The Pursuit of Excellence Through Christ

2019-2020
PARENT/STUDENT HANDBOOK AND CODE OF CONDUCT

Table of Contents

"Salvation"

"The ultimate goal of all Catholic education is SALVATION in Jesus Christ. In faith we truly come to know ourselves. By sharing our faith we communicate a complete vision of the whole of reality and a commitment to truth and goodness. By enriching your students' lives with the fullness of Christ's message and by inviting them to accept with all their hearts Christ's work, which is the Church, you promote most effectively their integral human development and you help them to build a community of faith, hope and love. Community is at the heart of all Catholic education, not simply as a concept, but as a reality to be lived."

Pope John Paul II
1987 Visit to the United States

PROPERTY RIGHTS:

ST. MARY SCHOOL SYSTEM DIRECTORY

Fully-accredited by both the Kentucky Non-Public Schools Commission (KNPSC) and by the Kentucky State Department of Education

Episcopal Vicar: Fr. Brad Whistle
System Director: Mrs. Eleanor Spry, ext. 273, espry@smss.org

Advancement
Enrollment/Marketing/Annual Fund: Ashley Wright, ext. 286, ashley.wright@smss.org
Fundraising: Robin Mowers, ext. 224, robin.mowers@smss.org
Alumni: Brittney Washam, ext. 242, brittney.washam@smss.org

St. Mary Middle/High Schools
1243 Elmdale Road
Paducah, KY 42003
(270) 442-1681
Principal: Douglas Shelton, ext. 226, doug.shelton@smss.org
Guidance Counselor: Peggy Culbertson, ext. 232, peggy.culberton@smss.org

St. Mary Elementary School
377 Highland Blvd.
Paducah, KY 42003
(270) 442-1681
Principal: Lisa Clark, ext. 252, lisa.clark@smss.org

Preschool
8:00 AM - 2:30 PM.; 8 - 11 a.m. Primetime Learning
Before School Program   6:45 AM - 7:15 AM
After School Program   2:30 PM - 5:30 PM
After School ext. 293
Contact: Lisa Clark, ext. 252, lisa.clark@smss.org

ST. MARY SCHOOL SYSTEM OFFICE OPERATIONS
Daily hours of operation (school in session):

St. Mary Middle School / High School
    Monday - Friday 7:00 AM - 3:30 PM
St. Mary Elementary School
    Monday - Friday 7:15 AM - 3:15 PM

Voice Mail available 24 hours a day:(270) 442-1681, MS/HS: Ext. 221, ES: Ext. 251
● In case of an **emergency** during school hours, **dial "0" for the system operator.**
        Summer Hours: Monday through Thursday: 9:00 - 12:00

The Pursuit of Excellence through Christ

Mission
Statement

St. Mary, a Christ-centered community rooted in Catholic tradition, empowers students academically, encourages selfless sacrifice, and nurtures learners to become a positive influence on others.

Vision

We believe we are called by God to serve His purpose as His ministers to His children.

Therefore, **We,** the parents, the pastors, the education committee members, the administrators, the staff, and the teachers come together in association based on Gospel values and a shared desire to foster these values in our own lives and in the lives of our children.

As a result of this association, **We** support and maintain the St. Mary School System as a Christian school which shares in the teaching mission of the Catholic Church.

St. Mary School System, under the patronage of its namesake, Mary, fosters among its members attitudes of tolerance and sensitivity to the individuality of all, of genuine concern for justice and peace, and of service to fellow members and others in the community, based upon the pursuit of excellence through Christ.

- To teach our students, in a Christ-centered curriculum, to integrate their faith, knowledge and talents for their good and the good of all.
- To provide a safe, caring and comfortable environment in which a child can learn and grow.
- To instill a sense of responsibility in each child so that he/she may become a contributing member of the community and acquire the skills necessary to function in our global society.
- To teach, through word and example, that each individual is a unique creation of God and worthy of love and respect.
- To provide, to the best of our ability, the type of curriculum that will meet the needs of every student.
- To encourage the mastery of the tools, techniques and spirit of learning.

ST. MARY SCHOOL SYSTEM

St. Mary School System is a Preschool through 12th grade Catholic school system operating under the auspices of the Diocese of Owensboro.

The diocesan curriculum guidelines, consistent with the State of Kentucky guidelines and National Content Standards, are followed for the teaching of all subject areas. St. Mary offers our students a breadth of expertise within a multifaceted curriculum designed to meet individual needs. Our certified teachers challenge students to develop critical thinking and decision-making skills in a Christian atmosphere rooted in mutual respect. St. Mary is committed to preparing students for their vocation in life by providing a faith-based education, academic excellence, and servant leadership.

Governance

The St. Mary Education Committee (SMEC) is the governing body of the school system giving consultation and setting policy as the need determines. Each deanery parish is represented by members appointed by the Episcopal Vicar along with the parish priest. A non-Catholic representative is also appointed to serve. These members, along with the Episcopal Vicar, comprise the voting body of SMEC. Each member serves a three year term and may be reappointed for a consecutive three year term by the Episcopal Vicar. Members and their contact information are listed on the school website under *About Us.*

SMEC non-voting associate members include teacher and Advancement office representatives.

History

St. Mary was opened in 1858 and was the first organized school in Paducah. St. Mary has continued to be an integral part of Paducah history having educated many of its civic and business leaders. For more than 160 years, St. Mary has been recognized as an institution of academic excellence throughout the community.

ABOUT THIS HANDBOOK

General Provisions

The St. Mary School System operates under a philosophy that involves well-understood standards of conduct. It is essential that parents/guardians know and understand the standards of conduct expected of their children. It is also essential that each student accept total responsibility for his/her conduct at all times.

This handbook serves two primary functions. First is to assist in the efficient and orderly functioning of the St. Mary Schools. Second, and a result of the first, is to assist in the creation of conditions that produce the highest quality educational experience for every student. Given the complex nature of education and common purpose, it is impossible to predetermine a policy to cover every situation. Accordingly, the administration, after due consideration may, from time to time, be required to make changes to this handbook. When necessary, changes will be made with the greatest benefit to the educational purpose in mind. Parents and other interested parties will be notified of necessary changes. Changes become effective immediately unless otherwise noted.

Policy Agreement

Parents and students enrolling or enrolled in the St. Mary School System agree to abide by the policies, rules and regulations of the St. Mary School System for the duration of the attendance of the child/children.

Parents, guardians, and students agree to their responsibility to read and understand all policies, rules and regulations set forth in various publications including, but not limited to, the system handbook, policy letters, newsletters, various electronic media, organizational by-laws, and any other published medium to which access is granted.

Parents, guardians, and students agree to abide by administrative decisions based on the applications of policies, rules and regulations in their published form, and to follow established procedures for appeal in the event there is a disagreement as to whether the policies, rules, and regulations have been misapplied. Administration reserves the right to deviate from the established procedures when in the best interest of the student or school.

Parents, guardians, and students signify their acceptance of this agreement through their enrollment in the St. Mary School System.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Kentucky guidelines for meeting graduation requirements, are followed for the teaching of all secular subject areas.

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

Religion

Catholic doctrine and tradition, Bible study, Social Justice and Christian Service are emphasized daily.

Liturgical services are held regularly for the entire school community. Middle and High School students attend Mass on Wednesdays on a rotating basis. Elementary students celebrate Mass each Friday morning.

Students in Grades 5, 8 and 11 take the ACRE (Assessment of Catechesis of Religious Education) Test each winter.

Computer Literacy
Keyboarding, PowerPoint, Word Processing, Database, Spreadsheets, Web Design, Effective Use of Social Media, and Integration with Curricular Subjects

Fine Arts
Music, Visual Arts, Art, Performing Arts, and Orchestra

Language Arts
Reading, English, Spelling, Vocabulary, Composition, Library Skills, Appreciation of Literature, Honors English 9 – 12, AP English, Speech, Drama, and Journalism, Dual Credit College English

Mathematics
Mathematics Skills, Pre-Algebra, Algebra I, Algebra II, Geometry, Integrated Math, Pre-Calculus, AP Calculus, AP Statistics, Dual Credit College Algebra and Trig

Physical Education
Physical fitness programs appropriate for each grade, K-9. Strength & Conditioning available as an elective for juniors and seniors

Science
General Sciences and Laboratory Experiences. Life Science, Physical Science, Earth Science, Biology, Chemistry, Anatomy and Physiology, Physics, Dual Credit Chemistry, and AP Biology

Social Studies
History, Geography, Economics, State History, Current Events. US History, AP US History, World Civilization, and American Government

Spanish and French
Vocabulary, common expressions, grammar, conversation, and culture

Academic Eligibility for Extracurricular Athletic Activities (MS/HS)

In order to participate in extracurricular athletic activities sanctioned by the school, students must meet all requirements of the **Kentucky High School Athletic Association** and must maintain a passing grade in all courses. Students with a failing grade will be placed on Academic Probation and will be ineligible to play, practice, or participate in extracurricular athletic activities. Any student having an official connection in any capacity with any extracurricular program must comply with this rule.

The procedure for Academic Probation will be as follows:

   a. Teachers will submit to the athletic director a list of all failing students on the last school day of each week.
   b. Athletic director will notify the student, parents, coach, and administration of student being placed on academic probation.

c. The probation period starts on the following Saturday and ends on Friday of the next week.

Except for fall break and spring break, probation is for seven days. At fall and spring break, the probation period extends through the break and the following week. No special recitations or tests are to be given for the purpose of making a student eligible.

Accreditation

St. Mary is fully accredited by both the Non-Public School Commission and by the Kentucky State Department of Education.

Admission Policy

St. Mary School System admits students of any race, color and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. Students transferring to St. Mary from another school will be reviewed by the principal before admission eligibility is determined.

Children entering Preschool must be three (3) years of age by August 1st.

Children entering Kindergarten must be five (5) years of age by August 1st. Requirements include:
- ❖ Verification of active parish affiliation/stewardship
- ❖ Health Records
- ❖ Immunization Records
- ❖ Birth Certificate (original)
- ❖ Baptismal Certificate (Catholic applicants only)

Additionally, transfer students are required to supply:
- ❖ Report Cards
- ❖ Standardized Test Results
- ❖ Record of any IEPs

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Mary. The recommendation and decision of the school is final.

Non-Catholic students whose parents accept the philosophy of St. Mary School System will be accepted on a space available basis.

After School Program (ASP)

Hours
A.   Before school: 6:45 AM - 7:15 AM
B.   After school: 2:30 PM - 5:30 PM

C.   Hours are for school days only.

General

The After School Program (ASP) provides child care for those students who are enrolled in St. Mary. Our mission is to serve working families who desire both parochial school education and supplementary care in a Christian environment.

Our program allows children to experience a variety of growth activities within a Catholic environment. Activities are planned to complement the philosophy and value system of the school and family. Students will be able to do homework. Our program strives to provide individual attention, security, consistency and fair treatment for children of working parents.

During winter, students should have appropriate dress (coat, gloves, hat, etc.) for outside activities in the cold weather.

All children will remain in uniform for ASP unless a written note is sent by parents stating their child's need to change clothes for a specific reason (dance class, ball practice, etc.) Children will be allowed to change shortly before parents arrive to pick them up. The time of the parent's arrival should be included in the written note.

Billing

Fees are the sole support of ASP and are not subsidized by the school or parish. A fee schedule is available at registration or in the elementary school office

Billing is through SMART Tuition and payment is due upon scheduled payment date. If you have any questions, please call the office 270 442-1681, (Ext. 224).

Late Pick-up Fees

A late fee will be charged for any time after 5:30 P.M. The fee will be $15.00 for the first 15 minutes and $1.00 for every minute thereafter. Any time over 30 minutes will be charged at the hourly rate.

ASP Student Arrival/Dismissal

Students who are brought to school early for childcare must be brought directly to the library.

Parents/guardians or a designated person must come into the school to sign out a child from the ASP. No one else will be allowed to take your child unless written notice is sent to the school. Identification is required unless the adult on duty recognizes the individual.

Allergy Policy

St. Mary School System recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse. Training is updated as needed.

1. <u>Asthma Medication</u>
   Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. <u>Record Keeping</u>

   At the beginning of each school year, or when a child joins St. Mary School System, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. <u>The School Environment</u>
   The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. <u>Food Allergy & Other Medical Condition Policy</u>
   St. Mary School System recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Mary will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

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

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

   The classrooms have easy communication with the school nurse.

