

saint mary's catholic school

Parent/Student Handbook 2017-2018



Saint Mary's Catholic School
101 Hampton Avenue
Greenville, South Carolina 29601
(864) 271-3870
www.stmarysgvl.org/theschool

tradition ❁ *virtue* ❁ *excellence*

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith...an environment permeated with the Gospel spirit of love and freedom.”

*#25, Religious Dimension of Education in a Catholic School
Vatican Congregation for Education*

Saint Mary's Catholic School

101 Hampton Avenue
Greenville, South Carolina 29601
864.271.3870 Phone
864.271.0159 Fax
www.stmarysgvl.org



Dear Parents and Students,

With the foundations of tradition, virtue, and excellence, St. Mary's Catholic School welcomes you and your children to the extraordinary experience of a Catholic education. In choosing St. Mary's Catholic School, you have demonstrated a commitment to your vocation of parenting the children entrusted to your care according to the Gospel of our Lord Jesus Christ.

This Parent-Student Handbook reflects the policies of St. Mary's Catholic School for the 2017-2018 school year. Please read this document carefully. **By enrolling a child in our school, a family agrees to abide by our policies. A signature form that confirms this agreement will be sent home on the first day of school.**

St. Mary's Catholic School has a 117-year history of excellence, and we look forward to working with you to promote the academic, athletic, and spiritual development of your children under the guidance of the teachings of the Catholic Church. Together let us pray that we may lead our children to Jesus Christ as His faithful disciples.

In Our Lady of the Sacred Heart of Jesus,

Mr. Steven Zimmerman
Principal



2012 S.A.C.S. Accredited
2009 National Blue Ribbon School

INTRODUCTION

MISSION STATEMENT and MOTTO

The primary mission of Saint Mary's Catholic School is to invite our students to follow the Lord Jesus Christ as faithful disciples to prepare them for outstanding achievement in high school and later life. Our rigorous curriculum integrates academic excellence, athletic challenge, artistic expression, and character formation in the effort to serve the evangelical mission of Saint Mary's Catholic Church and School.

The mission of Saint Mary's Catholic School is summarized in the motto *Tradition, Virtue, Excellence*.

Tradition

Along with the writings of Sacred Scripture, Catholics accept Sacred Tradition as the revealed truth of the Gospel. Sacred Tradition is the spoken teaching of Christ entrusted to Peter and the Apostles and upheld by the Holy Spirit in the teaching authority of their successors, the bishops of the world in union with the pope. From our reverence for Sacred Tradition flows a love for various liturgical and devotional traditions and even for time-honored school traditions, as well as a commitment to educational methods founded on the dignity of the human person, the primary role of parents, and a sincere respect for those in authority. (See MT 16:18-20, LK 10:16, MT 28:19-20 and *Catechism of the Catholic Church* #74-83, 1700, 2221.)

Virtue

A virtue is a strength, or a good habit, which allows one to choose and do what is true and good in a way that is prompt, easy, and joyful. Virtues are developed by God's grace and the ongoing practice of good acts. The virtuous life is the happy life, the good life, because virtue is the ability to live in freedom from the slavery and weakness of sin and selfishness. The theological virtues (faith, hope, and charity) are a gift given by God at Baptism, through which God Himself dwells within us and directs our lives to Him. At Saint Mary's we learn about the life of virtue by focusing on the practice of a specific Catholic virtue each month.

Excellence

All are called to holiness. This includes striving to develop our individual talents for the glory of God and having the zealous desire to fulfill His plan for us each day and throughout our lives. At Saint Mary's we learn each month about Saints who fulfilled this call and our faculty and staff act as living witnesses by role-modeling the zeal of giving one's all for God and by holding our students accountable to the highest expectations, calling them to personal excellence: spiritual, academic, artistic, and athletic. (See MT 25:14-30 and *Catechism of the Catholic Church* #2013-2015, 2030.)

PARISH and SCHOOL EMBLEM and LOGO

Saint Mary's Catholic Church and School share as their emblem and logo the seal of Our Lady of the Sacred Heart of Jesus and the fleur-de-lis. Use of the name of the parish and/or school with these symbols is reserved to the pastor and principal or others with their approval.

