaters, uniforms, lunch box).

STUDENT INSURANCE

Students are provided low cost accident insurance as a school service. The school acts only as the medium in making insurance available, and assumes no liability for the injury or the subsequent dealings with the company.

LOST AND FOUND

Lost articles may be claimed from the school office before or after school. Students who find lost articles are asked to take them to this area where they can be claimed by the owner. The school can accept no liability for lost or stolen property.

LOCKERS

Lockers are available for students to use in grades 6 to 8. Lockers remain the property of school and will be subject to inspection by school authorities. Students are encouraged to lock their lockers to safeguard their possessions. Students are allowed to only use locks provided by the school to secure their lockers. Students will pay a deposit at the beginning of the year to obtain a lock. The deposit will be returned at the end of the year when the lock is returned to the office.

VISITORS

All visitors must report to the school office as they enter school. Permission may be granted to visit classes.

TELEPHONE

The office telephone is for school business only. Necessary student calls must be brief. Students may be assessed a fee for making non-essential calls during the school day.

COPYRIGHT

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements, and
4. other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

FIRE DRILLS

The signal is the ringing of the fire alarm bell. QUICKLY, QUIETLY, and in an ORDERLY MANNER, students will leave by assigned routes. Silence will be observed so that instructions may be heard.

TRAFFIC SAFETY

To insure the safety of our students, we ask that you observe normal traffic regulations when dropping off or picking up your child. Encourage your child to cross the street only at the cross walk. Please do not double park when picking up your child. Be sure to come to a complete stop and check the intersection for pedestrians before moving through the crosswalk stripes. Children and parents will be cooperative with the crossing guards.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students will be discouraged from wasting food served to them.

Lunches may be purchased through the school office. Students may bring a lunch from home.

The following decorum is expected in the cafeteria:

1. Noise should be kept to a minimum. Shouting is not permitted.
2. There is to be no running or "cutting" in line.
3. Food and drink may not be taken out of the cafeteria.
4. Each table will be left clean and in order.

The National School Lunch Program provides cash and commodity assistance to our school. Through this program our school provides free and reduced-price meals that qualify under the poverty guidelines of the program which are adjusted for family size.

SCHOOL PUBLICATIONS

All publications must be approved and reviewed by the school administration.

FACULTY MEETINGS

Classes will be dismissed at 1:00 p.m. on the first Friday of every month for a faculty meeting. Extra faculty meetings may be required for textbook adoptions or for accreditation purposes.

PARENT-TEACHER CONFERENCES

Teachers will be available for parent conferences at their scheduled planning times. Please call the school office to make an appointment.

Parents should not "drop in" during the day to see the teacher; class time belongs to the students.

STUDENT TRIPS

Classes will be permitted to go on one field trip that requires extensive travel. Qualified drivers will be used for the trips, and all students will travel in the school bus.

The trips will be related to the curriculum, and all classroom and school behavioral guidelines will be enforced on the field trips.

Parents will be informed of the trips itinerary, and parents must sign a permission slip before a student

is permitted to go. The permission slip must be the form issued by the teacher.

Any school-sponsored student trip must be approved by the principal. Approval of such trips will be based on these considerations:

1. relationship of the nature and purpose of the trip to the mission, philosophy and goals of the school.
2. appropriateness of the trip for the age and maturity level of the students.
3. ability of the parents to pay for the trip while meeting all other school financial obligations.
4. ability of the school to provide adequate supervision.

Unless the school specifically approves a trip, the school will not be held liable, nor may the school's name be used. Non-school sponsored trips that involve students will not be discussed or organized within the school.

STUDENT COUNCIL

The Student Council Organization is designed to be an important part of school. It's aims are to serve as a source of communication between the student body and the faculty and administration of the school: to provide opportunities for students to participate in the government of the school, to promote and maintain high standards of individual responsibility, cooperation and maturity among students, to share in development, promotion, coordination, and management of school activities, and thereby nurture in all students the traits of good citizenship.