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

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

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

Tables will be washed with soap and water following any food related events held in the classroom.
Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Attendance

Tardiness
Students are expected to be in their classrooms no later than 7:40 AM. Students who are late must report to the office. The office will issue a tardy slip to be presented to the teacher. Tardies are assessed on a semester basis.

MS/HS students will be allowed three (3) tardies per semester. Each additional tardy will result in lunch detention. After three (3) lunch detentions, students will be assigned to after school detention.

Excessive tardies may have a direct impact on a student's academic evaluation and promotion to the next grade.

Absence
When a student is absent from school, a parent should call the absentee line by 8:00 AM each day of the absence. This is option 1 when you call the school system. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Mary students and is aligned with the state statutes of the state of Kentucky.

Students should be fever free, vomit free, and lice free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher or the office upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who have excused absences due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three excused days would be given three school days to complete the missed work. A parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 3:00 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations.   Assignments may be given before or after the planned absence (at the discretion of the teacher). Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Absence Categories.

Absences will be recorded according to the following categories;

1) Administrative Absences. A maximum of **5 absences per semester** may be excused as a result of the parent/guardian note describing the illness/circumstances (listed on the next page).
2) Medical Absence. An absence (prolonged or short term) due to illness or injury as explained by a notice from a doctor or other medical practitioner. Any absence beyond the 5 administrative absences must be explained under this rule. There are no limits for medical absences. However, prolonged absence or numerous incidents of short absence may require academic assessment of student achievement and may result in a recommendation of retention or some other way to make up the time and work missed.
3) Unexcused Absences. Any absence that does not fit categories A or B, or any absence not explained by a note will be considered "unexcused." Students in grades K-5 must make arrangements with the teacher to complete missing assignments.
4) Excused Absences for which documentation is required include:
   a. Illness of the student - doctor's excuse after five absences and must be submitted within 2 days of student's return to school
   b. Medical appointment (note from doctor required)
   c. Death in the family (such as parents, siblings, grandparents, aunts, uncles, sister-in-law, brother-in-law, and any relations who may reside in the student's home).
   d. Authorized school activities
   e. Court summons
   f. Driver's permit or license
   g. College day for Juniors and Seniors only (2 days each with advanced notification allowed while enrolled at SMSS). Counselor documentation/verification is required. Seniors interviewing for scholarships may request additional days.
   h. Absence for good cause (must have three (3) days advance notice and approval of the administration)
      i. Family trips with one (1) week written notification (these days accrue toward 5-day absence policy)

Absence and tardiness become a part of the student's record. A student is to obtain authorization from the office before leaving the school premises at any time before dismissal.

Participants in extracurricular activities must be in attendance half day (210 minutes) in order to be eligible to compete, practice or participate that afternoon or evening (unless otherwise approved by the principal). An unexcused absence on a Friday will determine ineligibility for all weekend games or activities.

Presence on the last day of school before a school break denotes eligibility for events taking place during the break.

Extraordinary circumstances that present themselves from time to time which may prevent a student's attendance all day may be appealed. A parent who wishes to appeal should so notify the dean or principal in advance of the day of the absence.

Students are encouraged to make all doctor, dental and other appointments after school hours and on Saturdays.

Students who become ill during the school day are required to report directly to the office. Students must have permission from the office to leave school due to illness.

When it is necessary to send a student home because of illness or for some other important reason, a school official must first notify the parents or guardians by telephone to make suitable arrangements.

Parents or guardians desiring their child/children to be excused from school before the regular dismissal time should make this request in writing to the dean or principal and sign the early dismissal register in the school office.

When parents or guardians request by telephone that their child be sent home because of any emergency in the family, a school official will check the authenticity of the message by calling the telephone number listed for the student's parents or guardian on the EMERGENCY CARD FOR STUDENTS.

Perfect Attendance is determined by full attendance daily. Early dismissals and late arrivals disqualify students for earning the award. Pre-approved absences of a religious nature may not be counted against students on their attendance record. Should you have questions, please contact your principal.

Asbestos

In accordance with EPAQ regulations, St. Mary has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos-Containing Materials in Schools Rule: 40 CFR, Part 763 (AHERA). Friable (easily crumbled) asbestos-containing material may cause health problems.

There is no asbestos or asbestos-containing material in the St. Mary School System.

Birthday Observances

Students may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school for students as long as parents have pre-arranged it with the classroom teacher (ES) or the office (MS/HS).

Buckley Amendment

St. Mary adheres to the Buckley Amendment (Family Education Rights and Privacy Act FERPA) in regard to student records and the rights of noncustodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

Bullying and Cyberbullying

St. Mary School System strives to provide a safe environment for all individuals. In accordance with Kentucky State Law, bullying is defined as "any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. Under the law, the bullying definition will be applied when it "occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or that disrupts the education process." Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

St. Mary School System offers electronic reporting through the S.T.O.P. Tipline. The Safety Tipline, Online Prevention or S.T.O.P Tipline is an "online" tip line. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel by the STOP logo on our school's website. All tips will be followed up and addressed when necessary.(put link and where to find it) http://www.kycss.org/stop/stop.php?district=St.Mary.School.System

Drop Off and Pick Up: ELEMENTARY

Teachers are on duty for student drop off each morning beginning at 7:15 a.m. Students arriving before 7:15 a.m. must be dropped off at the front library door. Students in P – 5 will be charged $2.00 a day for Before School Care.

Morning Drop Off is in the back. Students will enter through the gym doors. Adults and Safety Patrol members will assist younger students as they exit the vehicle. Older students are asked to open their own doors and exit on their own. We ask that you do not exit your vehicle as it slows down the process. For the sake of time, it is necessary that students exit the vehicles along the sidewalk and not only alongside the building. Note to Parents: If your child is unwilling to get out of the car, pull around and bring them in through the front door so the line is not held up.

Upon arriving, K – 5 students may either go to the cafeteria for breakfast or to the gym to wait for Morning Assembly which begins at 7:40 a.m. Preschool students are taken to breakfast or their classrooms.

Promptly at 7:40 a.m., an adult stationed in the front driveway will direct cars to the front for drop off instead of to the back. Students who enter through the front door must be accompanied by an adult and signed into the building. The teacher on duty in the back will stay outside until the last child has entered the building.

For Afternoon Pick Up, all students being picked up at the end of the school day will proceed to the library after the closing prayer. Parents will pull through the circular pick up line and wait for their students to be brought to them. The card with the family name should be clearly displayed in the front windshield.

In the interest of safety, parents are asked to remain in their cars and to proceed through the regular carpool process. Students under the age of third grade should be accompanied by an escort.

Parents are asked to pay close attention during the carpool process. Please stay off cell phones at this time. Follow the traffic directions given by the teachers on duty.

School dismisses at 2:30 p.m. at which time we begin to load students into vehicles. We continue to load children into vehicles until the last car has gone through a continuous line. The length of time this takes varies from five to ten minutes. Remaining children are taken to the After School program, and teachers are dismissed. Parents who are running late have a grace period until 2:50 p.m. in which they may pick up their students from the After School Program. Any students still here at that time are charged the regular rate for the After School program. In addition, students who take a snack prior to being picked up are charged for the program. Parent who abuse this grace period by repeatedly picking up their children after dismissal has finished and before 2:50 may be charged After School Care fees.

If a child is not in the library or pick up area at the time that a parent comes through the pick-up line, the parent must circle around, park, and come in to get the child.

Homeroom teachers should be advised in writing if a child is to go home in a different carpool or by a different means on a given day. Please do not communicate changes regarding pick up, etc. during the school day through text messaging to the teacher. A phone call to the office is the preferred and requested way of communication. This allows our teachers to be teaching instead of checking phones to determine student needs during the day.

Drop Off and Pick Up: MIDDLE and HIGH SCHOOL

Middle and high school students who are in orchestra should report to the orchestra room by 6:50 a.m. for class. The office opens at 7:00 a.m. with assigned teachers on duty at 7:15. Students who are not in orchestra are discouraged from arriving at school before 7:15 unless special arrangements have been made with a teacher for extra practice or tutoring.

Students should be dropped off and picked up at the main entrance **only**. The goal is to provide safety for students walking to/from the bus and between schools. It is also to keep the line moving at all times in a circular motion. Parents should pull out of the line if the student has a lot to unload or load such as special projects or sporting equipment. Parents should also pull out of the line if the student does not exit the building in a timely manner in the afternoon. Please do not hold up the line for any reason. Parents should follow traffic directions given by the assigned teachers on duty. <u>Please stay off cell phones during this time and pay close attention to the parking lot process.</u>

Students should report to the commons upon entering the building in the mornings. On days of Prayer Service, the service will begin promptly at 7:40 a.m. Tardies will be given to students who arrive after the prayer service has begun.

In the afternoons, students should exit the building promptly and be picked up by 3:00 p.m. Assigned teachers are on parking lot duty until 3:00 p.m. each day. Students not picked up by 3:00 p.m. should return to the commons to wait. Students shall not wait outside with no adult supervision.

The building will be closed each day at 3:30 p.m. In the interest of student safety, any student who is not involved in an extracurricular activity supervised by an adult after 3:30 p.m. <u>will be sent to the elementary school for after school care.</u> A slight fee will be charged for this service. There is no adult supervision after 3:30 for students. Middle/high school students are not allowed to supervise elementary siblings in the Middle and High School building after school.

<u>Cheating</u>

Cheating of any type will not be tolerated. Students who choose to cheat may face a failing grade, detention, suspension, and/or expulsion. A student who is involved in cheating may also be unable to participate in sports, class clubs, or organizations for a period designated by the principal.

<u>Child Abuse Laws</u>

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

<u>Enrollment</u>

Criteria For Enrollment

1) All currently enrolled St. Mary students will be given first priority to register.

2) Enrollment must be approved by the principal before final acceptance.

3) Class sizes will be at the discretion of the principal. When a class reaches capacity, only Catholic transfers will be considered for enrollment. Other students seeking admission will be put on a waiting list. Should an opening become

available in a previously closed class, students on a waiting list will be contacted in order according to date of registration.

4) If a student enrolled in the St. Mary School System during the spring registration period does not choose to make known his/her intentions to return the next term, he/she forfeits guaranteed enrollment for the next term. If a class section is filled before he/she registers, the student will be put on a waiting list.

5) If any student chooses to leave the St. Mary School System, and wishes to return at a later date, for reasons other than family relocation, he/she will be enrolled at the discretion of the principal.

6) No student will be considered for admission to the St. Mary School System while that student is on suspension from another school. Enrollment will be at the discretion of the principal after the period of suspension has been served.

7) No student who has been expelled from another school will be considered for admission to the St. Mary School System until the period of expulsion has been completed and that student is eligible to reenroll in the school from which he or she was expelled. Enrollment will be at the discretion of the principal.

8) Required State of Kentucky immunizations/exams must be submitted to St. Mary School System before student attends. St. Mary School System complies with all state regulations concerning immunizations and exams. Current requirements for these regulations are posted on http://education.ky.gov/comm/newtoky/pages/ kentucky-enrollment-requirements.aspx, or a copy may be obtained from the school office.

Transferring Students

Any student transferring to the St. Mary School System shall produce a copy of a current transcript from his/her present school and any test scores available so as to assist in the evaluation of acceptance and placement at St. Mary. Testing to determine curricula proficiency may be deemed necessary. Any student transferring from a non-accredited school, or a school outside of the United States, will receive a pass/fail grade for grades previously issued. The principal shall make the final decision as to acceptance into the St. Mary School System.

Home-Schooled Students

St. Mary School System shall consider home schooled students as students in another, completely separate, school district. Thus, it shall be the policy of the St. Mary School System not to allow home-schooled children to participate, on a part-time basis, in any class or student activity maintained by the St. Mary School System for the benefit of its own tuition-paying students.

Catholic Identity and Mission

System-Wide Committee

A Catholic Identity and Mission committee operates as a subcommittee of SMEC (the governing body of the school). Representatives from the elementary, middle and high

schools are on the committee as well as administration, parents and a priest. The committee's mission is to "continuously strengthen our Catholic identity across the system fostering service, prayer and faith opportunities." The committee chooses a faith theme for the system for each school year.