Seal of Our Lady of the Sacred Heart of Jesus

The parish and school seal shows Our Lady holding the Infant Jesus surrounded by the Latin text, "*Ecclesia Dominae Nostrae A Sacro Corde Iesu,*" which is translated "Church of Our Lady of the Sacred Heart of Jesus," followed by the foundation date of the parish, 1852. At its foundation, the parish was entrusted to Mary under the title of Our Lady of the Sacred Heart of Jesus, a popular devotion at that time, which recognized that as God Incarnate, Jesus Christ loves us with a human heart, and that along with all of His flesh, He received this heart from Our Lady, His mother, Mary. Although specifically dedicated to Our Lady under this title, both the parish and school are recognized by the shorter name, St. Mary's.



The Fleur-de-Lis

Fleur-de-lis is French for "lily flower" and this traditional symbol of Mary is a stylized lily. The lily is a symbol for purity, and Mary, preserved from all stain of sin, is the purest of God's creatures. At Saint Mary's the *fleur-de-lis* is used interchangeably with the parish/school seal and is embroidered on our school uniform. In the window above the main altar of our church this symbol can be seen in the pattern on Mary's mantle.



SCHOOL MASCOT AND COLORS

Selected by student vote in 2005-2006, our Saint Mary's school mascot is the Duck. Ennobled as it is by many athletic championship titles at the local and state level, our students are proud to be, "once a Duck, always a Duck." Our school colors are blue and white, occasionally offset by gold. These are the traditional colors which represent Our Lady, as she is often pictured wearing these colors in sacred art.



HISTORY

Saint Mary's Catholic School can trace its history back over 100 years to the founding of Sacred Heart Academy by the Ursuline Order of Sisters. Sacred Heart was a free parish grammar school and boarding academy for young ladies, located in the rented home of Elias Earle.

The school outgrew its quarters within the first year, so a more spacious building was constructed on Hampton Avenue. A large addition was added in 1923, but by the late 1920's the student population had again outgrown its facilities.

In 1930, the present elementary building, Mercy Hall, was constructed and named Saint Mary's Catholic School. Three years later, operation of the school was taken over by the Sisters of Charity of Our Lady of Mercy of the Diocese of Charleston, South Carolina. In 1962, a second school building was opened to house a middle school. In 2006 the Dominican Sisters of Saint Cecilia Congregation of Nashville, Tennessee assumed the school's administration. Beginning in 2017 the first lay principal was named.

Until the 1970's St. Mary's School encompassed grades 1-9. Then the 9th grade was eliminated and a 5-year-old kindergarten was added. In 1998, a 4-year-old kindergarten was added to the school community and in 2013 a 3-year-old kindergarten. The Saint Mary's campus continues to add new facilities that enhance the educational experience. In 1998 the Monsignor Charles J. Baum Recreation Center was dedicated, followed in 2000 with the complete restoration of Gallivan Hall into a performing arts center for the school, and in 2001, the Jamile J. Francis Athletic Field was dedicated. In the spring of 2006, Pazdan Hall was reopened after the completion of a \$2.2 Million renovation. Among the many enhancements to the middle school building are the installation of 4 SMART boards and wireless technology.

During the 2000-2001 school year, Saint Mary's celebrated her 100th Anniversary. During the first 100 years, several thousand students have had the opportunity to experience "a very special place" to learn about God, their fellow students and about themselves. Periodically, alumni and former students return to Saint Mary's campus to relive their younger days, to renew old friendships, and to thank the dedicated sisters, lay teachers and staff for preparing them for the future. Today, over 100 years after her founding, St. Mary's Catholic school continues to fulfill her mission of forming students in tradition, virtue, and excellence.

PHILOSOPHY

In addition to transmitting the Gospel to our students, we seek to instill in them all of the human virtues celebrated in classical wisdom and Catholic tradition. By teaching our children to love righteousness in all its forms, we prepare them to serve Christ and His Church by respecting the human dignity of each person, and through regular participation in the Most Holy Eucharist and systematic catechesis, our students are introduced to the Christian life in all its richness.

