

**2018-2019**

# **Parent/Student Contract:**

***Handbook of Policies and  
Procedures for Parents and  
Students.....***



***"Where Respect, Responsibility and  
Resourcefulness is practiced and lived"***

**St. Mary's Parish School  
with St. Rose's Childcare,  
Preschool through the Middle Grades  
Moscow, ID  
208-882-2121  
[office@stmarysmoscow.com](mailto:office@stmarysmoscow.com)**

***To All Families Enrolled at St. Mary's Parish School,***

*Welcome! We are so blest to have your family as part of our Parish family and to work closely with you, the parents, in the total formation of your child(ren). We have been fortunate to have had continuous Catholic education in Moscow since 1908. And now you are part of that wonderful tradition. Why is this so important?*

*The values we teach are based on a Catholic philosophy of education. Our goal is to have students who are respectful and who accept responsibility for their own learning and behavior. For this to be truly effective it can only be accomplished when all of us--home, school and parish---work together for the sake of the students.*

*In a Catholic school like St. Mary's, children can grow and thrive. It is important that they are happy, challenged and able to develop their potential. We want them to do their best work, and to feel a real sense of achievement.*

*St. Mary's Parish School is your school and we invite you to take a full and active part in all school and parish activities. We encourage you to volunteer your time and talents whenever you are able to do so. The children, faculty and staff always enjoy your presence at the many family activities the school and parish offer throughout the year. Please join your children for Mass on Wednesdays at 9:00 a.m. when the focus is on students leading one another in the community prayer.*

*We desire and encourage you to visit the school often. We want to keep the lines of communication open with you. We want to know your questions, concerns and encouragements. And if a concern or question rises, please contact the school immediately.*

*This contract/handbook is a tool that will assist you in receiving basic information about St. Mary's Parish School. It also suggest a number of things you can do to cultivate sound educational/personal attitudes and habits in your child. The contract/handbook is both general and particular in nature especially when dealing with processes and procedures. If you require any other information, please don't hesitate to contact us at 882-2121.*

*United together in your child's education, we pray God's blessings on you and your family,*

***Father Joseph McDonald III***

*Father Joseph McDonald III*

*Pastor*

***De. Jennifer Beller***

*Dr. Jennifer Beller*

*Principal*

## St. Mary's Parish School Family Contract/ Handbook 2018-2019 Policies and Procedures

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## History St. Mary's Parish School with St. Rose's Garden Childcare (Formerly Ursuline Academy)

Our parish school in Moscow has a very rich and long history. In 1908, Ursuline nuns from Ohio under the direction of Mother Rose Galvin, OSU answered the call by Bishop Glorieux of Idaho to come to Moscow to open a school for the young people of the Palouse, so that they would receive a well-rounded Christian education. The school has undergone many changes during its 110-year history.

The original Ursuline Academy was housed in an old farmhouse in 1908. Many add-ons occurred in the next 50 years to meet the needs of the students. Those who were able to come to the school were educated; those who needed to be boarded, due to distances, were given the space to live, eat, and study for an education. Through World Wars, the Great Depression, epidemics, good times and bad, the Ursuline Sisters and their many co-workers educated hundreds of elementary school students through the years. High school education was added when it was needed. In 1940 the University of Idaho employees expressed the need for quality education and childcare before elementary school. So the Ursuline Sisters established St. Rose's kindergarten and preschool—both were not common then as it is now.

Ursuline Academy continued until the 1950's when student population was booming and building codes were changing. The Sisters knew they could no longer do their education work on their own auspices, so they undertook the aid of St. Mary's parish. They sold the property for the new school for \$100 to the parish in May 1956. Groundbreaking and raising funds for the new school began in May 1956. By September 1956 students from Grades 1 through 8 moved their books and desks from Ursuline Academy into the newly built and paid for St. Mary's Parish School, across the street on North Monroe.

The school continued to flourish and grow but there were a few bumps in the road. There was the promise of a new gym, which did not materialize until 2008. Grades 7 and 8 were closed in 1966 after Moscow Junior High/High School switched to a 3-year configuration (grades 7, 8, 9 for Jr. High). This allowed the school to convert two rooms into a multi-purpose room. This room was used for: PE classes, music, assemblies, lunchroom, Mass (on inclement days), parish events (until the parish built its own center in 1980).

By 2002 the discussion for a new gym and additional rooms reached a climax when the School Board did initiate a Feasibility Study. Through many ups and downs dealing with the raising of funds, neighbors, city council, diocese, and the architects, the building began in July 2007 and the gym was able to be occupied by the 100<sup>th</sup> Anniversary on September 14, 2008. It was totally completed and paid for by the fall of 2013.

As of 2017, the Ursuline Sisters had decided it was time for them to no longer own and manage property. So after a search for the best use of the convent, it was sold in the summer of 2018. The new owners have plans to create *Archimedes: A Center for the Arts*.

And as of fall 2018, St. Rose's that has provided early childhood education since 1940 in the convent, has moved into St. Mary's Parish School. Now, St. Mary's provides education for ages 3 and 4 (with childcare) and grades K through the Middle Grades.



The School has undergone many changes too in logos and mascots. Each one speaks to its history: *SERVIAM* crest of the Ursuline Sisters ("I will serve") to the logo of a lion—a symbol of strength and leadership to dragonfly, a symbol of hope and life.



Today our logo/motto speak of our focus for now and into the future ---Crest (in the shape of the Ursuline *SERVIAM*) speaks of the 3 R's that we strive for every student to possess: **Respect** (for self and others), **Responsibility** (for and to other others); **Resourcefulness** (using one's gift to build a better world)— this is truly the *Way of Life* we strive to live in St. Mary's Parish School Community.

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## POLICIES AND PROCEDURES

### **School's Philosophy/Non-Discrimination Policy/Mission/Vision**

**Philosophy Guiding Catholic Schools in Idaho:** Idaho Catholic Schools are part of the teaching ministry of the Roman Catholic Church. We integrate religious truth and values with life. Through education, we seek to prepare students to proclaim the Good News, to translate it to action, and to transform themselves and society with God's help (Adapted from To Teach as Jesus Did, pg. 29, #105).

We at St. Mary's Parish School strive to create a Christian educational environment that is conducive to the spiritual, intellectual, social, emotional, physical, and aesthetic growth of each student. To reach their full potential as Christians in community, it is our intent, as an educational community, to empower our students through a challenging curriculum, and in a Catholic environment.

**Statement of Non-Discriminatory Policy:** In accordance with Christian principles, St. Mary's Parish School recruits and admits students of any race, color, sex or ethnic origin to all the rights, privileges, programs and activities.

St. Mary's was established in 1908 to help Catholic families of Moscow and the surrounding area in the full education of their children. St. Mary's is open to families other than Catholic on the basis values match and space availability.

**Mission Statement for St. Mary's Parish and its Parish School:** Our Mission Statement "is to extend the Kingdom of God through our church community by growing in faith, love and service".

Our school exists as a vital part of the parish's ministry to support families in the total education of their children. Its goal is to encourage and challenge our students to grow tangibly in their relationship with God, as they strive to be life-long learners. We encourage our students to endeavor to achieve their highest personal and academic potential.

Our school serves as an evangelization arm for the parish. In working with students, with parents and community, we encourage and support families to live their faith fully.

**The Vision We Have for each student:**

*Imagine your child...*

Increasing in respectfulness, resourcefulness and responsibility  
 Focusing on God's loving presence  
 Being guided by devoted and professional teachers  
 Being equipped to excel and growing in confidence  
 Becoming dream makers and world changers....

*Imagine your child changing the world...*

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## **STATEMENT OF RESPONSIBILITIES**

Becoming a member of St. Mary's Parish School community brings with it certain expectations and responsibilities. Our school community is based on *common* beliefs and values. Therefore, the responsibilities of the school personnel, the parents and their children shall be as follows:

### **Principal and Administrative Team shall:**

- Endorse and display a professional attitude and a dedication to Church teachings.
- Participate in ongoing spiritual and professional growth and development.
- Communicate effectively and routinely with pastor, faculty, students, parents/guardian, the school board, and parish community.
- Develop and implement educational goals, objectives, and curriculum for St. Mary's Parish School.
- Provide leadership in spirituality, curriculum and staff development of the school.
- Supervise the quality of instruction provided to the students.
- Maintain an atmosphere conducive to learning.
- Implement and administer policies as established by both boards of the Diocese and Parish.

### **Faculty/Staff shall:**

- Model Christian ideals for their students and parents/guardians.
- Endorse and display professional attitudes as well as a dedication to Church teachings.
- Participate in ongoing spiritual and professional growth and development.
- Use instructional strategies that are most effective in promoting learning.
- Communicate effectively and routinely with students, and parents/guardians.
- Endorse and actively pursue the educational goals and objectives of St. Mary's Parish School through the development of school curriculum.
- Present content using a variety of methods which are sensitive to the individual needs of the students as well as curriculum outcomes.
- Maintain a classroom atmosphere conducive to learning.
- Show support for the policies of the school.

### **Parents/Guardians shall:**

- Model Christian behaviors and attitudes and support the spiritual growth of their children.
- As their child(ren)'s primary educator, encourage and help them to learn.
- Support the educational goals and efforts of St. Mary's Parish School in the education of their child(ren).
- Provide an appropriate environment, resources and adequate time for completion of schoolwork.
- Share their talent, time and resources with the school and its fund-raisers.
- Assure that their child(ren) learn to follow rules and be punctual in attendance.
- Support efforts and guidelines of St. Mary's Parish School Board.

### **Students shall:**

- Demonstrate by their language, behavior, and attitude a respectfulness toward adults and other students.
- Maintain an attitude of accountability for their own learning and actions.
- Show respect for the Catholic ideals on which our school is centered.
- Display a willingness to share their time and talents.
- Cooperate with school and parish personnel and other students.

## ACADEMIC RECOGNITION

*Through its long history of 110 years of working with students, St. Mary's has received many awards recognizing its achievement across the areas of the curriculum. Two "awards" we highlight here are:*

**Accreditation:** St. Mary's Parish School has been recognized by the State of Idaho as an accredited school since the State started the accreditation process in schools (mid 1980's). In 1995, the Diocese of Boise chose to implement as its accreditation tool, the Western Catholic Educational Association (WCEA). WCEA accredits Catholic elementary and secondary schools in nine western states (26 (arch) dioceses) and the US Territory of Guam. Why did the Diocese choose WCEA? It has had a long and successful history of assisting school improvement through the accreditation process. WCEA is recognized as an accreditation agency by the public Northwest Accreditations Agency of Schools (NAAS); Idaho recognizes schools receiving recognition through NAAS as being state accredited. The school has undergone two very successful accreditation processes, receiving kudos cross all areas of the school by WCEA. All (teachers and administrators) are certified by the State of Idaho.