Daily Religious Formation

Daily prayer and instruction in the Catholic faith will be provided for all students. Parents should keep in mind that they are the primary religious educators of their children.

Daily instruction in the teachings and beliefs of the Catholic faith is an integral part of our school curriculum. All teachers of religion (K-12) are certified to teach in this area through the Diocesan Office of Religious Education. All aspects of the education program of the St. Mary School System are designed to promote and reflect the teachings of the Catholic Church.

Non-Catholic students are expected to participate in religion class. In cases where an activity or assignment may not be appropriate because of the student's religious beliefs, an alternative activity or assignment will be provided.

Catechesis for Sexuality

The Catholic schools of the Diocese of Owensboro will teach the Christian approach to human sexuality to all students in Grades K-12 [Diocesan Policy #7131]. Parents are notified at the onset of instruction and given the option to opt out.

Christian Service Program (CSP) Criteria

1) All high school students must complete a total 75 hours of service work as a graduation requirement. These hours are to be separate from hours served for other organizations such as National Honor Society or Student Council.

2) Hours must be completed by the end of the third quarter of Senior year.

3) Students must complete a minimum of 15 hours each school year (summer hours apply to the following school year). In grades 9 to 11, students must submit documentation for the 15 hours by the last day of school or an incomplete will be given for the Religion class. The hours must be completed by the first day of school in order for the incomplete grade to be changed.

4) The remaining 15 hours of Christian Service may be performed at the student's discretion.

5) We serve others because Christ came to serve and taught us that the greatest in the kingdom of heaven is one who serves. It is a living out of our baptism and the universal call to holiness, whereby we put our faith into action and truly engage in ministry in the name of the Lord.

6) With that in mind, special emphasis should be given in the choice of service projects and organizations that are directly involved with the corporal and spiritual works of mercy.

7) Service opportunities will be classified in the following manner:

a. <u>St. Mary School System</u>: activities that qualify for hours include assisting parent organizations; recruiting efforts; peer tutoring; office work; end of year tasks; peer tutoring/mentoring.
b. <u>Parish/Church</u>: students can work on task-specific projects in their own parish, church, or place of worship. Be sure to get projects approved in advance by the CSP Supervisor or administration.
c. <u>Non-profit Organizations</u>: hospitals, nursing care centers, libraries, county shelters, youth programs are types of worthy organizations that can be helped.
d. <u>Summer Opportunities</u>: these may include enrichment programs for children, camps for needy children, sports camps, community beautification projects, and other endeavors that allow for assistance in meeting specific community needs.

At the conclusion of a service experience, the student and the agency supervisor must complete a Christian Service form. Christian Service forms are available from the Service Program Supervisor or on the St. Mary School System website (www.smss.org). The Service Program Supervisor will maintain a record of complete service hours.

The Service Program Supervisor will maintain a list of approved non-profit organizations. Service at any new agencies needs to be pre-approved.

Credit will NOT be given for:
       (1)   Service performed during school hours
       (2)   Work for which a student is paid

Damage/Injury Liability

St. Mary School System and its employees are not responsible for any loss or damage to clothes, personal articles, or vehicles, of students, parents, or guests on school campus or at any school-related activity.

St. Mary School System and its employees are held harmless from any and all claims, damages or other liabilities for injuries to or damage by any student, parent, or guest on campus or at any school-related activity.

Discipline

Code of Conduct

The Code of Conduct in the St. Mary School System ensures a safe and orderly learning environment. To this end, mutually supportive efforts on the part of the administration, teachers, students, parents, and all auxiliary staff members are necessary. Consistent, inappropriate behavior, on or off campus, may constitute cause for dismissal from St. Mary.

Anti-Christian activities are forbidden. Professional intervention and/or expulsion may be necessary.

Each classroom teacher is responsible for the instruction in his/her classroom. Each student is responsible daily for the cooperative, well disposed, and undistracted effort which will bring learning to him/her and the classroom.

Student Responsibilities: General

St. Mary School System is known for its warm, friendly spirit. To promote this atmosphere every student is asked to assume certain responsibilities. The following guidelines are provided to create an atmosphere of learning and at the same time to promote a "family within the field of education." Failure to conform to the following responsibilities will result in disciplinary action.

Student Behavior. Students are expected to use good manners in their relations with teachers and with other students. An atmosphere of order is indispensable in a school building. A moderate tone of voice should be used going to and from classes. An atmosphere of quiet must be maintained in the corridors while classes are in session. Students are reminded that the slamming of locker doors is a major source of corridor noise.

Phone Use. Middle and High School students are to keep phones in their lockers throughout the entire school day. Students may briefly check phones during passing times. High School students are permitted to use cell phones at lunch. Upon 3 "technology violations", a student's specific case will be reviewed, and they may not be allowed to bring personal electronics to school for the duration of the school year. (Please see more information under "Technology" heading below, pg. 51).

Keypad Door Code. Students who enter the building using a code are subject to disciplinary consequences. Building codes should never be given to students for use, even with an adult present.

Posters. Posters are displayed only with the approval of the principal or organization sponsors. Posters should be attractive in appearance and clear in message.

Tobacco. The possession or use of any tobacco product is not allowed anywhere on the campus. Tobacco products include products containing nicotine or like substances.

Cleanliness. We are very proud of our school. Students are asked to take particular care of their building, the materials and the books that are made available to them. Cleanliness is an innate part of our Christian image. Please make every effort to keep the outside campus, classrooms, halls, commons, gym, and restrooms clean.

Toys, Games, and Electronic Equipment. Students are discouraged from bringing toys, games, or electronic equipment to school. St. Mary assumes no responsibility for damage or theft of any unauthorized item brought to school.

Book Bags. All backpacks, book bags, coats, jackets, etc. must be stored in the designated areas in elementary school classrooms or left in the HS/MS lockers during the school day. All HS/MS P.E. bags, sports bags, etc. must be placed in the PE hallway against the wall out of the walkway during the day.

Firearms. Possession or carrying of a firearm, deadly weapon, destructive device, or booby trap device at school, or at any school-sponsored function, is prohibited. Unlawful possession of a weapon on school property in Kentucky is a

felony punishable by a maximum of five (5) years in prison and a ten thousand dollar ($10,000) fine (KRS Chapter 527).

It is the obligation of the St. Mary School System to report any person who is determined to have brought a weapon or firearm into a school building or on the school grounds under the jurisdiction of this system, to the criminal justice or juvenile delinquency system. If said person is a St. Mary student, the student will be immediately suspended, pending investigation.

Student Responsibilities: MS/HS

Classrooms. Students are expected to be in their seats, with materials, ready to work, when the bell rings to begin each class.

Off Limits. The following areas are off limits:
   a. Out of class without a hall pass
   b. The parking lot (without permission) anytime during the school day
   c. Loitering on parking lot before classes in the morning and after school
   d. PE corridor and gym, except during PE classes or as assigned by a faculty/staff member
   e. Teachers' workroom
   f. Weight room (at any time of day or night) without direct supervision of an adult
   g. Basketball or Baseball locker room (unless you are a member of a team that is readying for a game or practice)

Food and Drink. Since the commons is a multipurpose room, students are asked to remember that the appearance and cleanliness of this room are most important. Tables, chairs, and floors are to be kept neat and clean by students. Trays are to be returned to the scullery window.

Student Drivers are to be aware of and observe the following:
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   a. The school does not assume responsibility for theft or damage.
   b. Once students arrive in the parking area they are to enter the building immediately. Students are not to return to their vehicles during the school day without specific permission from an administrator.
   c. Vehicles on the property of St. Mary School System may be searched by the administration at any time with probable cause.
   d. No one is to move or tamper with any vehicle.
   e. Parking space for students who drive to school is available in the large lot. All students are required to park in the striped areas and as indicated to facilitate traffic flow. The small lot next to the covered walkway and the lot in the bus loop are for faculty and staff only. No pick up or drop off should occur in these areas. Cars parked illegally will be towed at owner's expense.
   f. Any careless or reckless driving on the campus, Lourdes Hospital property, or in the Forest Hills area may result in suspension of on- campus driving privileges.

Lockers. Each middle/high school student will be assigned a locker for his/her personal use. Students are not to give their combinations to anyone. Students are asked to report any defects to the faculty member in charge of the lockers. The lockers are property of the St. Mary School System and are subject to inspection

and/or search by school administration at any time. Students are expected to keep their lockers in good order at all times and are responsible for damage done to their lockers. Defacing lockers with adhesive substances or felt tip markers is prohibited.

Search and Seizure

Participants at school and school-sanctioned activities have a responsibility to follow rules and respect the authority of adults whose jobs are to ensure a safe environment for all. Therefore, in order to maximize the protection of persons and property to the fullest extent possible, the following search and seizure guidelines have been developed.

1) A student's outer clothing, pockets, or his/her personal effects (i.e.handbags, backpacks, etc.) may be searched by authorized personnel when there are reasonable grounds to believe a search will reveal evidence of a violation. Reasonable cause is a suspicion with some basis in fact. A phone call, a note, or a suspicious appearance can constitute reasonable cause.
2) Searches will only be conducted by those directly responsible for the person's conduct along with another adult witness.
3) Another adult need not be present to ask a student to hand over something or "turn out your pockets." Two adults must be present if the student is searched (backpack/purse/coat/pockets examined, or pockets "patted down"). Requesting a student to take something out of his/her pocket, backpack, purse, coat, etc., is not considered a "search."
4) When a search is conducted, either the conductor of the search, or the witness, will be the same gender as the subject of the search.
5) No search will be conducted in the presence of any other student/participant.
6) Those who fail to cooperate when requested will be subject to other disciplinary action.
7) Illegal items (i.e. weapons, drugs, etc.) or other possessions reasonably determined by authorized personnel to be a threat to safety and security will be seized. Parents and legal authorities will be notified as per policy.
8) School property does not belong to the student. St. Mary School System is a co-tenant of lockers and desks and reserves the right to search them at any time without notice. The school reserves the right to bring in police dogs to assist.

Harassment, Threats, Theft, and Violence

In keeping with the philosophy of St. Mary School System that each person is a sacred individual, it is the intent of the St. Mary School System to provide for its students and employees an educational environment free from harassment. Harassment based on race, sex, religion, or physical appearance will not be tolerated. All teachers and school staff are instructed to stop harassment when they witness it, and to inform the administration of all allegations, knowledge, or rumors of harassment.

The violations included under this section are as follows.
1) Harassment: Unwelcome activity or creation of a hostile environment through unwelcome words, actions, or physical contact not necessarily directly resulting in physical harm.
2) Hazing: St. Mary School System will not allow the activities of any student organizations not under the direct supervision of approved school personnel. All organizations that represent St. Mary must be inclusive in nature, should

support the Christian mission of the St. Mary School System, and follow the standards of conduct stated in this handbook.

3) Peer Harassment: Unwelcome taunting, verbal or physical abuse based on race, sex, religion, physical appearance or any other factor that interferes with a student's education.

4) Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment (student to student, employee/volunteer to student, student to employee/volunteer, or employee/volunteer to employee/volunteer) when:

   a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education.

   b) Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

   c) Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or of creating an intimidating, hostile or offensive employment or educational environment.

   d) Sexual harassment may include, but is not limited to:

      i.   Unwelcome sexually oriented communication, including sexually oriented phone calls, text messages, letters, verbal kidding, or through social media.

      ii. Unwelcome pressure or requests for sexual activity.

      iii. Unwelcome touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another's body.

      iv. Creating an intimidating, hostile or offensive educational environment through the use of innuendoes, rumors, overt or implied threats.

5) Intimidation: The act of frightening or coercing by threat or implied threat.

6) Theft: Stealing.

7) Threat: A direct or indirect expression of intent to cause physical harm or damage to equipment and/or property that might lead to or contribute to physical harm.

   ➢ A threat of violence is any expression, verbal or behavioral, of the intent to inflict harm, injury or damage to person or property. The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury. Threats will not be tolerated; students who make threats will be dealt with promptly and severely.

8) Vandalism: Damaging/defacing school or student's property. Infringement on other's property

9) Violence: Aggression resulting in physical assault with or without the use of a weapon.