Our program is designed for children of families with deep commitment to the Gospel of Jesus Christ and genuine respect for the classical forms and disciplines of Christian education. The faculty and staff of Saint Mary's Catholic School are dedicated to the integral formation of our pupils, working with our parents as a single community of many families to serve and motivate every student.

SAINT MARY'S CATHOLIC SCHOOL OBJECTIVES

- To assist parents in fulfilling their role as the primary educators of their children.
- To recognize and respect the dignity of each individual.
- To provide academic programs that will promote continuous student growth in building competence in critical analysis, inquiry, and creative thinking.
- To integrate our Catholic faith in everyday life.
- To instill a spirit of service to Christ and His Church among the students within the community.
- To provide all students with a foundation in knowledge, skills, and Gospel values to prepare them for the future.
- To introduce students to the Fine Arts and to provide opportunities for creative activities that will inspire an appreciation for the good, the true, and the beautiful.
- To foster an atmosphere of dedication, loyalty, and teamwork through athletic competition.

PARENTAL ROLE

In keeping with the educational philosophy of the Catholic Church, Saint Mary's Catholic School recognizes parents as the primary educators of their children. Saint Mary's Catholic School strives to assist parents in the academic and Christian formation of their children. Therefore, it is vital that a mutual attitude of respect and support be present between home and school. In accordance with the Catholic principle of subsidiarity, any concerns should be resolved at the lowest level: parents should speak to the teacher before addressing the principal, and to the principal before addressing the pastor.

Parents are expected to support the school's mission, philosophy and commitment to Christian principles; support the school's policies and regulations outlined in the handbook; support the educational programs of the school; and remain informed about and involved in the religious instruction of their children.

If parental involvement and/or behavior seriously disrupts the teaching/learning process, or undermines the academic or spiritual mission of Saint Mary's Catholic School, the school reserves the right to require parents to withdraw their children from the school.

THE OPERATION OF THE SCHOOL IS BASED ON THE FOLLOWING FACTORS:

- The best interest of the child is the first consideration in administrative procedures, practices and decisions.
- The teacher is the key factor in instruction and well-qualified professional personnel should instruct every child.
- The high standard of education should be maintained by continuous evaluation and revision of the curriculum, organizational structure, and methodology based on the latest valid research, changing goals in society and school objectives. Close communications should be maintained among the pastor, principal, teachers, parents and the community.

It is the aim of Saint Mary's Catholic School to provide a Christ-centered atmosphere in which each child can be challenged to strive for the highest possible level of formation, both spiritual and academic. The administration, faculty and staff strive to instill a love for truth and a love for learning in each student. If effective learning is to take place, there must be an atmosphere of study, free from distractions that arise from disorder of any kind. All students are expected to practice self-control and good order at all times for the common good of the school. Saint Mary's Catholic School looks to the home for support and cooperation in the implementation of these directives.

ATTENDANCE AT SAINT MARY'S CATHOLIC SCHOOL INDICATES WILLINGNESS TO COMPLY WITH THE SCHOOL'S REGULATIONS.

ACADEMIC CREDENTIALS

Saint Mary's Catholic School holds membership in the Roman Catholic Diocese of Charleston, South Carolina, Educational System. That same department accredits it. In 2009, Saint Mary's Catholic School was named a National Blue Ribbon School of Excellence by the United States Department of Education and in 2012 Saint Mary's received accreditation by the Southern Association of Colleges and Schools (SACS).

All members of our professional teaching staff hold state certification and/or endorsement.

LOCATION

Saint Mary's Catholic School is located at 101 Hampton Avenue off Academy Street in downtown Greenville. It is part of the Saint Mary's Catholic Church campus and is bordered by Hampton Avenue and West Washington Street.

ADMISSIONS POLICY

Nondiscriminatory Policy: Schools in the Diocese of Charleston admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, or athletics and other school-administered programs.

Saint Mary's Catholic School observes the following priority consideration with all new students applying for admission:

1. Children of Active Saint Mary's Church parishioners and siblings of currently enrolled students
2. All other applicants

A Saint Mary's Catholic Church parishioner has priority over all other applicants, including siblings of non-Saint Mary's Catholic Church parishioners.