**Blue Ribbon Award:** St. Mary's is one of only 24 Idaho schools that *has* received the nationally recognized *Blue Ribbon School by the Federal Department of Education*. This award recognizes schools that can prove exemplary high performance with its student body.



### E. RELIGIOUS FORMATION

- **Masses (Liturgies):** Students have the opportunity to attend and be prayer leaders for the 9:00 a.m. school community Mass on Wednesdays at St. Mary's Church. Check the monthly calendar for any exceptions.
  - **NOTE:** Students are expected to wear their school uniform on Mass days. Repeated failure to comply with this regulation parents may be contacted.
  - Students will walk to and from the church with their classes unless they have a physical injury that prevents them from doing so. Parents and friends are welcome and encouraged to come and pray with us at these services.
  - Classes take turns being the *prayer leaders* for the rest of school community.
  - **Reception of Communion at School Mass:** While we welcome our non-Catholic students and families at our celebration of the Mass, Catholic Church guidelines do not allow permission for non-Catholics to receive Holy Communion. However, students who are not Catholic (or students who have not yet received their First Communion or non-Catholic adults) *are welcome to come forward with their class with their arms crossed over their chests and receive a special blessing instead of Communion*. We do everything we can not to exclude anyone from participating as fully as s/he can.
- **Sacramental Program:** Students are prepared to receive the Sacraments of Reconciliation and Eucharist in the school's Second Grade.
  - Since sacraments are to be prepared for and received in the parish church, parents/guardians are encouraged to attend all the scheduled parent meetings for both sacraments. These meetings are held

to assist the parents in their own adult faith life as well as learning additional ways to help their child. Those who attend St. Mary's Parish School meet with the parents and children enrolled in the parish religious education classes. We encourage attendance at such weekly sessions for parents and children.

- Please note: there is a fee tied with the material provided to the students and parents in preparation for the sacraments.
- Students who are in grades beyond second grade and who have not received these sacraments may request preparation. Students who have already received the Sacrament of Reconciliation will usually have the opportunity to receive this sacrament during the seasons of Advent and Lent at a Reconciliation service appropriate for their age level. Also, the parishes of St. Mary's and St. Augustine's hold a communal Reconciliation service during these seasons. The students are encouraged to attend these services with their families.

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## **CURRICULUM and HOMEWORK**

St. Mary's Elementary School follows the curriculum guidelines laid down for the elementary schools of the Diocese of Boise and the State of Idaho. The curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to the students in accordance with its stated goals, purposes, and objectives. Your child's teacher welcomes any questions you may have at any time.

### **The following comprise the school's curricula:**

**Religion:** Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held weekly; prayer daily at school assembly and in the classrooms.

**Language Arts:** Reading, phonics, spelling, vocabulary, composition, library skills and appreciation of literature are the areas taught.

**Mathematics:** Mathematics skills, pre-Algebra, Algebra and Geometry are taught.

**Physical Education** physical fitness/skills program appropriate for each grade level.

**Social Studies:** History, geography, Idaho history, and current events are the subjects taught for Social Studies.

**Science:** General sciences, laboratory experiences, and integrative sciences of biology, life and chemistry are the areas of science offered in the school.

**Health:** students are taught about nutrition, healthy life styles as well as made aware of good safety procedures appropriate for their age.

**Handwriting:** The D'Nealian method is taught both in printing and cursive.

**Fine Arts:** Music, band, choir, and art are offered across all the grade levels.

**Foreign Language:** Spanish is offered at all grade levels.

**Computer literacy:** This is integrated with curricular subjects.

**Textbooks:** Students are expected to keep all books (that are property of the school) covered neatly. They are responsible for those books assigned them. If they deface the book in anyway, they will be expected to replace it before the end of the year.

*Curriculum per grade is listed on the website.*

**Homework:** A specific time each day should be set aside for homework, studying and reading. Parents are requested to see that the homework is completed and that it is of a quality that is equal to their child's ability. If homework consistently disrupts family life, we encourage the parents to talk with their child's teacher. Assignments are expected to be completed on time. Parents are asked to be positive and help their child with this responsibility but should not feel they have to do the work for their child.

Remember, there are four (4) reasons for homework:

- 1) To reinforce daily learning;
- 2) To foster self-discipline in the student;
- 3) To provide enrichment;
- 4) To keep parents informed of school work.

Homework is given at the discretion of the teacher and as the needs of the students indicate. If a child is chronically missing homework, a parent-teacher conference will be required.

**Suggested time allotments for homework:**

Kindergarten	10 to 20 minutes
First through Second Grade:	20 to 30 minutes
Third through Fifth Grade	35 to 45 minutes
Middle Grades	45 to 60 minutes

Written homework is usually not assigned on weekends or other holiday periods unless make-up work or *long-range assignments* are required. However, it is up to the discretions of each teacher to set his/her own homework policy.

**Grading:** report cards are provided at the end of each quarter. Mandatory parent-teacher conferences are held at the end of the first quarter. (Check current calendar for exact dates.) An *optional* conference time is held after the third quarter. This may be requested by **either** teacher or parent. However, both parents and teachers are *encouraged to meet whenever there is a need*. Teachers are always willing to meet when requested by a parent.

Teachers customize the report cards. Thus, with a quick glance at them, one can see the curriculum goals of each grade, and also the explanation of any letters used for marking.

Grades PS -3<sup>rd</sup>. S= satisfactory and U =unsatisfactory

Grades 4-Middle Grades use the standardized letter grades:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% and below

Sub-categories may have other notations as explained on the report card.

Usually we are able to work quite effectively with students of all abilities----including those labeled as “gifted” as well as those with some “special needs” or those just “needing some accommodations”. We have many tools including software and other specific programs that can assist students with their various needs. Please check with the school for more information.

## STUDENT LEARNING EXPECTATIONS

**St. Mary’s Parish School Rules are simple in that they revolve around three concepts: being respectful, responsible and using one’s resources to helping others (resourcefulness).**

- Each student will be **respectful**. *Some ways students will show respectfulness are*
  - Following the rules of the school.
  - Obeying guideline regarding inside/outside behaviors.
  - Respecting school property of school, other students and one’s own.
  - Showing kindness and caring in actions and words to all members of the school community
  - Using good manners at all times.
  - Listening well and not interrupting conversations of others.
- Each student will be **responsible**. *Some ways students will demonstrate being responsible are*
  - Being punctual for school.
  - Having assignments done on time.
  - Following school safety procedures at all times.
  - Accepting consequences for one’s behavior and choices.
- Each student will be willing to use one’s **resourcefulness** (i.e. one’s gifts). *Some ways students will show their resourcefulness are:*
  - When dealing with challenging situations in the classroom, s/he will use one’s gifts to build classroom community.
  - When trying to solve “problems” they will use multiple approaches.

In living out the philosophy of St. Mary’s Parish School, the faculty/staff strive to help the students grow in mutual love and respect for themselves, others and God.

We strive to do this by:

- Providing daily times of prayer, religious teaching and nurturing of the child’s spirituality,
- Having weekly liturgy and other prayer experiences which are participated in and developed by the teachers and the students.
- Encouraging positive self-imaging
- Providing for a positive, loving Christian environment.
- Helping students deal with their feelings and emotions.
- Fostering respect for the uniqueness of each person.
- Providing an outstanding academic program that is enhanced by the fine arts and physical education. It is in our academic program that we strive to:
  - a) Provide a challenge for every individual at his/her learning level with opportunity for success.
  - b) Encourage each student to think for himself/herself.
  - c) Provide exposure to diversity of people, experiences and concepts.
  - d) Create a trusting atmosphere where students can feel free to take risks.

## DISCIPLINE

**General Guidelines:** In order to create an appropriate climate for learning, children are expected to comply with the disciplinary policies in effect at the school. Our goal is to provide a productive learning environment while at the same time promoting a positive sense of self-worth, dignity, cooperation, and self-discipline for all. Each teacher is the most effective agent for establishing and maintaining good discipline within his or her classroom. Parents will be notified if serious difficulties in discipline arise.

The philosophy of discipline of St. Mary's Parish school is based on the life and teachings of Jesus. These principles are the foundation for Christian learning. St. Mary's will strive to provide an education in a safe, disruption free environment where each person is valued as an individual.

Our behavior plan is founded on the principles of *respect and responsibility*. This enables our school community to provide students with opportunities to assume the increasing responsibility necessary to making appropriate decisions while still ensuring the security and well-being of all.

The administrators and staff members are prepared to act as role models so that there is consistency between what is expected and what is practiced. Within St. Mary's Parish School community, people will treat each other with respect. This means that everyone honors others in our school by showing consideration for the rights, feelings, and property of others.

Students are to exhibit respect for all individuals. Students at St. Mary's Parish School are expected to act in a way that reflects the strong Christian values that have been taught by their parents as well as reflecting the philosophy of the school. Students who engage in conduct that is detrimental to the reputation of the school, whether this is done on or off school property, may face discipline action. Clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision.

When occasions arise in which students do not reflect these values, teachers will handle those situations appropriately and will communicate with the parents regarding the conduct. If *necessary*, an Administrative Team member (or principal in serious cases) will become involved to the extent that the teacher and/or parents believe it will be helpful or that the administration feels it is necessary. Students, parents and participants in or at any extra-curricular event will demonstrate behavior that reflects the strong Christian values of Catholic education.

### **Behavior Guidelines:**

- Be respectful, courteous, and kind to everyone at all times.
- Be truthful and responsible for all actions.
- Be punctual, well-prepared for class and follow school procedures.
- Follow dress code guidelines.
- Treat school property and the personal property of others with respect.

**Expectations:** We promote appropriate behavior in a *proactive* way. Children are expected to show a Christian attitude of caring and sharing within the classroom and on the playground.

**Lunchtime Rules:** Lunch is usually eaten in the assembly room. While eating, each one will:

- 1) remain seated and practice good table manners.
- 2) ask the supervisor's permission to use the bathroom which is outside the luncheon area.
- 3) clean his/her area at the table, including disposing properly of one's garbage/recycling.
- 4) go outside immediately when the staff supervisor invites him or her to do so.