Procedures to Address Harassment, Threats, Theft, and Violence

1) If a student thinks that he/she has been the victim of harassment, threats, thefts, or violence, he/she should not ignore the incident.

2) Report the incident immediately to the nearest adult.

3) The incident will be investigated.

4) The person accused will be confronted.

5) A conclusion as to whether the incident occurred will be made.

6) Parents will be notified.

7) Any consequences administered will relate to the nature, context and seriousness of the incident.

8) Outside counseling may be recommended. Cost will be borne by the parents/guardians.
9) A suspension or expulsion hearing may be conducted.
10) Outside counseling may be recommended; cost to be borne by the parents/guardians.
11) Police may be notified.
12) If it is determined that a person deliberately filed a false claim, disciplinary action will be taken.
13) Records of complaints will be held confidential to the extent necessary to investigate the complaint.

Reprisal

Reprisal is any action taken against someone because he/she reported violations to the code of conduct. The same procedure as outlined above for procedures to address harassment, threats, theft, and violence should be followed with incidents of reprisal.

Terroristic Threatening

St. Mary, in coordination with responding law enforcement agencies, will pursue immediate charges for terroristic threatening in the second degree, against anyone who makes terroristic threats, including students. Below are the definitions of terroristic threatening per KRS 508.078:

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

 (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

 (a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;

2. Causing cancellation of school classes or school-sanctioned activity; or

3. Creating fear of serious bodily harm among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Illegal Drugs and Alcohol

For the purpose of this policy, the words "illegal drug" shall mean any mind-altering drug or mind-altering substance. The purchase, possession, use, sale, or distribution of any of these drugs is illegal by any federal statute, and any statute of the State of Kentucky.

If any student brings to school, or has in his/her possession on the school grounds, during or after school hours, any illegal drug or alcohol, or look-alike, and/or drug paraphernalia, he/she is liable for suspension and/or expulsion.

Upon information that a student is buying or has bought, is or has been in possession of, and/or has been using any illegal drug, the following steps shall be taken:

   a. The teacher or other person having the aforesaid information shall notify the principal of the school wherein the student is enrolled.
   b. The student's parent or legal guardian shall be notified and written documentation kept on file.
   c. The principal may suspend the student pending investigation when there is probable cause to believe that he/she has bought, possessed, and/or used an illegal drug.

Student Confidentiality

Every effort to maintain student confidentiality will be maintained by faculty/staff members. However, once life, health, and/or safety is involved, the confidentiality will be broken and appropriate officials will be notified.

Discipline Procedures: Elementary School

Parents are an essential element in maintaining our school's climate. In order to alert a parent to an ongoing problem or one which could escalate into a more serious situation, students will bring home a "Rules Violation Notice" issued by the teacher. Parents should sign this notice and encourage students to control their behavior.
If the problem persists after the parents are alerted, the student will be sent to the principal. The principal will send home a notice to parents with an explanation of the consequences for the behavior. Some consequences will be:

a. Lunch isolation
b. Walking laps at the beginning of recess
c. In-school suspension - all or part of day.
d. Out-of-school suspension from school.

We encourage you to contact us about any concerns over any discipline matters involving your child. Your support is invaluable.

Discipline Procedures: Middle and High School

Level I: Conduct may warrant one or more demerits
a) Cell Phone Violation/Electronic Device Violation
b) Disorderly Conduct
c) Dress Code Violation
d) Failure to Report
e) Loitering/In an Off Limits Area
f) No Books and/or Needed Supplies for Class
g) Folder/Test/Quiz/Teacher Note with Parents Signature Not Returned
h) Not Following Directions
i) Talking in Class
j) Disrespectful Behavior
k) Repeated Violations

*For Middle School: Detention will be assigned for every (5) demerits for the quarter.
*For High School: Detention will be assigned for every (3) demerits for the quarter.

Level II – Conduct may warrant detention and referral to the Principal
a) Disobedience/Disrespect
b) Forgery
c) Violation of Academic Standards – CHEATING and PLAGIARISM – A reduced grade may be given for violations and may include no credit for that particular grade. Additionally, an alternative assignment may be required.

Middle/High School Detention
1) Detentions will be served in a designated teacher's room after school.
2) Students must serve detentions at the assigned time.
3) Students must arrive in the assigned detention area on time. Anyone late may be assigned additional consequences.
4) Chronic misbehavior will result in in/out-of-school suspensions. A meeting may be held with system director, principal, students, and parents to assess whether or not the student will return to regular classes.

5) Students assigned to detention must follow instructions of the faculty/staff member assigned to that detention. Failure to comply may result in the assignment of an additional detention. All student responsibilities and policies outlined in this handbook apply to this period as well.

Disciplinary Probation

Following suspension, a student is placed on disciplinary probation. A student on disciplinary probation may be dismissed from the St. Mary School System if a further infraction occurs. The student on disciplinary probation is expected to contribute to the St. Mary school community in a positive sense. He/she must attend school regularly, be punctual, and his/her academic performance must be consistent with his/her capabilities.

In-School Suspension: Elementary School
Suspended students will work in the office or other assigned area. Teachers will provide assignments consistent with the day's normal classroom activity. Lunch will be eaten privately. A student will not attend recess with his or her class but will be allowed an exercise period as staffing permits. Parents must sign student into in-school suspension between 7:30 AM and 7:45 AM, and must sign student out from school at 2:30 PM. Students serving in-school suspension may not attend before or after school activities during the suspended day(s). Fees will not be waived.

In-School Suspension: Middle/High Schools
1) Student will not attend classes during the day but will receive credit for work completed.
2) Student will work in in designated area assigned by the principal.
3) Lunch will be eaten privately.
4) Each day the student will complete all classwork including tests and quizzes, all homework, as well as a separate writing assignment designated by the principal.
5) Student must be compliant and cooperative. Any additional violations will result in additional days assigned or even out-of-school suspension.
6) Students who are given an in-school suspension will be required to work with a substitute teacher paid for ($65.00) by the suspended student's parents.

Out-Of-School Suspension

Suspension from school will be used only when normal disciplinary procedures are deemed ineffective or may be used in addressing occasions of severe or repeated breaches of conduct. Suspension from school will be at the discretion of the principal/dean. Students may be suspended from school for a period not to exceed ten consecutive school days.

While suspended, a student is excluded from school and is prohibited from attending any of the school's extracurricular activities. A suspended student must be accompanied to school by a parent/guardian in order to be readmitted to classes. Students are expected to keep up with their work and turn it in upon their return although no grades or credit will be given.

Expulsion

Expulsion is reserved for those situations where the behavior of a student is so severe, and the prospect of reform so unlikely that continued presence in the school is detrimental to the educational purpose. Every attempt will be made to work closely

with a student and his parents/guardians toward the resolution of problems before expulsion will be considered.

A student may be expelled from school for misconduct of a very serious nature or for a repetition of conduct for which the student has been suspended.

Expulsion from school will be at the discretion of the principal in consultation with the director and the Episcopal Vicar. Expulsion results in the loss of credit for the semester during which the student is expelled.

Corporal Punishment

Corporal punishment will not be permitted in Catholic schools of the Diocese of Owensboro. Other means of discipline are to be used.

Emergency Response

General Information

The safety of all persons on campus is the primary concern during any emergency response. Procedures in the Emergency Response Handbook are designed to promote immediate measures to maintain or restore a safe environment. Student safety is a particular concern. As part of our crisis plan, all teachers and staff are aware of the procedure to follow and keep your children safe.

In the event of an emergency situation, parents are asked to refrain from calling or coming to the school to seek information. Heavy phone traffic may compromise the ability of school staff to provide the proper level of assistance or to communicate with appropriate agencies to obtain needed help. The arrival of additional persons on campus may increase the risk of injury to those already present as well as to those coming to campus. When the situation permits, the school will notify parents/guardians about events and procedures to come and pick up children. Please remember that children may not be in the school building. Please follow staff instructions to sign out your children from the appropriate location. Local media will be notified as necessary depending upon the situation.

Emergency response signs are located near the door in each room. Each includes the signal for various emergencies, the location of safe areas, and the route for emergency evacuation, if necessary. Visitors should look for the signs in the event of an emergency notice. All persons in the building or on the grounds should comply with the safety procedures if at all possible.

During any emergency response-drill, or actual emergency, students are to remain quiet, follow all instructions from their teacher or the staff, and move about in an orderly fashion.

Drills will be conducted in accordance with state and other regulations. Termination of all emergency drills will be at the discretion of the principal or person serving in the capacity of incident commander. All persons in the building or on the grounds should participate in the drill if at all possible.

An earthquake drill is announced over the school intercom.

In case of emergency evacuation, the elementary school gathers at Lourdes Medical Pavilion. The middle and high school gather at Lourdes Hospital.

Fire

The signal for a fire is a continuous buzz along with the flashing fire indicator light. Students must maintain silence and exit the building by the assigned route without pushing or shoving. If the alarm sounds during a transition time in MS/HS, students should follow the procedures for their destination class. Students must exit the building and report immediately to the assigned area. Students must maintain good order and quiet while the teacher in charge verifies those present.

Severe Weather or Tornado

Severe weather conditions will likely be preceded by watches. When notified of a severe weather watch, teachers and staff should immediately review the severe weather procedures and safe areas with their class. Response time to a warning may be short, and every effort must be made to comply with safety procedures as quickly as possible.

The signal for a tornado or severe weather incident is three soundings of the emergency alert (ES), or three short blasts or rings, pause, three short blasts or rings (MS/HS). High/middle school students move to an inner classroom and sit facing the wall and knees drawn up to chest. Elementary students move to the designated safe areas in the corridor and sit with their backs to the wall and knees drawn up to their chests. Students should avoid the swing zone of doors.

The shelter time for severe weather or tornado may be long. Every effort must be made to stay vigilant and maintain the proper safety procedures.

Earthquakes

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. The school faculty, staff and students should be guided by the following.

If Inside:
a) Students should move quickly away from glass and get under the desks. Evacuation (if practiced) will use the same routes as those of a fire. If the event is expected to last a long time, don't panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
b) To protect from falling objects, take cover in this manner:
c) Get between desks or under a table or bench (hold on to the furniture legs to avoid furniture moving away). If possible, cover head with coat or other clothing to minimize injury.
d) If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows, or other expanse of glass.
e) All doors should be left open to minimize jamming if the building shifts. Stay put and take best cover. Do not attempt to run through the building or outside because falling objects are found near outside doors and walls. If in a restroom or other room with no desks or furniture, get against inside wall or inside doorway and crouch.

f) Evacuate the building using usual procedures as soon as the principal (or person serving in that capacity) has told you to do so. Be careful of fallen objects that might inhibit your movement. Report to assigned post-evacuation assembly areas (ES-eastern end of the soccer field; MS-softball field; HS-western end of the soccer field).

g) Follow the outside procedures.

If Outside:

a) Move quickly away from building and from overhead electrical wires

b) Lie flat, face down, and wait for shocks to subside

c) Roll count of students will be taken and reported to the person in charge as soon as it is safe

d) Do not attempt to enter the building until authorized to do so

e) Do not light fires or touch fallen wires

f) Be alert for instructions from person in charge

Intruder/Lockdown

Upon hearing the announcement "IMPLEMENT INTRUDER PROCEDURES," students will go immediately to the nearest occupied classroom or office.

Teachers and staff will go immediately to the hall to ensure all students go as quickly as possible to a safe place (as described above) and then return to the classroom.

Inside offices and classrooms, teachers will close and lock all doors and windows. Where present, window shades or curtains will be drawn. All persons in the classroom will take a position away from the area that might be viewable through door windows, and remain as quiet as possible.

The office will poll classrooms to take attendance. Teachers and office personnel will record the names of those present, and stand by to report extra or missing students and any visitors present when polled.

Students and staff will remain in locked rooms until the all clear is announced by the principal or other designated person in charge.

Field Trips/Travel for School-Sanctioned Activities

The purpose of school-sanctioned activities is to allow young people to grow in their faith, have a good time, form Christian friendships, and have an educational and learning experience. Therefore, there are certain expectations of students and adults who participate.

Permission for field trips must first be obtained by the faculty sponsor from the principal. Faculty representatives are to be present for the trip. Parent permission in writing is required through a form provided by the teacher or by the faculty sponsor.