UNIFORM POLICY

Parents have the responsibility to send their children to school neatly groomed and correctly dressed. Students should adhere to the following dress code in grades Kindergarten through 8.

BOYS: Navy blue permanent press pants (no denims) or walking shorts with a belt (unless an elastic waist). Solid navy sports shirt with a collar, or solid white sports shirt with a collar. The pants or shorts may not have outside pockets or other accessories. Most tennis shoes are acceptable; boots and some other shoe types will not be allowed. Crew-length socks should be solid navy or solid white. Shirts are tucked in.

GIRLS: The plaid jumper (grades K to 4) or the plaid skirt (grades 5 to 8) is worn with a solid white blouse with collar. Pants or walking shorts (3 above knee) should be worn with a belt unless it has an elastic waist. The pants or walking shorts may not have outside pockets or other accessories. Skirts should be no more than 1" above or below the knee. The white blouse or a navy blouse may also be worn with navy pants or shorts. Solid navy or solid white crew-length socks must be worn. Blouses are tucked in. Shorts shall be considered "walking-short length" if the end of the short is approximately 3 inches above the top of the knee in the standing position.

DRESS UNIFORM: On church days, and on other days designated, boys will wear pants, and girls will wear skirt or jumper.

COLD WEATHER: If a garment is to be worn inside the classroom (sweater, sweatshirt), it must be solid navy or solid white or bear an approved school logo. Light school-sponsored jackets may be worn in the classroom.

DEVIATIONS: All clothes must be worn as designed - shirt sleeves may not be rolled up for a sleeveless appearance; skirt waistlines may not be rolled up to shorten the skirt; pants may not be rolled up at the cuffs.

Startling, unusual, or immodest attire of any sort shall not be permitted. This includes fads in makeup, hairdos or coloring of hair, clothing, footwear, or anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom or campus. Boys are not allowed to wear earrings, and girls may wear one pair of post earrings.

For casual dress days students may wear walking length shorts; shirts must have sleeves; shirts with scooped necklines or "crop-top" shirts, and shirts with alcohol/tobacco related themes or other objectionable items will not be allowed.

The principal will have the responsibility of final judgment on the question of a student's proper dress. The principal may set dress guidelines for any school-sponsored function.

CATECHESIS IN HUMAN SEXUALITY AND MORALITY

Each school in the Archdiocese must develop a program in family living, human sexuality, AIDS education, and sexual morality appropriate to the age and maturity of the students.

The program at St. Mary's will be taught by the classroom catechists, and the source of the information will be approved textbooks.

INTERNET

Each student and the student's parent must read, understand and sign the acceptable use policy before being allowed to access the internet on school premises. The signed consent/understanding form will be on file as long as the student is enrolled.

HOMEWORK

Homework assignments serve two purposes: the assignments reinforce the classroom instruction and the assignments measure how well the instruction has been absorbed. Parents should emphasize the positive aspects of homework and demonstrate an active interest in the student's day to day assignments. An atmosphere conducive to study should be provided for the student in the home.

Every homework assignment, whether it is work to be written, read, or studied, is expected to be completed on time and done well. If written work is not completed satisfactorily or on time, the student may have to "stay in" the following day or stay after school to complete the assignment.

It is the student's responsibility to be aware of all assigned work. Following an absence, a student must contact the teacher to determine what work will need to be made up and length of time allowed to complete the make up work.

Homework assigned by teachers will be relevant to course material and will be a "reasonable amount."

TESTING PROGRAM

All students in grades 1 to 8 will be required to take a battery of achievement tests each year. The school will follow guidelines established by the Catholic Schools office of the Archdiocese.

SCHOOL TRANSPORTATION

Students will be transported to and from activities in the school bus or in vehicles owned or rented by St. Mary's School/Church. Drivers will have the appropriate license for the vehicle, and will have authorization to operate the vehicle from the Archdiocesan insurance carrier.

Students may travel to and from these activities with their own parent(s) if they have permission from the activity sponsor. Students may not "catch rides" with other families attending the activity.