**Church Behavior:** Appropriate and respectful behavior for a church setting will be expected, taught and enforced. We encourage and teach the students to participate actively in the weekly liturgies. It would be helpful, parents, to remind your children how to receive the Eucharist in their hands: hands are cupped and lifted to accept the Host. After accepting the Host, student steps aside, place the Host in the mouth and returns to the pew. Students who have not received their First Communion or who are not of the Catholic Faith are encouraged to come and receive a blessing. Folding arms across the chest is a sign of asking for a blessing.

**Consequences for Breaking School Rules:** In order to promote personal responsibility, discipline measures are based on appropriate consequences for one's actions. Generally, the staff members on supervision duty assign consequences for violations of school rules. A warning is usually given when a student disobeys the rules. However, if the infraction is of a serious nature (fighting, hurting another person or oneself, destroying property, bullish behaviors or swearing) or when the infraction is repeated, a consequence will be given. The school always reserves the right to impose disciplinary action on conduct unbecoming of a Christian student in or out of school.

**If students do not follow the school rules, s/he may have a consequence like one of the following:**

- walking along beside the supervisor observing how safely others are playing.
- take some time-out from personal recess time by walking or running.
- doing something kind for someone they have hurt.
- doing some form of community work.
- discontinue the game.
- leave the activity or situation.
- give up recess privileges.
- apologize for what s/he has done (meeting with those involved).
- serving detention (morning or afternoon/time).
- doing some other thing (picking up/replacing something, writing an essay, etc.).

Consistent disregard for school rules and aggressive behavior leads to progressively more serious consequences. Some of these may be:

- time-out for longer periods of time. This time can be used to help the student calm down, arrive at an appropriate consequence, and/or write a letter of apology.
- call home to a parent/guardian to alert him/her to the student's behavior. A consequence will be mutually arrived at (between home and school).
- student may miss a field trip or other "fun" activity
- dismissal from school when the infraction is very serious such as fighting or swearing that is "out of control". The student may return to school only when accompanied by a parent/guardian. The incident and consequence are recorded in the office file of the student.
- in-school and out-of-school suspensions. A student may be suspended from school for "willful disobedience" or "behavior that could have a harmful effect on the character or persons of other pupils."

*Students are always encouraged to accept responsibility for the choices they have made, whether they have been "good" choices or "poor" choices.*

**Parent responsibility in helping to promote their child's good behavior:** Discipline is maintained in the classrooms or school when there is evidence of cooperative spirit among students, principal, teachers and staff. Good discipline originates *in the home*. Parents realize they are the first teachers and it's from them the child will develop good behavior habits and proper attitudes toward school. To help the child, parents will need to:

- Be familiar with school rules and encourage the student to comply with them; cooperation and support of the school is vital.
- Recognize that the teacher/aides/staff takes the place of the parent while the child is in school. It is important that the child respects the teacher/aides/staff accordingly.
- Teach the child respect for the law, authority and the rights of others, as well as for private and public property.
- Teach the child to be tolerant of classmates and others whose ways of life may be different.
- Show an interest in school by attending school functions; taking part in school meetings, fund-raising projects, and other school related activities.
- Stress the importance of being ready for school work by monitoring materials, books, and habits necessary for good school work.

The details of a conference or of discipline consequences are between a teacher, the student, and a given family. This is not a matter for other non-involved parties. Maintaining confidentiality will encourage respect, cooperation, and will help to foster more effective resolutions. As a school, we ask that you:

- know we are focusing on your child for his/her good.
- trust the adults who are working with your child to help him/her improve.
- communicate directly with the school personnel who is working with your child, so you can understand fully what has happened.
- listen to what happened.
- do not over react.
- help your child accept responsibility for his/her actions.
- focus on helping your child respond in appropriate ways.
- support the disciplinary action.
- support the teacher/adult/school as well as your child.
- respect your child and those involved by treating information confidentially.

**Student responsibilities in learning from his/her choices:** A student needs to focus on his/her actions and the choices s/he made. No student has the right to impede or interrupt the learning process of another student. Each one has the right to be safe while he/she is at school. Some questions that the child could ask and reflect on are:

1. Did I talk with the adult to understand why I am in "trouble"?
2. Did I do this without an "attitude"?
3. Am I being truthful to myself and to others?
4. Was what I did appropriate even if someone upset me?
5. What did they do or say that upset me?
6. Why did it upset me?
7. How did they mean it?
8. If this happens again what could I do differently?
9. Role play with a parent or another person.
10. Forgive yourself.

It is helpful to remember that when retelling a story, students often try to play "Adam and Eve" that is, pointing the finger at and blaming someone else; not oneself! It is important to talk about "*my actions and my response*". Focus on your child. This is the division of labor. Let the other child and parent focus on their child's actions.

**Violence:** Violence in any form is profoundly disrespectful to the human person and contrary in every respect to St. Mary's identity, philosophy and mission. St. Mary's reserves the right to determine what constitutes violence on its grounds, and the right to impose proportionate discipline as it sees fit.

**Physical Violence** - Physical violence in any form (such as pushing, punching, slapping, fighting, and pinching) will result in immediate student disciplinary actions.

**Verbal Violence** -- Verbal violence (such as name calling, mockery, abusive language) will result in immediate student disciplinary actions

**Bullying is never tolerated. However, there are many “bullish” behaviors that any student may choose to do in a given situation.** General principles why bullish behaviors will never be tolerated:

- Students need to feel safe both in/out of the classroom.
- Students have the right not to experience peer pressure, be teased or abused.
- Students need to be forgiven for mistakes made.
- Each student is accepted and respected as s/he is.

Bullish behavior occurs when one:

- Teases or hurts others on purpose.
- Always has to be the “winner”.
- Uses force to get his/her ways.
- Gets jealous when others succeed.

Ways we work with students to deal with bullish behavior:

- Be assertive; not aggressive.
- Firmly tell the student who is exhibiting bullying behaviors to stop.
- Quickly get away from the situation.
- Immediately tell a trusted adult:
  - be clear about what happened
  - say who was involved
  - say who saw it happen
  - say what has been done about it, if anything.

### **Major infractions of the School’s Rules:**

- A. The following behaviors **constitute very serious offenses** and **parents will be contacted immediately**. Students choosing to do these actions will receive immediate suspension or expulsion.
- Possession, use, or sale of any form of tobacco, alcohol or other drugs on school, church, or adjacent property.
  - Possession of lethal weapons (specifically loaded guns), matches, pornographic materials, or explosives.
  - Threatening the life of a teacher, of any school personnel, or of another student (threats done even in jest will be treated seriously)
- B. The following behaviors are **serious**, and the students shall be held **strictly responsible** for their actions: **Parents will be contacted when there is:**
- Defacing, stealing from or destroying school, church or personal property (the student and/or his/her legal guardian will be required to pay the cost of repair or pay for its replacement).
  - Habitually and consistently initiating or being involved in fights.
  - Habitually lying
  - Habitually stealing
  - Possessing a knife
  - Forging notes or official signatures.

- Committing repeated acts of defiance, either in language or in action at the school
- Leaving school grounds without permission.
- Habitually disrupting the class, misbehaving in classrooms, bathrooms, halls, or assemblies.
- Habitually failing to put forth one's effort thus leading to failure in classroom work even after repeated conferences.
- Habitually using language or behavior that is immoral, profane, vulgar, or obscene.

**Consequences for serious behaviors may include the following:**

**A. Probation:**

At the discretion of the administration, a student may be placed on probation. If a probationary student continues to demonstrate inappropriate behavior, the student will be withdrawn or expelled. The school administration may deem it necessary to require specialized professional care for students as a condition for continued enrollment.

**B. Suspension:** Suspension means a student will be excluded from the school property for a specified period of time. At the end of the period of suspension the student shall be readmitted to school, the administration judges that the child has learned from the experience and is ready to return to school.

**\*In-house suspension:**

This means the student will remain on the school property though isolated from peers, for a specific amount of time as designated by the administration, after consultation with parents.

**\*Emergency suspension:**

This type of suspension is one in which the principal deems it necessary to immediately remove the student from school, without prior notice to the parents. This will be done when, in the judgment of the principal, the student's presence would pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

*(\*When a student is placed on suspension that will require that s/he remains at school, the cost to have the student supervised will be charged to the parents/guardians.)*

**C. Expulsion:**

If it is determined by the school administration that a student's continued presence in the school shall pose a continuing danger to persons or property and/or be an ongoing threat or disruption to the academic process and/or be detrimental to the student's own welfare or the welfare of others, the student may be expelled.

**Normal Procedure for Expulsion would be:**

1. The principal will hold a conference with the parent(s)/guardian and the student to advise the family that expulsion is being contemplated unless there is immediate improvement in the student's behavior. A staff member may be present. The principal shall notify and invite the pastor to the conference.
2. If the student shows inadequate improvement in general behavior or commits another infraction which is cause for expulsion, the principal shall have a conference with the parent(s)/guardian and inform them that the student's record will be reviewed.
3. After the review with the pastor, the principal shall inform the parent(s) or guardian of the decision concerning expulsion.
4. If the parent(s)/guardian fail without cause to attend any required conference, such conference shall be deemed waived by the parent(s)/guardian. The principal shall notify the parent(s)/guardian by letter accordingly.
5. For a very serious offense as in the case of selling drugs, immediate expulsion shall take place.

**Due Process for Suspension or Expulsion:** Any student who has been suspended or expelled may request permission to be readmitted. A conference will be scheduled including the child, parents, pastor, and the principal before the decision for re-admittance is made. If the grievance is not resolved through the informal

conference, the student, parent, or guardian may present a written grievance to the pastor. The decision of the pastor will be final.

**Dismissal due to other circumstances:** When there has not been suspension or expulsion, but circumstances are such that “a student is clearly unable to profit from the school by reason of academic problems, emotional difficulties or the uncooperative or disruptive behavior of the student *or the parent*, the student may be required to transfer to another school.” (Diocesan Policy #5140 for Catholic Schools in Idaho) Such transfer may need to occur before the school year is finished. In such cases there is no due process.