Senior Trip will be no more than two nights and will involve no more than two school days.

Elementary parents may sign a blanket field trip form, giving approval for children to attend all regularly scheduled field trips during the school day. Parents providing blanket permission will be notified in advance of any field trip, at which time the parent may withdraw permission for that field trip or any or all subsequent field trip(s). Parents who do not provide blanket permission will receive a separate field trip permission form for every field trip. Middle and high school parents are required to fill out a separate form for each field trip.

All school regulations are in effect on school trips. Students will be in regular school uniform, unless otherwise stated by the principal.

Transportation for School-Sanctioned Activities

School buses or commercial vehicles will be used for transportation whenever possible. When it is not possible to use such vehicles, privately owned vehicles may be used as long as the owner is aware that his/her vehicle insurance is primary. Liability coverage limits are recommended to be at $300,000 at a minimum. It has been a trend for several years that individuals who drive frequently for organizations carry a minimum of $500,000.

All volunteer drivers must fill out the Volunteer Driver's Form. This will be kept on file in the school office and **updated annually or as needed**. Drivers for youth events must be at least 21 years of age.

No privately owned vehicle may be allowed to leave the school site unless a seat belt is available for each passenger. It is the driver's responsibility to ensure that all vehicle safety and traffic laws are observed. All drivers are encouraged to be aware not to place anyone weighing less than 100 pounds near an air bag.

When more than one vehicle is used to transport participants, all drivers should have written directions/maps and be briefed on the area.

No adult should be ALONE in a vehicle with a minor (anyone under age 18)

All drivers should drive directly to and from designated locations without unnecessary stops. Acceptable stops might include: illness, bathroom breaks, or vehicle problems.

No firearms are to be carried in any vehicle at any time.

All drivers must have participated in the Safe Environment Program.

Chaperones and Other Volunteers

1) Supervision is more than physical presence; it is full time involvement with the students.
2) All chaperones must be at least 21 years of age.
3) All chaperones will abide by the same rules and requirements given to minors (i.e. no alcohol consumption at any time during the trip or event).
4) All volunteers will complete the appropriate records check as required by the Diocese of Owensboro. The returned records will be kept on file at school.
5) Chaperones will not at any time purchase or make available questionable or illegal items for a minor (i.e. smoking materials or any smokeless tobacco product, alcohol, drugs, weapons, condoms and sexually suggestive materials, clothing or items).
6) Adult leaders may not use tobacco products while in the presence of minors.

7) On overnight and/or out-of-town activities, some chaperones should be of the same gender as the participants. If there are male and female students, there should be a male and female chaperone.
8) All chaperones must have participated in the Safe Environment Program.
9) Chaperones should not bring other small children or other persons for whom they are responsible to an event for which they are chaperoning.
10) Diocesan Safe Environment requirements must be followed for all school trips.

Safety Policy for School-Sanctioned Trips

When possible, St. Mary School System provides bus transportation for student trips (field trips, etc.). All students must ride the bus unless specific permission is granted by the principal. Parents are encouraged to ride with students on the bus.

St. Mary School System relies on volunteers to provide transportation for students to many off-campus activities, such as regional and state academic competitions, plays, sporting events, etc. We are grateful to those who generously volunteer to drive whenever asked. In agreeing to provide this service, parents assume a very serious responsibility. Realizing that the safety of our students is of primary concern, the St. Mary School System Education Committee insists that all traffic rules be obeyed, that all passengers wear seat belts and speed limits be adhered to at all times when transporting students. Drivers are to transport students directly to and from the stated off-campus activity. No side trips are to be taken. All volunteer drivers must have a signed form on file in the school office.

Should a volunteer driver fail to comply with this policy, it is the responsibility of the person in charge of the function which precipitated the trip to confront the violating driver at the first possible opportunity, and to report the violation of this policy to the principal of the respective school immediately upon returning from the trip. Any reported violations will be handled at the discretion of the respective school principal immediately upon returning from the trip.

Policy for School-Sanctioned Dances

Dances that are school-sanctioned and that take place on school grounds are to be conducted in a manner that also follows appropriate guidelines for student behavior. Simply put, the goal of these school-sanctioned dances, should be for "inclusive fun," where students feel welcomed to participate. Music will be chosen and/or approved at the discretion of administration prior to the dance. At least four parents must be on hand to chaperone, in addition to the assigned moderators. Any misbehavior at a school-sanctioned dance will be treated as if the same behavior happened during school hours, and punishment will therefore be determined appropriately.

Grading System

General Grading System
1) **A: Superior Rating:** An excellent grasp of the subject according to the objectives of the achievement phase; completeness and thoroughness in daily assignment; voluntary participation in discussion and recitation; close attention during class periods; contribution of special information; excellent ability to communicate.

2) **B: Good Rating:** More than average preparation of class assignments; good knowledge of the subject according to the objects of the achievement phase; independence in preparing work; willing participation in class recitation; above average attention during the class period.

3) **C: Average Rating:** Average knowledge of the subject according to the achievement phase; participation in class discussion when called upon; ordinary development of attitudes and ideas.

4) **D: Inferior Rating:** Completion of the minimum requirements of the achievement phase; little participation in class discussion; low grades on tests.

5) **F: Poor Rating:** Knowledge of subject is inadequate; irregularity and incompleteness of assignments; neglect of participation in class discussion; failure on tests.

6) **I: Incomplete:** The grade of "I" is administered to a student who has been absent from class or school for an extended period of time, has missed exams, or for other reasons has not met the requirements of classroom or course work as outlined by the teacher. It is the student's responsibility to complete requirements sufficiently. Any student receiving an incomplete grade has a two week time limitation to complete required work before a grade is recorded. Exceptions may be made upon written agreement among the teacher, student and the principal.

Middle and High School Grading Scale

Numeric Range	Grade	GPA Assignment	AP/Dual Credit Weight
98-100	A+	4.00	4.40
94-97	A	4.00	4.40
90-93	A-	3.67	4.037
87-89	B+	3.33	3.663
83-86	B	3.00	3.30
80-82	B-	2.67	2.937
75-79	C	2.00	2.20
70-74	D	1.00	1.10
69-0	F	0	0

The quality point system uses the cumulative average of grade points earned during freshman, sophomore, junior and senior years according to a four (4.0) point scale. Advanced placement courses and the dual credit courses are multiplied by a factor of 1.1. Letter grades are the only determining factor in computing the grade point average. Cumulative grade point averages are recalculated at the end of each semester. The valedictorian will be determined by the highest numerical grade. The salutatorian will be determined by the next highest numerical grade.

To be considered as valedictorian or salutatorian, the student must have been enrolled at St. Mary High School his/her entire junior and senior years.

Elementary Grading Scale			

A - Excellent Progress			93 - 100
B - Above Average			85 - 92
C - Average			78 - 84
D - Below Average			70 - 77
F - Failure Below 70			

High School Course Average

Numerical grades are the determining factor in final averages. Credit indicates the amount of credit the student receives for the completion of the course. Each course is equivalent to one-half credit per semester.

Promotion

Regular and special promotions and retentions should be coordinated among teacher(s), parents and principal in consultation with the advisory staff, and students as appropriate. Such decisions should be based on the total evaluation of a student's growth in all areas of his/her development, especially emotional, psychological and academic.

Any possibility of retention will be communicated in writing to the parents and student as soon as possible. If a parent(s) does not agree with the recommendation of the school to retain a student, the parent(s) may be asked to send the child to another school.

High School Academic Level of Classes

Academic excellence is to be reflected in all classes. Students are to perform at the highest level of expectation.

The Advanced Placement (AP) Program is an academic program of college level courses and examinations for secondary school students. This program is sponsored by the College Board. The AP Program provides students the opportunity to pursue college level studies while still in high school and possibly to receive college credit.

All students enrolled in AP classes must take the AP exam. The fee for this exam is the responsibility of the student.

The dual credit courses also offer the opportunity for students to pursue college level studies while still in high school and possibly to receive college credit. Fees for these courses are the responsibility of the student.

Academic Excellence: Middle/High Schools

Academic excellence is recognized in the Middle School at the end of each of each semester as follows:

Principal's List requires the student to have maintained a 4.0 cumulative grade point average. First Honors requires the student to have maintained a cumulative 3.75-3.99 grade point average.

Academic excellence is recognized in the High School at the end of each semester as follows:

Principal's List requires the student to earn a 4.0 grade point average for the semester. First Honors requires the student to have maintained a 3.75-3.99 grade point average for the semester.

St. Mary High School National Honor Society

Membership is open to juniors and seniors who have attended St. Mary High School a minimum of one semester. Rules and criteria will be distributed to students by the NHS advisor.

1) Students currently on disciplinary probation are ineligible
2) In the fall, the guidance counselor gives the chapter sponsor a list of all nonmember students who have attained a 3.7 cumulative grade point average for their high school career
3) The sponsor gives each candidate a Student Activity Information Form to be filled out and returned within one (1) week along with a short essay. To be considered by the faculty, the Student Activity Information Form must be signed and dated by the parent(s)/guardian
4) A compiled list of students who have returned their Student Activity Information Forms on time is sent to all high school faculty members with an instruction sheet which asks the faculty to rate each student with whom they are familiar on a scale of 4, 3, 2, 1 on remaining criteria for membership: leadership, service and character. The instruction sheet contains an explanation of these criteria copied from the National Honor Society Handbook. Each teacher also receives copies of the candidates' Student Activity Information Forms.
5) When the faculty has returned the rating sheets, the National Honor Society Faculty Council, which consists of five faculty members and the sponsor as an ex- officio member, computes each student's rating point average in leadership, service and character. This is calculated in the same way as grade point averages. Candidates receiving an overall rating point average of 3.0 are eligible for membership.
6) Individual rating sheets, representing the best professional judgments of faculty members, are considered confidential and not subject to review. Inquiries about procedure may be directed to the principal of St. Mary High School.
7) All successful candidates will be sent an invitation to join the National Honor Society which they must either accept or refuse. Unsuccessful candidates will be sent a letter stating that they have not been accepted at this time, noting the area, or areas, of deficiency.
8) An unsuccessful candidate who continues to maintain a 3.7 grade point average will again be eligible at completion of the current block
9) Once accepted into the National Honor Society, a student must maintain all criteria to continue his/her membership.

St. Mary Middle School Honors Assembly

Membership is granted to 7th & 8th grade students selected by the faculty of St. Mary Middle School in accordance with criteria established by the school. Students who are eligible to make application to join will complete the Student Activity Information Form and submit it to the faculty moderators by the appointed date. To be considered by the faculty, the Student Activity Information Form must be signed and dated by the parent or guardian and returned by the designated date.

Membership will be open to students who have been at St. Mary Middle School a minimum of one semester. Membership is open to 7th and 8th grade students.

Membership is open to students who have maintained a 3.75 cumulative grade point average. Membership is also based upon the criteria of leadership, service, character, and citizenship.

A list of the students who have returned their Student Activity Information Form on time will be sent to the Middle School Faculty along with copies of the students' forms. The faculty will be asked to rate the students on a scale of 4, 3, 2, 1 on the above criteria. The rating sheets will be returned to the moderators, who will calculate an overall rating point average. Students who receive an overall rating of 3.0 are eligible for membership.

Students will be notified in writing of their eligibility for membership and will respond in writing if they accept or decline the invitation for membership. Those students not offered membership will be afforded a conference with the moderator to discuss areas of improvement.

An unsuccessful candidate who continues to maintain a 3.75 grade point average will again be eligible for the following semester.

Once accepted into the St. Mary Middle Honors Assembly, a student must maintain all criteria to continue his/her membership Student receiving more than one detention per semester may receive disciplinary action.

High School Course Work At West KY Technical & Community College

West KY Community & Technical College (WKCTC) courses are college courses and do not replace high school course work unless it is part of the dual credit agreement.

> JUNIORS and SENIORS
> a) Students must meet ACT and GPA requirements set by the college to be eligible to enroll in dual credit courses.
> b) The student will have completed the core requirements for graduation from St. Mary High School at the end of his/her senior year.
> c) The student has a recommendation from the principal or the guidance counselor.
> d) The student must be enrolled in a minimum of five classes per semester at St. Mary, including the core subject requirements.

e) The schedule is flexible enough to accommodate the student, that is, the released time period does not interfere with the core requirements.
f) Excessive absences from the college class will terminate the student's participation in the program
g) The course is taken for credit. (Auditing is not acceptable).
h) Student will assist assigned St. Mary teacher on days when class does not meet.