Prior to admission in our youngest grades, children must be able to use the restroom independently. In grades K5-8 academic testing is used to determine eligibility and grade-level placement. Students are not considered enrolled until all appropriate forms and fees have been submitted. Details regarding the admissions process are posted on the school website.

PART I: ACADEMIC PROGRAM

CURRICULUM

Saint Mary's Catholic School curriculum is formulated according to Diocesan directives and curriculum guides.

Saint Mary's Catholic School provides a well rounded, academically challenging curriculum in Grades K3-8. The goal is to provide a firm foundation in Catholicism, Reading, Mathematics, and Language Arts. Saint Mary's Catholic School does not offer any special education alternatives or individualized programs.

The curriculum concerns itself with the whole child in his fully human and specifically Christian development. The school seeks to provide a sound academic program. As an integral part of the instructional program, the faculty makes use of resource persons, field trips, media, and technology.

In addition, the Religion curriculum seeks to instill an appreciation and understanding of the basic truths and practices of our Catholic Faith with emphasis on the sacramental life of the Church. Special religious activities of Saint Mary's Catholic School include weekly Masses, Reconciliation Services, and seasonal liturgical celebrations. The school emphasizes the role of faith in daily life by focusing on different virtues and Saints each month.

COMPUTER USAGE

Saint Mary's Catholic School has a strong commitment to the integration of technology within the curriculum. The school has a MAC lab for weekly instruction. The K5 through 8th grades and the Science Lab enjoy wireless technology enhanced with SmartBoards. Third Graders master basic math facts with the help of an electronic FlashMaster. All Middle School students are issued iPads to use during the school year and sets of iPads are available for periodic use in the Primary and Elementary Grades. Before students are granted access to computers and the Internet at school, they and their parents sign the agreement to the Technology Acceptable Use Policy.

Technology Acceptable Use Policy

St. Mary's Catholic School is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff and students. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. School computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of St. Mary's Catholic School. The school reserves the right to investigate any suspected violations of this policy.

1. Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research, and be consistent with the educational objectives of the diocese and school.
2. The use of technology is a privilege, not a right. Inappropriate use may result in a suspension or cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal.
3. Some examples of unacceptable use include but are not limited to:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - Unauthorized downloading of software (i.e. applications, images, music, videos, etc.), regardless of whether it is copyrighted;
 - Accessing any site (games, etc.) without teacher permission; using any equipment without teacher permission;
 - Invading the privacy of individuals;
 - Using/Sharing another user's password or account or sharing one's own password or account;
 - Using pseudonyms or anonymous sign-ons;
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the diocese and/or school;
 - Using inappropriate language;
 - Use of any proxy sites/servers to access sites that are restricted by the normal course of the network; the school will limit the network using filters and/or additional software to keep inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites/servers.
 - Damaging computer hardware, computer systems, files, programs, or networks;
 - Vandalizing or damaging the property of another individual, including data files;
 - Employing the network for commercial purposes (i.e. to buy or sell items).
 - **Unacceptable use also includes online activities occurring outside the school that may be detrimental to the school environment (defamation, threats, harassment, etc.)**
4. Students may not post any photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without his/her knowledge and approval.
5. Creating a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) that represents the school or transmits the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.
6. Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.
7. The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school. Inappropriate use of St. Mary's Catholic School's computers may result in a loss of access to use them as well as other disciplinary and/or legal actions.

ACADEMIC EVALUATION

The school year at Saint Mary's Catholic School is divided into four marking periods/quarters according to the school calendar. Progress Reports are distributed at Parent-Teacher Conferences during the first quarter of each school year. Report Cards are issued electronically at the end of each quarter for grades K3-8. Final report cards are electronically issued at the end of the school year.

Standardized Achievement Tests are administered to all students in grades 3 through 8 at times set by the Diocese of Charleston Catholic Schools Office.

Academic grades are available to parents on the school's Jupiter site. Parents are encouraged to stay in communication with the teachers concerning their child's performance.