**Finally, in matters of *general discipline and behavior*, the principal is the final recourse and possesses the authority to waive any disciplinary rule for just cause at his or her discretion. It is critical that the school and home support each other in the formation of your child-this extends to social media too.**

*Please note that students may be asked to withdraw from the school should their parents ever become uncooperative in their attitude and/or behavior towards the school.*

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## **FINANCIAL INFORMATION**

**Financial Policies:** The cost to educate each student at St. Mary’s is approximately \$6000+.

Catholic schools, including St. Mary’s, are financed *in part*, by tuition. However, tuition covers approximately 50% of the full cost for education for one child. Other financial resources are:

- Major fundraising events per year (Jog, Christmas trees and auction) accounts for approximately 36%.
- Interest from St. Mary’s Foundation (an endowment fund)—accounts for approximately 7% of the budget.
- St. Mary’s Parish subsidy—accounts for approximately 7% of the budget.

Tuition is the *major source* of income for St. Mary’s Parish School, the expectation is for tuition accounts to be current by the 15th of each month.

**Tuition collection procedures:** The pastor, administration, and school board believe that the integrity of the tuition agreement between the parents and the school must be upheld. Towards this end, established procedures to efficiently and effectively collect all agreed upon and planned for tuition. Tuition payments are to be paid according to arrangements outlined on the signed yearly *Financial Agreement Form*. A statement showing your account balance will be sent home at the end of each month. Account balances must be current when registering for a new year or arrangements must be made prior to registration.

**If an account does become delinquent the following may occur:**

- After 30 days delinquent the business manager or the principal will talk with the family;
- At 60 days past due, a certified letter will be mailed requesting the following:
  - A. Contact the school within 10 days to make arrangements (or)
  - B. Request an evaluation of financial situation.

Accounts that are not current by May 1, re-registration *may be denied* for the following school year. If a family withdraws from school prior to meeting financial commitments, the school may choose to seek professional assistance to collect outstanding bills.

**(NOTE)** Before any student participates in graduation ceremonies as well as the student's records being released, the parents' financial obligations to the school must be paid in full (tuition, registration fees, hot lunch fees, fundraising commitments, Music and After School bills, etc. (Diocesan Administrative Regulation # 5280.1)

**Financial Assistance:** St. Mary's believes that no child should be excluded from receiving a Catholic education due to lack of money. For those who are unable to pay full tuition every effort will be made at St. Mary's to provide tuition assistance based on *need and availability of funds*. Any family in need of financial assistance with tuition is encouraged to apply online---FACTS: **www.factstuitionaid.com** (website for more information: **www.factsmgt.com**).

**Fundraisers:** In order to keep the cost of tuition as low as possible, St. Mary's has several fundraisers whose revenue supplements the yearly budget and allows parents not to pay the "full cost" for their child(ren)'s tuition. These are:

1. Jog-a-thon (held in October);
2. Selling of Christmas trees (held at the end of November/December) and
3. The Auction (late January/early February).

Another benefit to the fundraisers (in addition to keeping tuition as low as possible) is to help families "connect" with each other in meaningful activities. Being involved in fundraising projects provides a powerful support for adults. However, if a family cannot nor desires to participate in the fundraisers they have the option of "buying out" of the individual fundraisers. For more information, contact the school office and/or see the financial forms.

**Financial Schedule (current year)** –please call the school for the current financial schedule or go online at: **www.stmarysmoscow.com**

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## **SCHOOL BOARD**

**Role/Purpose of the School Board:** A public school board is constituted as regulatory, one that enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the *consultative board* of a Catholic school. A parochial school board is a body whose members are selected to participate in decision-making in specific and designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Boise, school boards are *consultative in nature*. A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy. This very general responsibility resolves into ten distinct functions:

1. Establish policy to aid the school in its Mission.
2. Adopt personnel policies of the Diocese of Boise.
3. Be the advisory council for both pastor and principal/administrative team on school matters.
4. Assist the Administration with establishing a yearly budget.
5. Assume an active role in fundraiser projects and be the oversight committee to improvements in the school.
6. Provide for the maintenance of the buildings and equipment.

7. Plan for continued effectiveness and improvement of the total school, Preschool through the Middle Grades.
8. Represent the decisions of the board in a positive manner to the public.
9. Give input on the yearly evaluation of principal if requested by the pastor.

**What the School Board is not:** The Catholic school board does not:

- act as a grievance committee.
- fire, evaluate or terminate faculty members nor principal.
- administer the school.
- tell the Principal or Pastor how to administer the school.
- control the instructional program of the school.
- involve itself in matters of curriculum.

**Communication with the School Board:** St. Mary's Parish School Board meetings are open meetings to all who wish to attend. If a concern should arise that *falls within the scope of school board matters*, an individual, who is not on the School Board, is welcome to come and address the board at any regularly scheduled board meeting. During the school board meeting, a time has been allocated for visitors to address the board. Visitors are welcome to share their viewpoints during the appropriate agenda item. The following points of order are to be observed in these matters:

- Anyone wishing to address the board needs to outline their issues in writing and submit them to the Principal or board president *one week before* the scheduled meeting. If the issues fall within the scope of school board matters, the person will be placed on the agenda.
- Only those people who have been placed on the agenda will be permitted to address the board during the explicit time allocated for such communication.
- Those addressing the board should focus their presentation on only those issues approved prior to the meeting.
- Any presentation or expressed viewpoint that becomes or borders on a personal attack of a particular person or family will not be tolerated.
- Any communication that is not expressed in a calm, respectful manner will not be tolerated.
- At the board meeting, the board members will simply receive, without response or interaction, the comments of the person making the presentation. The president will thank the speaker. After the meeting, it will be determined how to follow-up the speaker's presentation. Possible follow-up includes but is not limited to:
  - Discussion at an executive meeting.
  - New business item at the next board meeting.
  - Information regarding issue included in the school newsletter.
  - Personal contact regarding issue: letter, phone call, or face-to-face visit.
  - Referral to proper group or committee.

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## GENERAL INFORMATION

**NOTE: For the current year's calendar, tuition and registration fees –check these out on the school's website or call and request a copy from St. Mary's Parish School's main office. (882-2121).**

*The information in this section is in alphabetical order for you to find an answer to your questions more quickly. If there is something you cannot find, please do not hesitate to contact the school.*

**1. AFTER SCHOOL (EXTENDED CARE) PROGRAM** This program is designed to enrich the educational experience of our students and offer them a varied and fun social environment to fill their after-school hours. The After School (Extended) Care is for all grades from 3:05-5:30 p.m. Please see fee schedule for cost information. There is **no childcare** at St. Mary's on public holidays.

**2. ARRIVAL/DISMISSAL:** The **school day is 8:15 – 3:05 p.m.** (Friday dismissal at 2:15p.m.) Supervision on the playground begins at 7:00 a.m.

**Friday Dismissal** is at 2:15 p.m. Students are expected to go home immediately or be placed in the After School (Extended) Care Program.

**Arrival:** One of the lessons for life students need to make their own is to be on time for their “job”. Being a student is the “job” each student has at this time in his/her life, so students are expected to be **on time** for school. School **starts with assembly at 8:15 a.m.** Any student that arrives after this time is *late* and will be required to get a “tardy” slip before proceeding to class. When a child is absent from school the parents (guardian) are asked to call the school by 9:00 a.m. to inform the school their child will be absent. When the student returns, s/he needs a written excuse signed by the parent or guardian with the date of absence and reason for absence. *\*\*\*Unexcused means there is no note from an adult giving adequate reason for the student being tardy (ex. Medical/dental appointment or something major, not foreseen.) Sleeping late or not getting dressed on time would **not** be excused.*

When a child is absent, tardy, or released from school early, s/he is responsible for work assigned and the student should ask their teacher about make-up work. Parents are encouraged to pick up their child's schoolwork when their child is ill. Consistent attendance is necessary if a child is to progress academically.

Parents are encouraged to do all they can to have their child be in school. Family emergencies or doctors' appointments are an exception to this guideline. Doctor or dentist appointments will be considered an excused tardy if the child returns to the school with a note that is given to the teacher for the office. A phone call may be made to the office to notify us of the child's absence. If calling before school hours a message can be left on the answering machine.

Please remember, that on Wednesdays in the school year, the students will have left the school by 8:40 to attend Mass at the Church. If you are bringing your child after this time, it is your responsibility to bring your child directly to church and deliver him/her into the teacher's hands.

**Dismissal:** As a school, we must be concerned and have procedures that will guarantee adequate supervision for the students. All children (unless they are in the After School (Extended Care)/ are expected to leave the premises promptly between 3:05 and 3:15 p.m. Students on the premises after 3:15 pm will be placed in the Extended Care Program. The proper safety and supervision of your child before and after school are of paramount concern to all of us. To properly insure your child is well cared for before and after school, your cooperation in adhering to the following guidelines will be appreciated. To that end:

- **Parents who pick their child up,** we ask that you do so by 3:15 since supervision is guaranteed until then. If you are going to be late, please call the school so that your child has the necessary supervision until you arrive.
- **Children who ride the bus** must follow the directions of the supervisor. (see bus services)
- **Students who walk home** should leave immediately. If
- a student **bikes**, s/he should walk the bike off the property and then ride it home, wearing a helmet..

**Exception:** *If you as parents are working (volunteering) at the school and you choose to have your school-age child remain until you are finished, then your child must be under your **direct supervision** or be in the After School Program.*

**3. ASBESTOS:** In 1986 Congress passed the Asbestos Hazard Response Emergency Act, referred to as AHERA. Parts of the requirements were that every school be inspected for the presence of asbestos in any of the building materials. The reason for this is that there is evidence that asbestos may be a health hazard under certain conditions and above certain amounts. Since the primary danger is from the inhalation of the very small fibers, there is most concern with the asbestos that can become airborne easily; but even hard substances e.g., floor tiles can emit fine particles under certain conditions (like sanding or drilling) and therefore, all asbestos was searched out. St. Mary's Parish School is inspected periodically by an Environmental Protection Agency certified inspector. All suspect material has been sampled which was assumed to contain asbestos, and the condition and hazard potential of the asbestos-containing building material was assessed. All materials with a hazard have been removed. We have since received a certification to this effect and air quality samples show no particles. We have a management plan detailing all asbestos related activities pertaining to the school. If you wish to examine the plan, or have any questions, please contact me. We will continue to comply fully with all government regulations, insuring a healthy and safe environment for all.