Course Work at Paducah Area Technical School

St. Mary High School permits students to participate in the Paducah Area Technical School (Trade School) provided the following criteria are met:

a. The student is classified as a junior or a senior.
b. Core subject requirements have been met.
c. The schedule is flexible enough to accommodate the student. That is, the released time period does not interfere with core subject requirements.
d. Written parental permission is obtained which allows the student's participation in the trade school program
e. Applications are submitted to the guidance office. The counselor will submit these applications to the faculty involved and/or the curriculum committee for final approval.
f. Excessive absences at the trade school will terminate the student's participation in the program
g. Student fulfills all attendance requirements
h. Students will not be allowed to change schedule once the school year begins (No mid-term changes).

MS/HS Virtual/Correspondence Courses

St. Mary High School students will be allowed to take a correspondence course only to correct a credit deficiency as required for graduation, for foundational assistance before going to the next level, or for other reasons approved by the principal. Correspondence courses are approved by the principal as recommended by the guidance counselor. Virtual classes are available to students for subject areas not currently taught on campus or for a reason approved by the principal.

High School Classifications

Students at St. Mary High School must take a minimum of seven credits of class work for each year of attendance. The only exceptions to this are for those juniors and seniors who fulfill the requirements for taking course work at Paducah Area Vocational School or at West Kentucky Technical and Community College.

Student Classification is as follows:

Level	Credits
Freshman	0-5
Sophomore	6-12
Junior	13-20

Senior	21 or more

HS Graduation Requirements are as follows:

Fine Arts	1 credit
Health	1/2 credit
Language Arts	4 credits
Mathematics	4 credits *
Physical Education	1/2 credit
Religion	4 credits
Science	3 credits **
Social Studies	3 credits
Electives	6-8 credits ***
TOTAL	**26-28 credits**

* Required courses are Algebra I, Algebra II, Geometry, and one Math core course;
** Required courses are Biology, Chemistry, and Physics
*** Colleges recommend two years of Foreign Language

1. Credits as described above
2. Seniors will be required to fulfill all St. Mary graduation requirements, be a full-time student, and be current with tuition to participate in the graduation ceremony. The only exception is in the event that a student lacked one (1) credit at the time of the graduation ceremony. If a commitment is made to fulfill the credit during the immediate summer following graduation, that student would be permitted to participate in the graduation ceremony. This exception would be subject to approval of the principal based on the individual's particular situation.
3. Seniors are required to attend scheduled graduation practices on time in order to be eligible to participate in the graduation ceremony.
4. Report cards, transcripts and diplomas will not be issued until all financial obligations are met.
5. The graduation ceremony is a very special and solemn occasion and a reflection of the St. Mary School System's "pursuit of excellence through Christ." It is expected that graduates will conduct themselves with dignity and decorum befitting a St. Mary student.
6. Graduation dress is to be formal in nature, "Sunday best." No flip-flops, no tennis shoes, and students should not alter or embellish any part of the graduation cap or gown. NHS stoles, Gatton/Craft Academy stoles, St. Mary honor cords, Youth Lead cords, and other pre-approved graduation cords are the ONLY "honors" items to be worn with the graduation gown at the ceremony.

Homework

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

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

Lost and Found

Please label coats, jackets, sweaters, etc. to keep this to a minimum. Any items found in the school building or on the school grounds should be taken to the school office to be placed in Lost and Found. At the end of each semester, unclaimed Lost and Found items are taken to St. Vincent de Paul.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Library

Library/Media Center Guidelines

St. Mary Middle and High Schools
   a) Library hours - Monday through Friday, 7:00 AM through 3:00 PM.
   b) Material may be checked out for a two week period and renewed once for an additional two week period.
   c) Replacement cost will be charged for any lost articles.
   d) A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks).
   e) Students with past due material or owing fines will be denied check out privileges.
   f) Final grades, records, diplomas, and transcripts will not be released until all fines are paid.
   g) When classes are being conducted in the library, students from other classes are allowed to use the library with special permission only.
   h) Excessive printing may result in charges for copies.

St. Mary Elementary School

   a) Library hours - Hours vary according to the academic schedule. Each class (K-5) is scheduled to visit the library on a regular basis.
   b) When classes are being conducted in the library, students from other classes are allowed to use the library with special permission.
   c) Material may be checked out for a one week period and renewed once for an additional one week period.
   d) Replacement cost will be charged for any lost articles.
   e) A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks).
   f) Students with past due material or owing fines will be denied check out privileges.
   g) Final grades, records, and transcripts will not be released until all fines are paid.

Media Center Computer Use. Computers in the media centers are for school related academic purposes only.

Medication At School

The faculty and staff are not permitted to dispense to students any internal medication that is not provided by the parents. If a student must take any type of medicine during the school day, the student must take the medicine to the school office at the beginning of the school day along with a prescription from the doctor explaining what the medicine is and when the child should take it. This includes nonprescription as well as prescription medication.

All medicines must be in an original container appropriately labeled for patient and dosage. The student will come to the office and take the appropriately packaged medicine under the direct supervision of school personnel.

Antibiotics or other medications that are directed to be given two or three times a day are to be given at home unless specifically ordered to be given during school hours by the physician or dentist. An exception could be made by the nurse or principal if the student remains at school after 3:30 p.m.

In certain situations, students are allowed to responsibly carry self-administered medication (i.e., Epi-pen, inhaler, insulin). However this may be done ONLY with a written physician's authorization, written parental authorization, and signature of the principal.

Off-Campus Conduct

The administration of St. Mary School System reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parent/Teacher Communication

Official School System Communication System

The St. Mary School System sends emails regularly to parents who are registered in a program called Constant Contact. In emergency situations, we also send text messages for those who have opted into this service. It is the responsibility of the parent to ensure all contact information in the system is correct. The Technology Coordinator in your building will assist you in setting up Plus Portals accounts.

Parent/Teacher Communication via Plus Portals

Classroom assignments from individual teachers should be posted weekly on the school portal. Parents and students may obtain homework assignments at each teacher's website on Plus Portals. Administrators and teachers may be contacted by email <u>first name (period) last name @smss.org.</u> (e.g. Jane Doe = jane.doe@smss.org).

Report Cards

Report cards are a means of informing the parents of their child's progress. Report cards are distributed or sent via email four times a year. Parents are encouraged to contact the teacher immediately when there is evidence or concern about serious academic and/or behavior problems. Report cards are available online and/or distributed in all three schools at the end of each grading period.

Parent-Teacher Conferences

Conferences will be held in October. Parents are encouraged to schedule conferences throughout the school year as needed.

Conflict Resolution

Every effort should be made to solve problems immediately and at the appropriate level. There is no substitute for open and honest communication whenever a question or problem arises. When a concern or a problem arises, every effort should be made to address it at the appropriate level. If satisfaction is not achieved at that level, the next highest level in the chain of command should be approached.

The normal process for consultation would be as follows:
  a. Teacher - Student
  b. Teacher - Student - Parent conference
  c. Principal - Teacher - Student - Parent conference
  d. Director - Principal – Teacher - Student - Parent conference

Parental Custody

Divorced or separated parents must file a complete court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Elementary report cards will be mailed to non-custodial parents whose addresses are provided when requested.

Please note that the safety of your children is always our utmost concern.

Parents' Cooperation

Parental cooperation is essential for the welfare of the students of St. Mary School System. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and may sever the family's relationship with St. Mary.

Permission to Use Student Name/ Photo/ Information

As required by the Family Education Rights and Privacy Act (FERPA), the St. Mary School System hereby gives notice of intent to release student directory information, including a student's name, address, phone number, date and place of birth, weight, height, dates of attendance, major field of study, participation in officially recognized activities and sports, diplomas, or specific awards as appropriate in news releases or promotional materials. St. Mary may also use a student's name or photo in news media interviews, photographs, videotapes, or on the Internet, and students' works may be published in articles, books, or professional journals. **If a parent does not wish for student information or photo to be used, the parent must notify the school office in writing.**

Parent Teacher Organization

The elementary school's parent teacher organization is called "Partners in Education" or "PIE." The organization is vital to the success of the school. Volunteers may sign up in the school office.

The middle and high school have a PTO which organizes parties for the students and supports the teachers in their efforts.

Pesticides

St. Mary School System provides numerous health services for students. One of those services is pest control. State regulations require that the school give a 24- hour notice prior to any pest control application made on school property to parents who request it. Parents must notify the school office in writing if they wish to be notified of the pest control application.

Presence On Campus

The following regulations govern the presence of students on the campus at times prior to the beginning of the school day:

High/middle school students may go to the commons after 7 AM. Students should not be in the building prior to 7 AM with the exception of early morning orchestra members.
Elementary school students:

a) Elementary students who arrive before 7:15 AM must check into the library. (Preschool students may enter the library between 6:30 and 7:15 a.m.)
b) The gym doors will be opened at 7:15 AM by the teachers as they come on duty. At this time, students may enter through both sets of gym doors.

The following regulations govern the presence of students on the campus at the end of the school day:

a) The high/middle school campus closes at 3:30 PM. Only high/middle school students who are working under the supervision of a moderator or coach will be permitted to remain on campus after 3:30. Please make provisions for your child to be picked up on time.

b) Middle school students enrolled in ASP will be escorted to the elementary school at 2:45 PM.
c) Elementary students remaining on campus after dismissal must be enrolled in the After School Program. (See Drop Off and Pick Up Procedures)

Promotion Policy and Retention Policy

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

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

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Mary School System.

Report Cards

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

No student will be provided a Final Report Card or records transfer if tuition, lunch accounts, library fines, or After School Program fees are in arrears.

Release of Students During The School Day

The school is responsible for students during school hours. Therefore, principals will not release a student from school into the custody of any person other than the student's parents, guardian, or person authorized in writing by the parent.

Students needing medical appointments during school hours require a written note by the parent. They will be called out by the office. Parents are required to sign out their children. Student drivers are required to sign out and in upon return. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for one-half (½) day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Schedule

Elementary School

    Grades K - 5

a. 7:15 AM   Doors open; children report to the gym and take assigned seats
b. 7:35 AM   Warning Bell
c. 7:40 AM   Morning Assembly
d. 2:30 PM   Students are dismissed

Preschool
   Open 6:45 AM - 5:30 PM
   7:45 - 11:00 AM   PrimeTime Learning
   11:05 -11:30 Lunch
   11:30 -2:30 Rest Time and Extended Learning
   2:30 - 5:30 Preschool After School Program

After School Program (ASP) for children in grades K-5 Open
   2:30 PM to 5:30 PM

High School Regular Schedule. 1st Period Bell at 7:35 AM

0 Period	6:55 - 7:35	5th Period	11:20 - 12:12
1st Period	7:40 - 8:32	LUNCH	12:12 - 12:40
2nd Period	8:35 - 9:27	6th Period	12:43 - 1:35
3rd Period	9:30 - 10:22	7th Period	1:38 - 2:30
4th Period	10:25 - 11:17		

Middle School Regular Schedule. 1st Period Bell at 7:35 AM

Period 1	7:40 - 8:32	Lunch	11:17 - 11:45
Period 2	8:35 - 9:27	Enrichment	11:48 - 12:40
Period 3	9:30 - 10:22	Period 6	12:43 - 1:35
Enrichment	10:25 - 11:17	Period 7	1:38 - 2:30

*A Power Snack will be available middle and high school students mid-morning.

School Closing

In the event of inclement weather, St. Mary School System will close at the discretion of the director, in consultation with the principals. Closing or delay will be announced on WPSD-TV (channel 6), KFVS-TV (channel 12), and on the following radio stations, WKYQ, FM 93.3 and WKYX, AM 570. Please make sure the school has current email and telephone information. Text messages and emails will be sent upon delays and cancellations.

Administrators or other school personnel should not be telephoned or texted at home. St. Mary School System WILL NOT follow the McCracken County School System or the Paducah City School System in determining school closings. The director and the principals will collaborate on any decision to close the St. Mary School System.