CODE FOR MARKING

A+ = 99 - 100	A = 97 - 98	A- = 95 - 96
B+ = 92 - 94	B = 88 - 91	B- = 85 - 87
C+ = 82 - 84	C = 78 - 81	C- = 75 - 77
D = 70 - 74	F = FAILING – Below 70	

EIGHTH GRADE HIGH-SCHOOL-LEVEL COURSES

Eighth Grade students may take a full year, high-school-level course in Algebra I, Algebra I Honors, English I, English I Honors, and Spanish I Honors or French I Honors. **The Administration reserves the right to cancel or change any course or program should the need arise.**

CO-CURRICULAR COURSES

A variety of co-curricular courses are offered on all grade levels, including: Spanish in Grades K3-8, French in Grades 5-8, Music in Grades K3-8, Art in Grades K3-8, Physical Education in Grades K4-8, Library Skills in Grades K3-8, and Computer Lab in Grades 1-8. **The Administration reserves the right to cancel or change any course or program should the need arise.**

HOMEWORK

It is the policy of Saint Mary's Catholic School to give homework. The purpose of homework is to foster habits of independent work-study; to reinforce learning that has taken place in school; to bring the home and school closer together; and to relate school learning to out-of-school interests. It is essential that students be instructed in the importance of daily homework assignments. Each student must keep a written account of homework. This is his/her responsibility. Please make it a practice to ask your child about homework and also about papers to be signed.

Since the goal of homework is independent study, parents are encouraged to taper their assistance over the years. In no case should a parent supply answers to tests, etc. to their children. Studying test answers rather than studying a body of material undermines learning and will be considered cheating (see discipline code), even if answers are supplied by parents.

HONOR CODE FOR STUDENTS IN GRADES 4-8

Preamble: The Honor Code of Saint Mary's Catholic School is intended to promote an atmosphere of trust and fairness in the classroom. Saint Mary's Catholic School students who pledge are bound by honor to abide by the code and are expected to evidence a high standard of personal conduct as outlined below.

Code: I agree not to give or receive unauthorized, dishonest assistance inside or outside the classroom on any homework, projects, classwork, or tests. All assignments presented will be my own.

I agree not to plagiarize. Plagiarism includes the word-for-word repetition, without acknowledgment, of the writing of another author. Plagiarism includes the use of information on the Internet without proper acknowledgment.

Pledge: I understand the Saint Mary's Catholic School Honor Code and pledge to follow it. I understand that I will be held responsible for any violations of the Honor Code.

HONOR ROLL

At the end of each marking period, an Academic Honor Roll is electronically published for Grades 6, 7, and 8. Students who have earned all "A's" and "B's" in all subjects will be listed on the Honor Roll.

PROMOTION POLICY and RETENTION POLICY

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

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

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

PART II: SCHOOL POLICIES and PROCEDURES

ACTIVITIES

Students of Saint Mary's Catholic School may participate in Altar Serving, Band, Choir, Middle School Sports Programs (Basketball, Cross Country, Volleyball, and Golf), Safety Patrol, Student Council, Yearbook, Coding Club, Orchestra, Rosary Club, as well as various parish activities.

All students are encouraged to become participants in our school activities, extra-curricular activities, and in the Church athletic and scouting programs.

ARRIVAL - MORNING

Adult supervision is provided for students before school, beginning at 7:20AM. Once on campus, students are **NOT** allowed to wander through the school buildings or leave the school property. School hours are 8:00AM-3:00PM.

Parents may not leave children unsupervised or allow them to wander.

ASBESTOS

Asbestos Hazardous Emergency Response Act (AHERA) **School Building Survey**

Saint Mary's Catholic School has completed a survey for asbestos materials in our school buildings. EPA has, as required under Section 203 of Title II of the Toxic Substance Control Act (TSCA), issued a final rule requiring all local school agencies (public and private) to identify all asbestos-containing materials (ACM) in their buildings and to take appropriate actions to control the release of asbestos fibers. Accredited personnel have inspected each building, taken samples of all suspected materials, and then, after analysis, returned and labeled all asbestos-containing materials. As part of this survey, accredited personnel have also developed a management plan. The management plan will identify: all samples taken, those samples that contain asbestos and their locations, the type and percentage of asbestos present, the current physical condition of the asbestos-containing material, and a written plan to control future asbestos fiber release.