**4. BIRTHDAY CELEBRATIONS:** Please consult with your child's teacher about how birthday treats are handled in the classroom. We do encourage non-sweet treats to celebrate the birthday. To prevent hurt feelings, we request that parents refrain from handing out invitations for a party outside of school unless the **entire** class or all the boys or all the girls in the class are being invited.

**5. BUS SERVICES:** St. Mary's Parish School contracts bus services with the Moscow School District. Cost of the service is determined by the Moscow School District. The family using this service pays for this cost and is added into your monthly billing statement. Students will be picked up and delivered to St. Mary's on Lincoln Street, east of the playground. Contact the Bus Garage at 882-3933 to set up bussing services for your student and then let the secretary know the bus number your child will ride. School bus riders, while in transit, are under the jurisdiction of the bus driver and are expected to abide by the rules set by Moscow School District.

**6. CELL PHONE POLICY:** Students will be permitted to bring cell phones to school. During the school day cell phones are to remain **off**. Students attending Extended Care (After School Program) are to place their cell phones in their backpacks and may not use them until they leave with their parents. If parents need to communicate with their child during the school day, *we require that the parents call the school; not the child directly*. Students using their cell phone during school hours (including extended care) will receive an appropriate consequence by the teacher or administrator. The school will not be responsible for any lost, missing, stolen or damaged cell phones. The school will not be responsible for how the cell phone is used or whom your child calls after school hours. Your child's safety is very important to us. We understand that being able to communicate with your child after school hours is a concern for some parents. Therefore, please call the school rather than your child. Your cooperation in helping us enforce this policy is also very important.

**7. CHILD PROTECTIONS AND CUSTODY:** St. Mary's Parish School abides by the law that requires school personnel who have reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected. They must report such instances to the Child Protection Family Services.

St. Mary's Parish School abides by law in respect to the right of non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Further, in compliance with Diocesan policy, all paid staff and regular volunteers in our school are required to complete a “Criminal Background Check” and undergo the “Safe Environment Training Workshop”.

**8. COMMUNICATION---from school to home:** As parents, responsible for your child’s education, we as a school will provide frequent communication with you through both emails, flyers and texting for the following areas:

1. Monthly billing
2. Community Flyers
3. Communication from the Principal and Newsletter
4. Lunch Menu and Monthly Calendars
5. Correspondence from your student's teacher

However, when dealing with students, the school will **not** use emails as the primary way to communicate with parents. When communicating about children, the child’s parents and school personnel prefer talking in person or if need be on the phone.

**The following are some guidelines for effective communication:**

**a. Defining the issue:** Whether one intends to communicate something affirming or share some concern, it is important to have a clear understanding of the issue. Carefully review the facts, experiences, and circumstances of an issue. With an open mind, evaluate and consider every conceivable cause. Decide who may be involved in the issue. Is there one or more persons affected or involved? It may be helpful to write down or outline some of these ideas. Once the issue is clear, make an appointment to communicate the issue or concern.

**b. With whom to communicate:** The next step is to decide with whom to talk. It is usually best to initially communicate with those who are *directly involved* with the issue (see chart below). If the issue is not resolved after the initial meeting or conference, then it would be at the next level (administrative level and finally pastor). The Catholic Schools Office in Boise would be an option after all local resources have been contacted.

Concerns dealing with	Should initially involve:	Who to involve next:
Student's performance	Student	His/Her teacher
Teacher	Involved Teacher	Principal or Administrative Team
Discipline issues	Person who disciplined the student	Principal or Administrative Team
Classroom assignments	Teacher	Principal or Administrative Team
Principal	Principal or Principal or Administrative Team	Father Joe McDonald, Pastor
School rules or procedures	Principal	Principal or Administrative Team
Questions about software programs in the school	Classroom teacher	Principal

**RESOURCE CONTACTS FOR YOUR QUESTIONS AND CONCERNS:** The above flow chart should be a help with any questions or concerns you may have dealing with a specific area. You may have questions or concerns you wish to clarify, volunteer for, or specific ideas on how that area might improve. Further, we ask that you do not ask someone else to be your messenger since only you know what your concerns/questions are.

**Verbal vs. Written communication:** A verbal "face-to-face" meeting is a ***most effective form*** of communication. This type of communication allows for a dynamic exchange and sharing of ideas. It allows for questions, clarification, and collaborative solutions. Written communication is one sided and rarely settles an issue. Our **preferred form** of communication is a personal "face-to-face" meeting. We will readily receive and give signed written communication our sincere consideration.

**Conferences:** Conferences for all students are held twice a year. Obviously, the purpose of these conferences is to discuss the progress of the student. Since separated/divorces parents need to hear the same information at the same time and to work together for the good of their child they are encouraged to attend the same conference. The custodial parent is responsible for the communication to the school and with the non-custodial parent. Teachers are always available for conferences at other times. Please contact your child's teacher for a time that is conducive to both. Specific or serious concerns are to be dealt with as soon as possible with the teacher(s) involved and when more time is available. Appointments are made either by a note to the teacher or by a phone call to the office for the teacher to return the call with possible times.

**Boundaries/Confidentiality:** The effectiveness of our educational program and our continued growth and improvement is very much affected by the morale of our staff, students, and parents. When communication is effective and within certain boundaries it can bolster school spirit and morale. Yet communication can also be very destructive especially when it involves non-affected parties or betrays the boundaries of confidentiality.

When a problem or concern arises, the process of resolution should involve only those parties directly affected by the issue. For example, if a parent judges that a problem exists between their child and his/her teacher, then the involved parties are the teacher, the student, and the parents. *It is not helpful to contact other parents to see if their children are having similar problems.* While this form of solicitation *may find* other families with similar problems, it creates more problems and at the same time usually has a disastrous effect on school morale. Further, it does *not help to resolve the immediate problem.* We understand the need to share joys and struggles. Do share your joys with everyone! And when you find that you are in a "struggle" go directly to the person(s) who can most assist you to come to a solution.

Confidentiality is a very essential element in fostering effective communication and respect. All discussions, conferences, and resolutions should remain only with the involved parties. For example, issues involving adults should not be discussed or reviewed in the presence or within earshot of a child or with other non-involved parties. Maintaining confidentiality will encourage respect and cooperation and will help to foster more effective resolutions.

**9. COMMUNICABLE DISEASE/ILLNESS** Since children are in close proximity to each other in a classroom, illnesses can spread rapidly. If a child is running a temperature, has a rash, has inflamed eyes, or has been sent home from school for these symptoms, please do not send the child back to school until he/she is healthy. Students must be free from fever and vomiting for 24 hours before returning to school.

**10. DONATIONS:** Before purchasing or donating any items to the school, please check with the person in charge of IT in the school (that is, Mrs. Sandy Izzo) or with the principal. The school needs to be sure that all donations (books, software, games, computers, etc.) will fit current curriculum needs.

Donations for the School Auction need to be discussed directly with the Auction Chair or School Secretary.

**11. DRESS CODE:** Our dress code for Mass is through *Educational Outfitters* in Boise. And as parents you can make sure your child is dressed properly for school and for Mass.

We expect students to show more respect and reverence on Mass Day and on those occasions, they may be representing the school. The dress code for these days will be as follows:

- **Preschool and Prekindergarten** are encouraged to use the school uniform on Wednesdays, though there is no requirement for them until they are in Kindergarten.
- **K through 5 Boys** are to wear long slacks or chino pants in blue, black or beige.
- **K through 5 Girls** are to wear school's polo shirts (short or long sleeve) with St. Mary's logo on the front left, with either chino pants (long) or pleated chino or plaid skirt in blue, black or beige. Skirt may not be shorter than the top of the knee. (No athletic clothing, shorts or cargo pants are allowed)
- **Middle Grades Boys** are to wear collared dress white oxford shirt (no polo shirts) with St. Mary's logo, a tied necktie and long slacks—chino or navy or black. Shirts are to be tucked in at all times. (Note: no polo shirts, shorts, cargo pants or athletic clothing are to be worn.)
- **Middle Grades Girls** are to wear collared dress oxford shirt (may be female or male cut). The shirt may be white or light blue. The sleeves on the shirt must be short or long; no sleeveless. It is to be worn with either chino pants (pleated or plain) or a solid A-line skirt (pleated or plaid). Skirts should come no higher than the top of the knee when standing up straight. Girls may wear a tied necktie. (Note: no polo shirts, shorts, cargo pants or athletic clothing are to be worn.)

\*\*\*\* Also, there may be certain occasions, in which students are representing the school, the Mass dress code may be used.

**Gym shoes with socks** are to be used only on the gym floor and these shoes may **not be worn outside**. Shoes for gym (PE) use need to be marked with the student's name.

**LIMITED DRESS CODE FOR NON-MASS DAYS:** Students' dress should always reflect a school environment of learning--not a "*picnic nor sports event environment*". **Students need to be dressed for the weather and how the student looks should help provide a positive learning environment.** Students' clothes, hairstyle, shoes, jewelry should never be a distraction to the *educational process* nor an *embarrassment to St. Mary's Parish School reputation*. As mentioned before, we are in a stage in our history where we want the community (at large) to be able to recognize our school in its midst. Our students will help in this by both their behavior and how they are dressed.

**Basic rule regarding what is worn to school:** if students wear any clothing, make-up, etc. that is deemed unacceptable or inappropriate or are judged by the faculty or principal to be such, (even if it is not listed below) the student will be removed from class until such item(s) is resolved. Though we wish to ensure that all questions about dress code are handled fairly and equitably, the School reserves the right to judge ultimately what is appropriate or inappropriate dress at St. Mary's is.

**Required:**

1. Shoes with socks—all grades K through the Middle Grades. Shoes must have enclosed heel or strap around the heel.
2. **Gym shoes with socks** are to be used only on the gym floor and these shoes may **not be worn outside**. Shoes for gym (PE) use need to be marked with the student's name.

**Permitted clothing:**

- **Shorts**, if worn, must come to the top of the knee or longer. *Normally*, shorts may be worn **only till** November 1 and then from May 1<sup>st</sup> till the end of school. If there is a change to this, it will be printed in the Newsletter. Please remember, the faculty and administration do reserve the right to adjust these dates as necessary.