ATHLETICS AND ACTIVITIES

The school extra-curricular program provides opportunities for students to engage in a variety of activities. The programs are under the general direction of the principal. Students must maintain passing grades in all subjects to be eligible for extra-curricular activities. Grades will be checked at mid-nine weeks and at the nine weeks.

Students may be ineligible to participate in school-sponsored competitions and school-sponsored performances if the family tuition payments are not current.

REPORT CARDS/GRADING

Student progress cards are issued at the end of each quarter or nine weeks. Numerical grades are used to report pupil progress in grades 2 through 8. Letter grades are used to report progress in grades K and 1. For grades 2 through 8, the following evaluation key is used.

- 94 - 100 = Exceptionally high achievement
- 85 - 93 = High Achievement
- 75 - 84 = Average Achievement
- 70 - 74 = Low Achievement
- 0 - 69 = Failure to Master Material

For grades K and 1, the following evaluation key is used.

- V = Very Good Progress
- G = Good Progress
- L = Limited Progress

The Academic Honor Roll is open to students in grades 4 to 8. To obtain High Honors, a student's

average of the five core subjects (Religion, Language Arts, Math, Science, Social Studies) must be 94 or higher with no grade below 70.

To obtain Honors, a student's average of the five core subjects must be 85 to 93 with no grade below 70. To be eligible for either honor roll a student must have a satisfactory conduct rating from the teacher.

PROMOTION POLICY

There are no social promotions. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion for various grade levels:

5K - 1 A student must have at least a "G" final average in reading and mathematics in order to advance to the next grade level.

2 - 5 A student must have at least a "70" in Religion, Language Arts (including a "70" in Reading), and Mathematics, and an overall "70" average.

6 - 8 A student must have a "70" in all major subjects - Religion, English, and/or Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 major subjects is not promoted. For each major subject below "70" a student must make up work in summer school or, if summer school is not available, work will be assigned and the student will be tested prior to advancement to the next grade level.

GRADUATION

Ceremonies marking the completion of any grade level shall be kept simple. Suggested activities include a Mass for the closing of the school year, and the distribution of certificates or diplomas.

DRUG/ALCOHOL ABUSE

No student shall possess, use or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through prescription specifically for the student's use shall not be considered to have violated this policy. Any prescribed medication must be administered by an authorized school personnel.

The transmittal, sale, or attempted sale of what is represented to be any of the above -listed substances

is also prohibited under this policy. Students involved in such actions shall be expelled from school.

DISCIPLINE

All students are expected to adhere to the basic rules of orderly conduct. All adults performing official duties in or for the school - faculty, aides, secretaries, cafeteria personnel, and custodians are school officials and the invested authority exercised by any one of them is essentially an extension of the parents' authority in the home. It is logical and mandatory, therefore, that parents fully support and uphold the authority of the school officials. Parents are asked to unite with the teachers in their effort to make St. Mary's School a center of Christian social living.

METHODS

In order to instill positive student behavior, the school is responsible for providing a sound structure that allows each student to control his/her behavior. To do this the following program is required, established, and reinforced.

1. The Classroom Teacher Good discipline begins in the classroom. When a student has difficulty in abiding with the rules of the classroom, the teacher is encouraged to discipline the child. When oral reprimands, private counseling, and notification of parents have not had the desired effect, the teacher will administer punishment or refer the child to the principal. Any teacher has the authority to correct any student at any time while on the school campus. No form of corporal punishment will be allowed; the teacher shall not touch the child in an angry or threatening manner. Sarcasm and ridicule of students is not permitted.

2. Detention/Time Out - If a student's behavior is disruptive outside of the classroom and/or the teacher's efforts in the classroom have met with little success, a student may be placed in detention/time out.

3. In-school Suspension - The in-school suspension program is provided to correct inappropriate behavior and help the student keep up with his school work. With this suspension the student continues his/her school work outside of his normal classroom setting.