Decisions to keep school open on bad weather days are based on how safe it is for the majority of our students to get to school. Conditions may differ from one section of the county to the next. Parents should keep their children home if they feel it is too dangerous for them to travel to school.

School Hours

Grades K through 12:   7:40 a.m. – 2:30 p.m. Students not in their classrooms at 7:40 a.m. are considered tardy.

At St. Mary, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The elementary library doors are opened for students at 6:45 a.m. Students (P-5) arriving at that time will be charged a small fee for childcare until they go to the gym for assembly or the cafeteria for breakfast.

The elementary gym doors are opened at 7:15 a.m. for students to come in for breakfast or to wait for morning prayer.

The middle and high school door is unlocked at 7:00 each day.

Prayer and afternoon announcements begin at 2:25 p.m. each day. Dismissal immediately follows.

St. Mary offers an After School Program.

School Lunch Program

A.   It is the intent of the St. Mary School System Food Service Program to provide nutritious meals to students during the school day. St. Mary School System participates in the federally funded meal program that is supported by our tax dollars and abides by all wellness policies as promulgated by the federal program (http://www.fns.usda.gov/cnd/Lunch/). We strongly urge all eligible families to participate in the Free and Reduced Price Lunch Program. Doing so helps subsidize our food service.

B.   In keeping with the provisions of the federally funded breakfast and lunch program, parents and students are reminded of the following federal regulation that strictly governs our participation in the program. In order to maintain the nutritional integrity of meals available to students, the sale or serving of any food or beverage item to students in competition with the National School Lunch Program shall be prohibited on the school campus during the school day until one-half hour after the close of the last lunch serving period.

C.   No sodas or competitive foods, e.g., Hardee's, McDonald's, Domino's, will be allowed unless before the first school bell rings or one-half hour after the last lunch period at a particular building. This regulation also applies to parents who bring competitive foods to their children in order to eat with them at

school. Parents who wish to "treat" their child to fast foods at lunch are required to check the student out of school. Violation of this policy could result in the immediate loss of federal subsidy for that day and jeopardizes the entire federal subsidy for St. Mary School System. Strict adherence to this policy will be expected.

D. Lunch payment will be established through the cafeteria staff in each building.

E. Students who pay with cash will not receive change. Rather, the amount will be added to the student's account.

F. Elementary school menus will be sent home monthly and posted on the school website.

G. ES Students will be allowed to charge three (3) charges on full Breakfast and Lunch meals only. MS/HS students will be allowed only one (1) full day of charging. No charges will be allowed on a la carte items. Student will be given one week to pay charges. No partial charges will be allowed. If a student does not have the full amount, they will have to charge that day.

H. Students charging a meal may be recorded in the line at the register or at an earlier designated time through the office. The charges provided by the Diocese must be used in order to provide a clear audit. Adults will be allowed three (3) charges on full meals only. No charges on a la carte items will be allowed.

I. Students are expected to clean tables, chairs, and floors before leaving the cafeteria.

J. All families shall complete a free and reduced lunch form which is submitted to the diocesan food office. This helps us receive federal Title dollars for additional instruction for our students.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

St. Mary attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously, in jest, or online)** face detention, suspension, and/or expulsion. Harassment of any type is not tolerated.

The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Student Marriage/Pregnancy

Student Marriage

Curriculum and activities in a Catholic high school are not designed for the married student. Therefore, married students may not enroll in a Catholic high school. If a student marries before graduation, he/she is advised to complete graduation requirements through other agencies, or institutions. Marriage guidelines of the diocese must be followed.

Student Pregnancy

In view of our Catholic teaching on pro-life, the school policy of St. Mary School System affirms the sanctity of the life of the unborn, the reputation of the students (boy or girl) involved, and the good name of the school. Every means will be made available for the students faced with this situation to earn their diplomas from St. Mary High School. Students involved in a pregnancy will be required to sign a "Student Pregnancy Contract".

Technology

Acceptable Use Of Electronic Resources:

Electronic resources are tremendously useful and powerful sources of information. Electronic resources include but are not limited to educational and productivity software, CD-ROM, information databases, and the Internet. Some of the benefits of electronic resources are the many research possibilities, connectivity within and outside our buildings, and experience using telecommunications tools.
Because of these benefits to teaching and learning, the St. Mary School System offers access to these various resources to students, teachers, and staff.

Access to electronic resources can range from read-only access of instructional software to full search capabilities of the Internet. Grade level will determine the initial level of access. Access will be in public places under supervision. The moral and responsible use of electronic resources will be taught along with the technical skills of using them. The St. Mary School System maintains the right to limit access to software and/or documents found on the SMSS network or the Internet via technical or human barriers. Students who violate the electronic resources policy will be disciplined and shall not be granted further use of the equipment, software, or information access systems; the student/user login account will be suspended or closed.

Elementary (PreK-5) students are allowed to use network resources using a "student" login (STUDENT1 or STUDENT2). This type of login allows read-only access to instructional software and database files. Elementary students' access to the Internet is only available under the strict supervision of a teacher or staff member. Elementary students are not allowed to have unsupervised access to the Internet.

<u>Middle (6-8) and High (9-12) School students</u> are allowed to use network resources using an independent school network account "user" login (USER1 or USER2). This type of login allows read-only access to instructional software and database files and a private storage directory for student work. Middle school students are allowed Internet access under the direct supervision of a teacher or staff member. This login does not allow the user email, chat room, file downloading (which includes music) or newsgroup access.

Electronic Resource Use Standards

All users of electronic resources (including parents, guardians and students) must recognize that computers have the potential to make either a positive or a negative impact on the world. As a member of the St. Mary School System, each user must do all he/she can to ensure that computers influence the world in a positive manner. To that end each user must pledge the following:

1) Use their login account in support of education and research in a manner consistent with the educational objectives of the St. Mary School System.
2) Keep their user information (login and file names) confidential. They will not share their login with other students. They will not use or attempt to use anyone else's login.
3) Not break into or attempt access to the SMSS network or any other network.
4) Honor files and programs as private property and will not add, erase, rename, or make unusable any file or program that is not their own.
5) Respect all others with whom they communicate through electronic resources. They will not annoy, offend, harass, or threaten anyone within or outside the school system. They will not get from or put onto the network any offensive, obscene, illegal, or threatening material.
6) Not use any online email, chat room, or newsgroup.
7) Keep all systems safe from computer viruses. They will never write, produce, copy, or introduce any computer code designed to damage the performance of any computer. They will not use any diskette until it has been scanned for computer viruses.
8) Respect copyright protection for all software, images, and sounds. They will not obtain or put onto the network any copyrighted material. Copying or knowingly using such software, image, or sound is illegal and is a criminal offense.
9) Practice good stewardship with all technology systems. They will not remove, add, adjust, fix, or tamper with any equipment without explicit directions from a teacher or staff member. They will not intentionally damage any piece of equipment or software. They will notify a teacher or staff member of any damaged equipment or of anyone damaging equipment.
10) Not change screensavers or background photos.

Social Media

Online Content: Engagement in online social networks such as, but not limited to, Facebook®, etc. may result in disciplinary actions if the student's or parent's content includes defamatory comments regarding the school, the faculty, other students or the parishes.

Cell Phones: It is sometimes necessary for elementary students to bring cellphones to school so they will have them for after school activities. These phones need to stay in the student backpacks and turned off while in the school building. Cell phones

should not be brought to school for Show-n-Tell. Use of smartwatches which have cellular capabilities is not acceptable in the elementary school. It is also not allowable to connect these smartwatches to the school wifi.

Middle School and High School students are to put cell phones in lockers, and keep them there throughout the school day. Students may check phones briefly during passing time between classes. High School students are allowed to use cell phones during lunch period.   Any use of a cell phone for an extended use of time needs to be approved by the supervising teacher. Students can also use the office landline phone, when needed, throughout the school day (please see "Telephone" heading below). Violations of this policy will result in administration confiscating phones for the school day with chronic offenders not being allowed to bring cell phones on school property. Air pods and other types of headphones are prohibited. Smart watches and other wearable technological devices will also be confiscated when they distract from the educational process.

Electronic Readers (E-readers): e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.   The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Other Accounts: Photos and captions on a student or parent's social media account (such as Instagram or Twitter) that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion, and may be turned over to law enforcement if appropriate.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must have a pass from their teachers. The office phone is a business phone, and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

The Measures of Academic Performance (MAP) Testing will be given in grades K-6.

The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5, 8 and 11.

Other tests include the ACT Aspire for Grades 7-9, the State administered ACT in 11th grade, and the optional PSAT for 10th and 11th grade.

Title IX

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

Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** Student records must be requested by the receiving school.

Tuition

Payment of Tuition and Fees

St. Mary operates on a tuition basis. For the most current tuition rates and fees, please see www.smss.org. St. Mary uses a tuition management system (SMART) to facilitate payment transactions. This system can be accessed on-line with 24/7 support. For further information, go to www.smarttuition.com, or www.parents@smarttuition.com to set up your account. Account establishment is a quick and easy requirement for St. Mary families. SMART information is also available by calling 888-868-8828.

Families who anticipate financial need must fill out forms through FACTS . Applications are available at the beginning of the calendar year for the following school year's tuition consideration. Applications are on the school's website at www.smss.org. All submitted financial data is confidential and held by FACTs. Award recommendations are issued by FACTS based on a "qualifications for need" basis similar to a FAFSA application utilized by colleges and universities. Application deadlines are well-publicized, and letters of awards are issued in the summer months.

All tuition must be paid in full before diplomas are given and/or transcripts are released.

Uniform Dress Code

Dress Code Purpose

The purpose of the dress code is the presentation of a neat and pleasing appearance of the student body. Jewelry and hairstyles are not to be distracting to the learning environment or to present an unnecessary safety hazard. The overall appearance of the students of St. Mary must be modest and, at all times, reflect respect for the uniform they wear. Students not in compliance with dress code will not be admitted to

classes. On days when uniforms are not worn, an appropriate, modest, neat and pleasing appearance is expected. This following section discusses the required uniforms for St. Mary students, grades K-12.

Dress Code Summary and Emphasis

1) Navy and khaki (tan) items are available from our school vendor (Hultman's, Inc.). Items may also be purchased from other vendors so long as the color and appearance match those items supplied by Hultman's.
2) Students not dressed properly will not be allowed to class until their dress is altered to comply with the standards of the St. Mary School System.
3) Students are expected to show respect for the school uniform at all times.
4) Shirts/blouses are to remain completely buttoned (except the top button) and tucked in from the time the student arrives at school until he/she leaves the campus.
5) If a "T" shirt is worn, it must be solid white, without logo or markings of any kind. Undershirt sleeves may not extend beyond the length of the uniform shirt sleeve.
6) Pants/shorts are to be worn properly on the waist and not slung low on the hips.
7) Leggings are not considered pants. Navy leggings maybe worn under a skirt or skort.
8) Sweaters/sweatshirts/fleece jackets will be worn, not tied around the waist.
9) Oversized or bulky fits, as well as skinny or too tight fits, will not be permitted
10) Sweaters and crewneck sweatshirts must be worn with a collared shirt under each. Quarter-zip fleece may be worn with a white or navy t-shirt.
11) Walking shorts, skirts, and skorts must be no more than 5" from the floor when measured from a kneeling position.
12) No visible piercings, tattoos, and like body adornments are allowed.Female students may have modest ear piercing.
13) No "spacers," "gages," or band-aids on ears for male or female students.
14) Male students must be clean-shaven at all times. Sideburns must be no longer than the bottom of the ear.
15) Boys' hairstyle must not touch the collar, cover the ears, or hang in the eyes.
16) Hair is to be clean, neatly groomed, and not a matter of distraction.
17) Unconventional hairstyles and dyed hair of unnatural color are not permitted.
18) Outer coats are to be put in the student's locker or hung in the designated place upon arrival at school. They are not to be worn to class. Students are strongly

encouraged to keep a uniform sweater, sweatshirt, or fleece on hand for use in the cooler classrooms.

19) Uniforms must be neat, clean, and not in need of mending.
20) Jewelry should not be oversized or distracting to the learning environment.
21) Hats or bandanas are never to be worn in the building, except on special "theme" days.
22) Commercial or brand emblems may not be visible except for shoes and socks.
23) Ties must be worn properly. Loosened ties are not permitted.