- **Pants:** khaki, jeans, corduroy.
- **Shirts:** long or short sleeve only (no sleeveless) knit shirts or polo shirts or T-shirts; are allowed as well as sweatshirts and/ or sweaters are acceptable year round
- **Skirts with leggings...dresses** (for modesty it would be good to wear shorts under the dress/skirt).
  - 1) Skirts/dresses/shorts should be no higher than the top of the knees.
  - 2) Shorts should be clean, neat, and length should be to the top of the knee or longer.
- Students may wear sports clothes to school. The basic rule is not to look sloppy and slovenly. Flowing from this means the following:
  - a. no tank tops, including sleeveless basketball jerseys.
  - b. no oversize jerseys. Athletic jerseys *as requested by coaches* on specific team's game day may be worn.
  - c. no sweatpants (*neat, leisure nylon, warm-up pants are allowed*).

### **Clothing that is never permitted at school:**

1. Cutoffs, skin tight clothes, halter tops, clothes that reveal cleavage, midribs, underclothing, jeans with holes/slits etc.
2. Flip-flops, sandals or shoes with no backing. Shoes that “light up” as a student walks—these are not for school. Also, shoes with high heels or cowboy boots are not proper for school.
3. Fads such as ballerina dresses/skirts (costume like) are not be worn at school.

### **OTHER ITEMS TO NOTE:**

**Hair:** no "extreme" hairstyles are ever allowed, including Mohawks. Color of hair must be found “naturally” in the world— (brown, black, blonde, red) the entire head really needs to be of one color. Hair needs to be clean and cut appropriately (that is, the student is able to see, and the teacher is able to see the student's face).

**Faces** need to be clean shaven; make-up is to be “natural” looking; if not, the student will be expected to remove it.

**Jewelry:** earrings, if worn, should be small. NO dangling, multiple sets or huge earrings are to be worn due to the potential hazard in PE and play.

**Make-up/ nail polish:** If in the opinion of teachers or administration that such use of make-up and/or nail polish has become a distraction, then the student will need to remove it.

**12. EMERGENCY DRILLS:** Students are taught how to respond to potential emergencies (fire, earthquake, lock down etc.) in school by regular practice drills. Visitors and volunteers who are in the building when a drill takes place need to follow the safety directives as well.

**13. EMERGENCY FORMS:** An Emergency Form is kept on file for each student. The information on this form instructs the school regarding who should be notified in an emergency as well as the doctor/hospital to be contacted in case the parent cannot be reached. It is important that all requested information be given for school use in case of an emergency. ***Parents are responsible for keeping this information current.*** In the event of an accident or a sudden illness, parents/guardians will be notified as soon as possible using contact information provided by parents/guardians on Emergency Form. It is also important that we have at least **two** people that can be contacted by the school and are able to act for you in case we are unable to reach you.

### **14. ENTRANCE REQUIREMENTS:**

- Preschool and Prekindergarten: are to be age 3 or 4 as of September 1<sup>st</sup> and they need to be potty trained.

- For Kindergarten students are to be 5 as of September 1<sup>st</sup>.
- For Grade 1, students are to be 6 as of September 1<sup>st</sup>.

Such dates have been established by the State Department of Education. *“Students are eligible to be admitted to school if, by August 31 of the year of admission, they have reached five years of age for kindergarten and six years of age for first grade in accordance with Idaho State policy.” (Diocesan policy #5020).*

Students for grades 2-8 usually will be accepted after receiving a good recommendation from their previous school. All new families to St. Mary’s will have a meeting with the principal to become better acquainted with the spiritual and academic programs available for their family.

**Before a child is able to attend school**, the following items need to be given to the school:

1. Copy of *state certified* birth certificate.
2. Enrollment health information with up-to-date, verifiable immunizations required by the State.
3. Baptismal certificate or facsimile copy (if applicable.)
4. Copy of school records from previously attended school—St. Mary’s will obtain these from the previous school.

*Admittance to St. Mary’s Parish School will be based upon the following criteria:*

- Students who have a sibling currently at St. Mary’s.
- Active Catholic families registered at either St. Mary’s/St. Augustine’s or another Catholic Church.
- Children of St. Mary’s alumnae
- Families who believe and support the values and spirituality of St. Mary’s Parish School.

**CONTINUED ENROLLMENT:** *St. Mary’s families are required to do a yearly re-registration. Please realize application for re-admission of a student to St. Mary’s Parish School may be denied under the following conditions:*

1. Consistent, unacceptable behavior that is deemed detrimental to the best interest of the class and school by the principal/administrative team.
2. Severe disability that requires very special educational and/or psychological services not available at St. Mary’s Parish School. The severity of this condition shall have been determined through professional testing processes in consultation with the parents and the school principal/administration team.
3. Financial obligations have been consistently ignored.
4. Failure to abide by the policies/procedures as outlined in the “contract” with the parents/guardians (namely the school’s handbook) may risk a student’s continued enrollment.

**15. FAMILY VACATIONS:** The school calendar provides ample vacation time at Christmas, Spring Break, summer and some long weekends. The school discourages vacations or trips taken during the school year. Valuable instruction time is lost, and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Learning activities and classroom dialogue can never be replaced by the assignment of extra written work.

- If parents do plan a family vacation during school time, the school expects the parents to assume the full responsibility of seeing that their children are instructed in the material presented in their absence.
- No assignments will be given in advance for students leaving for non-emergency reasons.
- Tests/quizzes, depending on the timing of the requested vacation, may be given prior to a student’s leaving if that chapter or unit is nearly complete.
- Teachers will notify parents whether tests or quizzes will be administered prior to the vacation or if a test/quiz must be taken immediately upon a student’s return.
- Upon returning from a vacation which is not at the end of an academic grading period, students will be given three school days to complete and submit all missed assignments and to take all tests/quizzes.

- Teachers can require tests/quizzes to be taken earlier than three school days if parents were notified of the requirement prior to leaving.
- No extra credit activities will be given or accepted in place of missed assignments.
- If a vacation falls at the end of an academic grading period, the student will not be able to make up any missed homework, tests, or quizzes.
- It is the parents', rather than the school's responsibility, to initiate and receive all non-emergency vacation communication.

**16. FIELD TRIPS:** There are two types of field trips that occur:

- (1) Walking field trips within the vicinity of the school. A general permission by parents is required to cover those done in a year. General will also be able to cover those trips taken by bus.
- (2) Field trips requiring transportation by car or bus. Before any child is allowed to attend, parents are required to sign a field trip permission slip for each individual event.

Those who are driving should follow the guidelines as listed under “*Diocesan Transportation Policy*”, Please see the school secretary for the forms required. Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities. For field trips other than interscholastic athletic field trips, the following supervision requirement should be maintained: for every the (10) students, there should be one adult.

Please note the law regarding booster seats for children: the **law/guideline is: once children outgrow their booster seats**, (usually by age 8 or when they are 4’9” tall) they can use the adult seat belt in the *back seat, if it fits properly* (lap belt lays across the upper thighs and the shoulder belt fits across the chest). This rule is a good one for the safety and health of your child. Children don’t like car seats, but they do save lives! For more information see the following website: <http://www.boosterseat.gov/4StepsFlyer.pdf>

**17. GUM/SODA:** Gum is usually not allowed on the premises at any time. Consistent failure to comply with this regulation may result in a monetary fine and/or chore to do as directed by the principal and /or teacher. Also, for health reasons we encourage the students to drink water, not sodas. Therefore, the only “drink” allowed by the students in the classrooms will be water.

**18. GYM USE:** Students are expected to behave in the gym as they would in any classroom. In order that the hardwood floor is protected, we are expecting all students for PE classes and other activities in the gym to wear **non-marking soles** tennis shoes that have not been worn outside. These shoes would be used only for PE classes and would be marked with the student’s name.

For **non-school activities**, the gym will be open for use based on certain criteria.

**Priority** is given to:

- 1) St. Mary’s Parish School and its events.
- 2) St. Mary’s Parish (Moscow) events, including youth.
- 3) St. Augustine’s Catholic Community\*\*, St. Mary’s Genesee\*\*, St. Mary’s, Potlatch\*\* (*all have equal value at using the gym; whoever requests “first” will be given the permission*).
- 4) Diocesan events.
- 5) Non-parish teams who have *present* St. Mary’s students on the team and non-parish teams with *former* St. Mary’s students (*both have equal value at using the gym; whoever requests “first” will be given the permission*).
- 6) Non-parish Teams with *parishioners*.
- 7) Practice teams with no players from St. Mary’s Parish School or parish, but the coach is a member of the Parish and/or school.

- 8) Practice teams with no connection to St. Mary's Parish School or parish.

For further information contact the principal or school secretary.

**19. CONTRACT/ HANDBOOK INTERPRETATIONS:** Interpretation of the provisions made in St. Mary's Contract/Handbook is made according to the discretion of the pastor and the principal. The pastor and the principal reserve the right to make any and all decisions that apply the policies outlined in the contract/handbook to concrete situations as they occur.

**20. CONTRACT/HANDBOOK AMMENDMENTS;** The pastor and/or principal retain the right to amend the contract/ handbook at any time and parents will be given notification in a reasonable time if changes are made.

**21. CONTRACT/HANDBOOK AGREEMENT SIGNED BY PARENTS:** For yearly enrollment, parents sign a statement indicating that they have read and agree to be governed by the school's contract/handbook.

**22. IMMUNIZATIONS:** In compliance with state law, all children in Idaho must have completed and up-to-date immunization required for entrance into the school as well as per grade level(s). Failure to do this may result in being suspended from classes until the state requirement is fulfilled. This file will be placed in the student's permanent record folder. However, a parent (Kindergarten and higher) may request an *exemption for their child to be immunized*. Such exemptions **may not be allowed** at the Preschool or Prekindergarten level because the Early Childhood classes are licensed by the City of Moscow.

**23. INJURIES AND/OR ILLNESS:** If a child is seriously injured or becomes ill at school, parents will be notified immediately. To be able to do this effectively, each child must have a completed and up-to-date emergency card on file. It is the parents' responsibility to be sure all requested information is current.

**24. LIBRARY:** We have a well-stocked library that is maintained by a coordinator and parent volunteers. Books are available for every reading level. Parents are urged to encourage their children to read widely and wisely. Each class is scheduled in the library weekly; however, all teachers and aides can and do check out books throughout the day as needed. On the student's birthday, s/he will be given a book to read the book first and then it will be placed in the library with the student's name and birthday. Such books are bought with the yearly registration fee.