4. A student whose immediate conduct or ongoing attitude indicates a serious disregard for the policies, property, people or reputation of St. Mary's is liable to suspension. It may be of any length of time up to three days of school per suspension. It is intended to give both the school and the student's family a chance to consider whether or not St. Mary's philosophy of education is one which meets the individual's needs. At the end of the suspension, the student must be accompanied back to school by one of the parents. If they request that the student continue in school, the student is automatically on probation for the remainder of the year.

5. Expulsion is a penalty reserved for the Pastor and the Principal.

A student may be suspended or expelled for any of the following reasons:

- a. committing acts of vandalism
- b. physical assault of any person on school grounds
- c. leaving school without permission
- d. manifesting misconduct outside of school time which is seriously detrimental to the name of St. Mary's School
- e. possessing obscene books, magazines, or pictures
- f. possessing or being under the influence of alcohol or other drugs
- g. smoking, chewing tobacco, possessing and/or using tobacco products either at school or at school sponsored events
- h. being insubordinate - insubordinate being defined as refusal to obey a school rule or order of a teacher; or continual misconduct and/or disruption of classes.
- i. inappropriate or offensive language.

The following items are not allowed on campus:

- a. chewing gum
- b. pocket knives or any type of weapon
- c. hardball baseballs
- d. tobacco, alcohol, any controlled substance

The following activities are not allowed on campus:

- a. tackling, or rough play, on the playground
- b. running in any campus building
- c. playing around the front of either school building
- d. inappropriate or offensive language

WEAPON FREE ENVIRONMENT

It is a crime for any person, student or non student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property or the site of a school activity. Any individual who does this must immediately be reported to the police.

HARASSMENT-FREE ENVIRONMENT

St. Mary's does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited.

Sexual harassment may be defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature.

Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to each other.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate blocking or impeding movements, or any intimidating interference with normal school work or movement.

If a student feels that he/she is being harassed, it is the responsibility of the student to tell the offending person to stop. If the behavior does not stop immediately, the student should report the incident to a teacher or the principal.

STUDENT PREGNANCY, ABORTION, MARRIAGE

St. Mary's School follows the Archdiocesan policy in cases of Pregnancy, Abortion, Marriage, and

Co-habitation; the full text of the policy may be obtained in the school office.

GRIEVANCE PROCEDURE

St. Mary's School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which the individuals, parents of students, or parent organizations may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group.

Any complaint or hardship must first be presented to the staff member directly responsible for that situation. If there is not a satisfactory resolution of the complaint, the aggrieved party must meet with the principal within three (3) days of the initial meeting with the staff member. The principal will render a decision within one (1) of that meeting.

If the aggrieved party is not satisfied with the principal's decision, the party may appeal to the pastor within three (3) days of the principal's decision. The pastor will give a decision within one(1) day.

All complaints that do not result in expulsion will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Council of Conciliation will hear these matters.

GRIEVANCE PROCEDURE FOR EXPULSION

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal ("conference") for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school council secretary within three(3) school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original of the complaint.

2. The school council secretary will, within 24 hours of filing, inform and forward the grievance the Local Grievance Council ("LGC"), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.

3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the pastor within three (3) school days of the decision of the Grievance Council. The Pastor will review all documentation of the grievance procedure and set a date for hearing the grievance procedure and set a date for hearing with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of such and appeal. The Pastor will then render his decision with five (5) school days.

4. If the aggrieved party remains unsatisfied, with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the Pastor's decision.

5. Pending outcome of the formal grievance, only the principal or pastor may, with or without condition, abate the expulsion.

Local Grievance Council - Composition

1. The Local Grievance Council shall be composed of three members appointed by the local School Council.

2. Individuals appointed to the Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.

3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.

4. The appointment to the local Grievance Council is for one year and is renewable.

Local Grievance Council - Duties and Process

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.

2. If the decision of the council is to uphold the Principal's decision, the process moves to Number 8.

3. If the decision of the council is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.

4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.

5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the council. The aggrieved party will make the first presentation. At no time is there to be cross-examination of direct discussion between parties to the grievance.

6. After both presentations have been completed, the council will enter into closed session to consider the oral and written presentations.

7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.

8. The Grievance Council will render its decision in writing according to the prescribed Grievance Procedure.