Logo Day/Non-Uniform Day

1) A SMEC approved logo must be worn prominently on the shirt/blouse and must be visible (cannot be covered by another shirt/blouse or jacket).

2) All dresses, skirts, skorts, and shorts must be no more than 5" from the floor when measured from a kneeling position..
3) Pants must be proper fitting - no sagging nor can they be too tight or short.
4) Leggings, jeggings, yoga pants, and spandex are not permitted.
5) Clothes must be neat and clean and free of rips and holes.
6) All rules for shoes still apply due to safety issues.
7) No caps, toboggans, or head coverings, unless it's part of a theme day.
8) On Elementary Logo Day, students may wear their class shirts purchased from PTO or the Spirit Shop.

Elementary School General

1) Footwear may consist of low cut leather dress or athletic shoes. Shoes must have backs or heel straps so as to be secured on the foot. Other types of footwear are prohibited. This includes, but is not limited to clogs, sandals, wheelies, LED shoes or oversized shoes.
2) Shoelaces must be black, white, or a solid color that matches a color on the shoe. Shoelaces must be tied.
3) Boots may be worn to and from school during inclement weather, but must be exchanged for regular footwear during the school day.
4) Hooded sweaters or sweatshirts may not be worn while in class.
5) Plain navy or white sweatshirt, or those with SMEC approved logo only
6) Socks must be navy or white and worn at all times.
7) Bracelets must be modest, in good taste, and not a cause of distraction.
8) Shirts and blouses may not have any logo.

Elementary School Boys

1) Shirt must be white (long or short sleeved) and may be knit with a collar, oxford, or turtleneck.
2) Navy blue dress pants (i.e., Billy-the-Kid or Toughskins), either flat or pleated front. Black, brown, or navy belt. No blue jeans, contrasting stitching, or cargo pants.
3) Navy dress shorts with a black, brown, or navy belt. (no short shorts, gym shorts, jogging shorts, or nylon athletic shorts, such as, "Umbro").
4) Navy sweater, vest, pullover or cardigan

5) Uniform fleece jackets with approved SMEC approved logo are allowed.
6) Necklaces must be worn inside the shirt.

Elementary School Girls

1) White long or short-sleeved shirts may be knit with a collar, Oxford, turtleneck, or plain white blouse with pointed or round collar (no frills or lace).
2) Girls may wear the uniform plaid jumper, uniform plaid walking short, or uniform plaid skorts. Jumpers, shorts, and skorts must be no shorter than two (2) inches above the knee cap.
3) Uniform plaid or navy blue "under- the-jumper" bloomer shorts (optional).
4) Slacks must be navy.
5) Navy sweater may be worn in the style of vest, pullover or cardigan.
6) Uniform fleece jackets with SMEC approved logo are allowed.
7) White, black, or navy tights, or ankle-length leggings may be worn under uniform.
8) Sweatpants may be worn under or over the skirt while traveling to/from school or during outside activity. Sweatpants must be removed while inside the building.
9) Make-up is not permitted.
10) Earrings must not dangle more than 1⁄2 inch or be larger in size than a dime.

Middle/High School Uniform Supplier

With the exception of belts, socks, and shoes, all middle school and high school uniform items are available for purchase from the school supplier. Parents are responsible for matching color and pattern requirements if purchasing KHAKI items from other than designated vendors.

All Middle and High School

1) Footwear may consist of low cut leather dress or athletic (tennis) shoes. Other types of footwear are prohibited. This includes, but is not limited to boots, clogs, sandals, wheelies, flip-flops, LED shoes, or oversized shoes, and shoes with glitter, rhinestones, or sparkles.
2) Skin tone hosiery, navy, black or white socks or tights. Thigh-high socks must not be worn.
3) A tan, black, navy, cordovan or brown colored belt must be worn.

Middle School Boys Shall Wear:

1) Uniform navy long sleeve polo or short sleeve polo with St. Mary school crest
2) Khaki (tan) dress slacks
3) Khaki (tan) shorts
4) Uniform navy sweater, cardigan or pullover, with St. Mary school crest
5) Uniform fleece jacket with SMEC approved logo

Middle School Girls Shall Wear:

1) Uniform navy long sleeve polo or short sleeve polo with St. Mary school crest
2) Khaki (tan) slacks, walking shorts, or Capris. No khaki skorts or skirts
3) Plaid skirts and skorts (ordered from Inka's S'coolwear) Skirts, skorts, and walking shorts are NO shorter than 2" above the knee.
4) Uniform navy sweater cardigan or pullover), vest, cardigan, sweatshirt, or fleece jacket with St. Mary school crest.

High School Boys Shall Wear:

1) Uniform white, blue, or yellow polo shirt with St. Mary crest
2) Blue or white button-down oxford shirt with St. Mary crest
3) Tie or bowtie optional, must be purchased from St. Mary vendor
4) Khaki (tan) dress slacks or khaki (tan) shorts
5) Uniform navy sweater (cardigan or pullover), vest, cardigan, sweatshirt, or fleece jacket with St. Mary school crest

High School Girls Shall Wear:

1) Uniform white, blue or yellow polo shirt with St. Mary crest
2) White or Blue or white button-down oxford shirt with St. Mary crest
3) Khaki (tan) slacks, walking shorts, or Capris - No khaki skorts or skirts
4) Plaid skirts and skorts (ordered from Inka's S'coolwear). Skirts, skorts, and walking shorts are to be no more than 5" from the floor when measuring from a kneeling position.
5) Uniform navy sweater, vest, sweatshirt, cardigan or pullover, with St. Mary crest Uniform fleece jacket with SMEC approved logo

Regulations are subject to review/change. All Uniform Regulations and Guidelines are subject to the discretion of the principal.

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

Visitors

The St. Mary School System values parental involvement and community support. Visitors are always welcome. Safety is a priority. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents and guardians are encouraged to visit the campus. St. Mary School System values instructional time and supports minimal to no interruptions during those times. Appointments are encouraged for conferences during teacher planning time or before and after school.

Visitors to our schools must enter through the main doors and sign in immediately in the administrative offices. A visitor's pass will be given which is to be worn and be clearly seen by all. When leaving, the visitor must sign out and return the pass.

Visitors must be monitored while in the building.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school.

The school will not forward records for students who withdraw with an outstanding balance.

Right to Amend

St. Mary School System reserves the right to amend this handbook. Notice of amendments will be sent to parents via the school website.

APPENDIX

VOLUNTEER HANDBOOK

Welcome Volunteer

Welcome volunteer! We thank you for your generous gift of time and energy to help us provide the finest possible learning environment at St. Mary. Whether your time commitment is several hours a week or several hours each year, your participation as a volunteer is always welcome. Volunteers play an integral role in our efforts to enhance the educational experience of our students. You are a valued and welcome resource for our schools. Volunteer activities make it possible for us to provide enhanced educational programs and services as well as improved community involvement and commitment to the school.

As you perform your volunteer duties, it is important to remember to model the attitudes and behaviors embodied in our Catholic values. Our greatest gift to our students is to help them build a positive, Christian attitude. Your example will help demonstrate the Catholic values we hope to build each day. You will also be helping us build the academic skill and maturity so necessary for our students to be successful. We encourage you to be a strong advocate of our schools and of the experience of volunteering, and to encourage others to join us in our endeavor.

We thank you for accepting the responsibilities of a volunteer. We hope your time as a volunteer will be rewarding. We are grateful you have chosen to be such an active participant. Thank you for all you do.

Volunteer Program Overview

The principal in each school is ultimately responsible to ensure the volunteer program in the school runs smoothly and properly supports the Catholic educational purpose of each school. Where questions arise, the principal should be consulted for clarification.

All volunteers must complete the Volunteer Orientation Checklist before assuming duties.

Volunteer Qualifications

Volunteers must be at least 18 years old. All volunteers working with children must complete the Diocese of Owensboro Safe Environment training program for the protection of children. Training may be completed online at http://www.virtus.org

Volunteers must complete a background check as described in the Diocesan Safe Environment policy.

Each volunteer is responsible for maintaining his or her currency in all training and reporting recurring training dates to the office.

Volunteers who are not current may not assist or work with any minor.

Attendance

Many volunteer activities occur outside the constraints of time or place. However, when volunteering for an activity scheduled for a particular time or place, it is very important to be on time.

Please notify the coordinator, moderator or staff member in charge as soon as possible if you will be unable to be present as expected. You may call the office if you are unsure how to contact the person in charge.

Safety

General school safety rules are posted throughout the building. Each room should have a building map and instructions for emergency evacuation. Please look for these placards in all rooms. In the event of an emergency, the care of children you are helping with is the paramount concern. Please follow the emergency instructions as closely as possible. If you are helping in a public area, please go to the office, or to the nearest classroom, and ask the teacher what to do. In general, all volunteers should be familiar with emergency procedures for fire, intruders, earthquake, and severe weather.

In the event a child is injured, please contact the office right away. An injury report must also be completed by the supervising adult. Children who can, without aggravating an injury, should go to the office right away. Send a buddy with the injured child. NEVER leave children unattended in order to bring someone to the office. If necessary, send a runner or use the intercom to ask the office to send help.

Discipline

Our discipline policy is based on the Christian principle that each person is a temple of God, and should be treated with the dignity and respect God asks of us. In general, discipline should remain formative-allowing the child an opportunity to learn by realizing the error, other (better) options for behaviors, how to avoid the error in the future, and the responsibility for restitution when appropriate.

Please remember you are a model at all times. Children will notice what you do and say, and what you do not do and say. When helping a staff member, please refer disciplinary issues to the staff member. When serving as the supervisor in charge of the children, follow the procedures outlined in the St. Mary School System handbook. Consult with the teacher when supervising a particular class to be sure you are familiar with the classroom expectations. If you are not sure, or for extreme behaviors, feel free to consult with the office.

Privacy

All students, families and staff within the school have an expectation of privacy relative to their school experience. The expectation includes, but may not be limited to behaviors noted during the day, performance on assignments or projects, and involvement in any special program. Information has two characteristics: access and need to know. A volunteer working on a computer system may, for instance have both access to, and need to know, the passwords of staff members in order to perform critical system maintenance tasks. In those circumstances, the access and knowledge are appropriate. However, the volunteer would not have a need to know information about specific students, even though knowledge of passwords might allow access. It would be inappropriate for a parent or student to have access to anything other than his or her personal information. Only the System Director or Principal of the school has the authority to authorize access to private information.

Many activities require the help of volunteers in order for us to complete our educational mission. Volunteers may, as a result of performing their duties, come to know information about our students, families and staff. Results of health screenings, class project results, fundraising results and behaviors observed while helping in a classroom are all examples of information a volunteer might be exposed to in the normal course of his or her duties. **ALL information learned as a result of performing your duties should be kept completely private.** Sharing of information learned in the performance of your volunteer duties, however incidental, is a violation of the privacy expectations of our students, families and staff. The volunteer should never discuss such information, even though it might become public in some other fashion. Rather, the volunteer should simply decline to discuss the information, neither confirming nor denying the information if it comes up in a conversation with someone else.

All requests for information or rulings should be referred to the teacher or office. For example, while grading papers, a volunteer should not discuss grades with any student, other volunteers or parents. Questions regarding activities and practices in the classroom should be referred to the teacher. Parents asking about their own children should also be referred to the teacher. Even general comments, such as a child does not do well on tests, are inappropriate.

Persons working with computer systems, in particular, must maintain a high level of discretion. Under no circumstances should passwords or other security information be divulged to any unauthorized person.

Any volunteer who believes he or she has or might have revealed private information should notify the principal immediately. The principal will discuss the incident and decide on an appropriate course of action.

Each volunteer must complete and return the following Volunteer Statement.

ST. MARY SCHOOL SYSTEM VOLUNTEER STATEMENT

I, _____(print name), as a volunteer in the St. Mary School System, have read and agree to the provisions of the St. Mary School System Volunteer Program. I agree to conduct myself in accordance with the guidelines of the Diocese of Owensboro Safe Environment Program, and the provisions set forth by the St. Mary School System. I agree to hold confidential all information regarding student performance or behaviors that I might learn in the course of performing my volunteer duties. **I agree to report immediately any breach or possible breach of confidentiality by myself or others.**

Signed_____ Date _____