**Regarding overdue books:** overdue lists are distributed weekly to the teachers in grades Kindergarten through Fifth. Students (Middle Grades) are given notices directly weekly. Parents will be notified through email when their child has a book that is overdue *one month or more*. And, if a book becomes overdue at *two months*, *the book will be considered lost*. **There is a cost for replacement (\$25) for the book.** Why is this the cost? It covers the cost of replacing the book, labeling the spine and identifying bar code, providing protective covering for the book as well as the staff time involved for billing and processing procedures. Further, the student's library privilege may be restricted should s/he fail to return and or pay for the lost library book.

**25. LOCKERS/DESKS** School desks and lockers (middle grades) will be assigned to students at the beginning of the year and remain the property of the school. School authorities have a right and a responsibility to examine the contents of desks, lockers, and book bags for reasons of health, safety and security. Students are not to change desks or lockers without permission from the teacher.

**26. LUNCH PROGRAM: (See also "Nutrition/Wellness" Plan)** St. Mary's offers hot lunch that is fresh, nutritious, and organic as possible. The food is prepared in our own kitchen.

**27. MEDICATION:** There are strict guidelines regarding the administration of all medication (prescribed or over the counter). Therefore, if your child needs to be on medication while at school it will be necessary to do the following:

- Medicine must be turned into the office; it cannot remain with the student. A note with specific instructions signed by parents must accompany medication before it can be dispensed.
- Prescriptions must have a **signed note from the doctor**.
- Over the counter medicines must have a note from a parent/guardian or doctor.
- The medicine must be marked with the student’s name and dosage.

Medications **prescribed** for a student must be brought to the office by parent/guardian in original packaging. All medications will be administered by a designated person (usually the school secretary). A request form must be signed by parent/guardian with the *prescription number and doctor’s name*. In compliance with Diocesan Policy, non-prescription medications, i.e. aspirin, cough syrup, etc., **CANNOT be administered by school personnel without a written request by the student’s parent(s)**.

**28. MONEY:** All money sent to the school should be in an envelope and given directly to the teacher (or office). It should have the following information:

1. Student’s name
2. Amount of money enclosed
3. Purpose of the money

**29. NON-MOTORIZED WHEELED VEHICLES:** For safety, students may not ride bicycles, roller blades, skateboards or other wheeled vehicles on the playground during the school day. A bike rack is provided for bikes. Every child should have the necessary equipment to assure safekeeping of his/her bike and blades. Please be sure your child wears safety helmets. The school cannot be responsible for damaged or stolen bikes, roller blades, skateboards, etc.

**30. NUTRITION/WELLNESS PLAN:** We are asking all parents to support the school in encouraging students to eat healthy. Toward this end, we request all parents to refrain from providing their children with “fast food” lunches. If it should occur that a student “forgets” his/her lunch it would be understood s/he would take hot lunch that day. No “fast food” is allowed in the lunchroom. Further, if your child takes cold lunch we are requesting that sodas and other drinks high in sugar (high fructose corn syrup) not be included.

<b>Component 1: Commitment to Nutrition and Physical Activity</b>
A. A School Health Advisory Committee (SHAC) has been established
B. The SHAC will address nutrition and physical activity issues and will develop guidelines that support a healthy school nutrition environment in compliance with the requirements listed in this document. This committee shall offer revisions to these guidelines annually or more often if necessary.
C. The School will be evaluated annually.
D. Before the end of each school year, the committee will recommend to the Principal any revisions it deems necessary to the Student Nutrition/Wellness Plan.
<b>Component 2: Physical Activity</b>
A. A minimum of 150 minutes per week in elementary and 225 minutes in middle school.
B. Two 15 minute or one 30-minute recess per day
C. PE for all middle school students
D. Continuing education for PE teachers

E. Qualified PE teacher
F. Staff is encouraged to model physical activity and one school fund raiser (jog-a-thon) encourages physical activity.
H. Quality equipment
<b>Component 3: Quality School Meals/Pleasant Eating Experience</b>
A. Lunch and after school snack programs are available to all students.
B. Menus conform to good menu planning principles, including healthy choices served at proper temperature.
<b>Component 4: Other Healthy Food Options</b>
A. The SHAC has developed and recommended to the administration guidelines on nutrition standards for food and beverages offered throughout the school including parties, celebrations, and social events and also foods offered at concession stands at sporting or academic events.
B. Non-nutritious food is not sold in vending machines or through a school store.
C. School organizations are recommended to use non-food items or healthy food for fundraising as defined by school policy.
D. School staff does not use food as a reward in excess. Non-food items are recommended for rewards for accomplishments.
E. School staff does not use withholding of food or meals as a punishment for students. Withholding food or a meal for a student is prohibited.
<b>Component 5: Nutrition Education</b>
A. Approved physical education and nutrition standards are taught to all students.
B. Students and parents are encouraged by the principal and staff to provide a healthy lunch for students bringing cold lunch. Fast food is not encouraged, and parents are asked not to send candy in lunches.
<b>Marketing</b>
A. Personnel encourage students to select and consume full meals and provide positive nutrition and physical activity statements.
B. There are opportunities for student input into creating a healthier school environment.
C. Healthy eating and physical activity is actively promoted to students, staff, and community.
<b>Component 7: Body Image</b>
A. The school encourages acceptance and respect related to height, weight, shape or size.
B. The school is sensitive to measuring students' height and weight.

**31. PERSONAL PROPERTY (see also Dress Code):** All clothes, boots and other personal belongings **must be marked** with the student's name. "Lost and Found" items not claimed may be given away within a few weeks.

**32. PHONE POLICY (See also Cell Phone)** The number at St. Mary's is 882-2121. Normally, teachers will be able to return phone calls before or after school. There is a phone available in every classroom. We ask that decisions regarding after school activities be made **before** school. We discourage students from making calls to parents at work regarding activities that need to be discussed at home. Except for emergencies, teachers and students will not be interrupted during class time. The use of cell phones by students is not permitted during the school day without express permission of the administrator or supervising teacher.

**33. PHYSICAL EDUCATION CLASSES:** Students are expected to behave in Physical Education classes as they would in any classroom. In order that the hardwood floor is protected we are expecting all students for PE classes and other activities in the gym to wear **non-marking soles** tennis shoes that have not been worn outside. These shoes would be used only for PE classes and would be marked with the student's name.

**34. PROCEDURES BEFORE SCHOOL, RECESS AND NOON HOUR:** Students are not allowed to remain in the hallways or classrooms by themselves before school. Access to the bathrooms will always be available to them. Normally, all students are to be outdoors before school, at recess and during noon break unless there is severe weather preventing students from going outside. Administration and/or supervisors makes the decision concerning when students will remain indoors due to inclement weather (extremely cold, high wind chill, heavy rainfall, harsh winds, hail, etc.). It is known that children who are well enough to be at school should be well enough to go outside for fresh air and exercise, all students are expected to go outdoors at recess or noon break. Students need to be dressed accordingly for the weather. In extreme cases, such as following hospitalization or extended illness, the parent or guardian may request the child remain inside and the school will try to accommodate the request. On particular occasions, students may be asked to stay in for a tutorial, to complete an assignment, to serve a detention, do research, or act as monitors. The teacher concerned will supervise these children.

**35. PROPERTY AND EQUIPMENT:** Students are expected to carefully handle school property/equipment including textbooks. Due to the high cost of textbooks (hard cover and non-consumable) we ask that a protective cover be kept on textbooks at all times. Students and/or parents will be held financially responsible for any misuse, damage, or loss of school property/equipment. Students should not use school equipment without proper adult supervision. St. Mary's administration and teachers have the right to inspect desks, backpacks, or any items that students may bring to school.

**36. RECESS:** Students are expected to participate in supervised activities outdoors unless weather does not permit it. Snowballs or throwing of stones is never allowed under any conditions. For the safety of the students, the playground will be used in the manner in which it was intended. We ask that students show respect and obey leaders who assist with play activities. Students should wear appropriate seasonal clothing. If the temperature is severe, as defined by the administration/supervisor on duty, students will not be permitted outside.

**37. REPORTS OF STUDENT PROGRESS/PROMOTION:** Reports of student's progress are handed out at the end of each quarter. The grading periods for the school year can be found on the yearly calendar. Since most schools group students under a grade classification system, advancement of regular progress of pupils is ordinarily on an annual basis. Annual promotion usually indicates achievement of grade level expectations.

**38. RETENTION:** Sometimes it is advisable for a student to be retained at the present grade level for another year. This should not be considered a punitive action, but rather a reflection of the status of the student's level of achievement. Failure in three or more core subjects over two or more quarters may constitute retention in the grade. The following are *minimum procedures* for retention for academic reasons:

- *There is a consultation between teachers and principal as early as possible in the first semester. The teacher will also have a conference with the parents to advise them of his/her concern regarding their child. Remedial actions will be discussed and agreed to by both parents and teacher.*
- *Conferences will be held (at least 3) with the parents during second semester for further consultation and discussion of the agreed upon remedial actions as well as how the student is/is not progressing academically/socially.*
- *Since it is the parents' decision of whether their child will advance to the next grade, the school will honor the parents' decision. If a student is placed in the next grade level because of parental wishes and over the objections of the school's professional staff, parents are required to sign a statement as to the reason. The student will be considered "transferred" to the next grade rather than promoted.*

**39. RIGHT TO INFORMATION:** Parents do have the right to see their child's academic transcripts, academic testing, health records and emergency information. They may do this under supervision by a school personnel because these files are the property of the school. Such files may only be transferred from school to school by the direction of the parents. *However, note: files and other pertinent documents will only be released when financial obligations have been paid. (See Financial Information pages 17-18)*

**40. SCHEDULES:** Please refer to the calendar for the current year. Monthly there will be an updated calendar distributed.

**41. SCHOOL CLOSURE:** The school is in operation as listed in the published calendar. If weather becomes so bad and/or there are other conditions that would warrant Moscow School District to close, St. Mary's will also be closed. Local radio and T.V. stations will announce this information. Stations to listen to are:

- **Radio** KZFM, KQQQ, KRLC, KZZL FM, KRPL 1400, KZFN 106.1.
- **T.V.** KXLY(ch.4), KREM (ch.2) KHQ (ch.6) KLEW (ch.3).

Also, the **answering machine** on the school number (882-2121) will have the latest information regarding the operation of the school as well as the school website: **[www.stmarysmoscow.com](http://www.stmarysmoscow.com)**.

**42. SPECIAL SERVICES AVAILABLE:** In addition to services by the universities (student teachers, classroom aides, counseling interns, etc.) there are a few federally funded programs available. You may contact the school for further information.

**43. TECHNOLOGY USAGE:** The use of the internet will be for the purpose to support and enrichment of class assignments. Failure to comply may forfeit internet/computer privileges and receive possible suspension from school.

1. The internet may not be used for any non-educational, illegal/ or unethical purposes.
2. Any comment posted that includes the use of profanity, rude language, threats to persons or property (including bullying), or any language that is considered "unfit" for students (such as foul, vulgar) is never acceptable.
3. Normally, students should use computers while under the supervision of St. Mary's Staff.
4. In addition, improper technology use includes, but is not limited to:
  - a. Violating copyright laws
  - b. Damaging computers or equipment
  - c. Attempting to gain unauthorized access to other systems
  - d. Bullying or other improper conduct towards others via social media including sending or receiving improper images
  - e. Willfully introducing harmful/destructive programs or viruses

Each student is asked to follow the “*Rules for Online Safety*” (from National Center for Missing and Exploited Children).

Never give out personal information such as my address, telephone number, parents’ work address/telephone number, or the name and location of my school without my parents’ permission.

To tell my parents right away if I come across any information on the web that makes me feel uncomfortable.

Not to get together with someone I “meet” online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

Never send a person my picture or anything else without first checking with my parents.

Not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can contact the online service.

To talk with my parents so that we can set up rules for going online. We will decide upon the time of the day that I can be online, the length of time I can be online and the appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

Further, as parents we realize that access is a privilege, not a right. Access does entail responsibility. Our family realizes that any improper use of technology (i.e. derogatory comments/negative remarks written about St. Mary’s/ faculty/staff, students, and/or families, that are discovered on our personal and/or our family’s **computers and other internet accessible devices** while using social media including, but not limited to: blogs, email, FACEBOOK, Twitter...) may result in disciplinary or legal action on the part of the school, including the possibility of immediate dis-enrollment of the family from school.

**44. TRANSFER OF NEW STUDENTS TO ST. MARY’S:** All transfer students (grades 2 and higher) will be admitted on a *probationary basis*. Transfer student policy guidelines include the following:

1. The administrator and/or other appropriate personnel may contact the former school(s) regarding the student’s educational history. Only students who are in good standing at their prior school will be considered for enrollment.
2. The administrator will conduct an interview with parents and student.
3. The administrator makes the decision regarding enrollment.
4. Transfer students will be admitted on a probationary status for 90 attendance days starting with the first day of attendance. Anytime during the probationary period, the administrator may:
  - a. Remove the probationary status of the student,
  - b. Extend the probationary status of the student,
  - c. Dismiss the student from school.

#### **45. TRANSPORTATION POLICY**

To insure adequate coverage and safety for the students we require that parents who volunteer as a field trip driver need to do the following yearly:

- Provide a color copy of his/her driver’s license (both sides).
- Provide a copy of the front page of his/her auto insurance with Diocesan required coverage amounts.
- Fill out the School Safety—Field Trip Driver Information Form that is provided in the opening packet.
- Complete viewing and Assessment through CMG (Catholic Mutual) for driving.

*Our school's transportation policy states that no motor vehicle will be requested or approved by the school for the transportation of school pupils to and from off-campus activities sponsored or approved by the school, including, but not limited to, athletic contests, dramatic presentations, concerts, field trips unless the vehicle is operated by a competent adult over the age of twenty-one (21) years, properly licensed, and with liability insurance, public injury and property damage insurance, and medical payments insurance, as detailed below. The undersigned, as a person who may provide student transportation according to the policies above stated, certifies as follows: that I am an owner of the vehicle or vehicles described below and that I carry on each such vehicle insurance providing: or combined single liability CSC (minimum \$300,00). Liability limits on policy (from Declaration of Insurance) singles injury liability limit (minimum \$100,000 required); combined injuries liability limit (minimum of \$300,000 required); property damage liability limit (minimum \$100,000 required).*

**46. USE OF SCHOOL NAME, LOGOS, AND MOTTOS:** No one may use the school name, logo or motto on any type of social media or in any other way, for example, printing the name or logo on t-shirts or within publications, without the express written permission of the principal or designee.

**47. VISITORS:** All visitors, including parents, upon arrival need to sign with the front office. Classroom visits are encouraged and can be scheduled when prior arrangements are made with the teacher.

**48. VOLUNTEERS:** Volunteers are an essential part of our school environment. Some of the areas where parents *regularly* volunteer are as: classroom helpers, lunchroom servers and library assistants. Other areas included: advisors for Student Council, academic clubs and competitions, and the music programs. We encourage **all** parents to become involved in their school through volunteering. Volunteers must provide a Diocesan criminal background check paid for by the school and attend a safety environment training session.

**49. WEBSITE:** School information, including the school calendar can be found on the school website; [www.stmarysmoscow.com](http://www.stmarysmoscow.com)

**50. School Operations Relative to Divorced Parents:** We recognize that there are families struggling through divorce. We also recognize the need for children to be raised in a consistent and loving environment both in the school and home. St. Mary's Parish School is under no obligation to accommodate the non-custodial parent on non-custodial days. We operate pursuant to the family court documents/calendar regarding shared custody of the children. To reduce child/(ren) becoming confused, anxious, and upset, (and in the best interests of the shared custodial agreement) on non-custodial days, the non-custodial parent is to refrain from coming into the school. St. Mary's adheres to the Buckley Amendment, which provides that noncustodial parents have a right to information about their child even if they do not have access to or custody of their child. Thus, on those days when a parent does not have custody, s/he may still request information about their child, but that does not grant them the right to enter onto the campus. Embedded in our Parent Contract/Handbook are Christian principles which allow parents/guardians to respectfully express their concerns about school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive. Parents are expected to adhere to our policy, and refrain from campus visits on non-custodial days.

**51.** As of the 2018 school year, ages 3 and 4 students are now enrolled at St. Mary's. **To enroll and remain in these programs, students must be fully toilet trained.** We understand that an infrequent accident could occur. However, should a bowel movement accident occur, it is our policy to notify parents and have them come and care for their child. Why? In this type of "accident" the parents are the ones that need to take care of their child. Obviously, for sanitary reasons, all soiled clothing and supplies (wipes etc.) used to clean up the accident must be taken *with the parent*

***Notice of addenda to Contract/Handbook:***

- By virtue of your enrollment at St. Mary's Parish School, students, parents, and guardians agree to accept and abide by the policies and procedures as outlined in this handbook. Failure to abide by this "contract" may risk a student's continued enrollment.
- St. Mary's Parish School administrator(s) has final recourse and reserves the right to amend this handbook.

**Statement of Non-Discriminatory Policy:**

- In accordance with Christian principles, St. Mary's Parish School recruits and admits students of any race, color, sex or ethnic origin to all the rights, privileges, programs and activities.
- St. Mary's was established in 1908 to help Catholic families of Moscow and the surrounding area in the education of their children. St. Mary's is open to families, other than Catholic, whose values match the school's and there is space available.

**UNWRITTEN REGULATIONS:**

*This policy booklet is limited in content. Emphasis has been placed on those things that are deemed most pertinent and beneficial to the students, parents, and personnel of St. Mary's Parish School at the present time. It would be impossible to anticipate all questions/needs/problems that may arise.*

*Yet, each year, a few distracting "fads" and circumstances do show up at school. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Mary's Parish School will be held to be unacceptable, even though not explicitly set forth in this Contract/Handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.*

*The Principal always has the right to amend this Contract/Handbook as deemed necessary. In such cases, prompt notice of changes will be given to all concerned.*

*This Contract/Handbook constitutes the binding agreement between the family (parents and children) and the school. Failure to follow what is contained within may result in being asked to withdraw from the school.*

### The Three R's of St. Mary's Parish School

The rules that lead and light our school begin with letter **R**  
They lead our faith, our work, our life you'll know us from afar.

**Respect**'s the word that leads the way we're courteous, patient, polite  
It helps us all to get along and always know what's right.

**Responsibility** shows and grows our work's on time and neat  
We're prepared, and homework's always done we learn and never cheat.

**Resourcefulness**, the final rule we serve and help each other  
Our gifts will build community and show Jesus is our brother.

The rules that lead and light our school begin with letter **R**  
They lead our faith, our work, our life you'll know us from afar.



*Thank you for choosing a Catholic Education for your child. Your choice represents an investment of love, commitment, time, money and dedication. Let us strive to work together—school/parish community and family---to empower your child to achieve full academic potential and Christian maturity.*

**CONTRACT BETWEEN PARENTS AND ST. MARY’S PARISH SCHOOL**

St. Mary’s Parish School’s Mission is to foster Catholic-Christian values for the students they serve by teaching and modeling Christian moral development, service, community, respect, responsibility and resourcefulness.

The School’s Handbook, with its pertinent information of policies and procedures is *the contract* between St. Mary’s Parish School and each of our families. It can be found online at: [www.stmarysmoscow.com](http://www.stmarysmoscow.com)

**Please sign and return to school office ASAP**

Our family understands that St. Mary’s Parish School Handbook is the contract between the school and our family. Further, we agree to abide by the policies and procedures as outlined in the School Handbook. Further, we understand that failure to abide by this “contract” may risk our continued enrollment.

**Family name:** \_\_\_\_\_

**Parent(s) Signature** \_\_\_\_\_ **(mom)** \_\_\_\_\_  
**(or Guardian(s))** **Date signed**

\_\_\_\_\_ **(dad)** \_\_\_\_\_  
**(or Guardian(s))** **Date signed**

**Contract accepted on behalf of St. Mary’s Parish School:** *Dr. Jennifer Beller, Principal*  
*Date August 2018*

**Please fill out the following for your child(ren)**

**PE:** My child/ren is/are physically capable of participating fully in St. Mary's Physical Education Program.  
\_\_\_ yes \_\_\_ no

**Walking Permission Form:** I give general permission for my child/ren, to participate on walks within the general vicinity of Moscow with his/her class. This includes: church, city parks, music practice, library etc.  
\_\_\_yes \_\_\_no

**Cell phone numbers are:** **(mom)** \_\_\_\_\_ **(dad)** \_\_\_\_\_  
*(for texting purposes)*

**PS** *Should you have a question that is not answered in this Handbook, please call the school and ask for a member of the Administrative Team.*