Asbestos does not need to be removed from a building to control fiber release. Fiber release can be controlled by encapsulation, enclosure, and/or repair. When handled properly, fiber release can be far below the South Carolina "acceptable for occupancy" level of 0.01 fibers/cc.

The completed management plan is on file in the administrative office and can be examined any school day during normal working hours.

ASSEMBLY AND LITURGICAL SERVICES

All students are to be on their best behavior while attending Mass and other liturgical services. Courtesy is expected of all students during any assembly program and students are to always give guests and speakers a respectful welcome.

ATTENDANCE

Punctual and regular attendance is very important for students to achieve their best in school.

- a) When sickness or higher obligation to the family necessitates an absence, parents/guardians are to call the school office or email school.office@stmarysgvl.org prior to 9:00AM on the day a student will be absent. In addition, when the student returns to school, a note from the student's parent/guardian must be presented to the teacher before 8:30AM stating the date(s) and reason for the absence.
- b) An "excused absence" is granted when students miss school due to personal sickness, medical appointments, death in the immediate family, a wedding in the immediate family, or high school shadow days (students in Grade 8). Any other absences will be considered "unexcused". **The provision of assignments for a planned absence is at the discretion of the teacher; parents should realize that the provision of such assignments is not a right and in some cases may not be possible. If requesting assignments in advance of a planned absence, parents should contact the teacher no less than one week in advance of the absence. (See "Vacations".)**
- c) Unexcused absences totaling more than ten (10) days may be a cause for retention.
- d) Excessive unexcused tardiness will be referred to the Disciplinarian. Three (3) unexcused tardies are equivalent to 1/2-day absence. Students missing over 2 hours during the school day will be recorded as absent for a half day. Students present for less than 2 hours will be recorded as absent for the day.
- e) Students who participate in trips or other activities sponsored by the school are not marked absent, but are held responsible for their class work and all other assignments.
- f) When a student is absent, it is the student's responsibility to make up all work and assignments missed.

- g) Early dismissals for doctor/dentist appointments and other legitimate reasons are permitted before 2:30 pm.

Parents/guardians are encouraged to make doctor and dentist appointments at a time that does not conflict with school hours whenever possible.

Students must be in their class lines when the 8:00AM bell rings. The drop-off line will be closed at 8:00AM and parents and tardy students must report to the School Office accompanied by a parent.

BELL SCHEDULE

7:50AM	Silent Reading/Study
8:00AM	School Begins with morning prayer
2:50PM	Closing Exercises
3:00PM	Dismissal
	(Bell rings at the end of all lunch periods.)

BIRTHDAYS

It is acceptable to send in small treats to celebrate a student's birthday. The teacher should be notified at least the day before. *Please see the Health Policy and Procedure section for the peanut allergy policy.*

Distribution of invitations on the school grounds for out-of-school parties is prohibited unless the entire class (or entire gender) is invited. Parents/guardians are requested not to send flowers or balloons to school on their child's birthday.

Students may dress out of uniform on their birthday. If a student's birthday is celebrated during the fall and spring when uniform shorts are allowed, the student may wear **knee-length shorts** on the day of the celebration. See **Dress Code/Guidelines For Non-Uniform Days**.

BOOKS

Books are rented for the current school year. Each student is responsible for keeping his books in good order and for having a cover on all hardcover textbooks belonging to the school. Any books lost or damaged by a student must be paid for before the school provides a new book. Students are encouraged to have book bags.

BUCKLEY AMENDMENT

Saint Mary's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.

BUILDINGS

Students are expected to take pride in the physical setup of the school. It is our intention to keep the school buildings and grounds neat and clean. Students are reminded not to mark or deface any school property. Damage to any school property must be compensated.

CALENDAR

The school calendar is set up with Diocesan guidelines and approval. Only in rare instances will changes be made. If changes are necessary, you will be notified in the periodic newsletter, through a special parent memo, or via electronic communication.

CHANGE OF ADDRESS

A change of address, telephone number, and email address and/or parish affiliation must be promptly reported to the school office.

CLOSED CAMPUS

Between the time a student arrives in the morning and departs at the end of the school day, he/she is to remain on the school campus, unless specifically given permission by the Principal to leave.

CONDUCT IN PUBLIC PLACES

The people of the Greenville area look to Saint Mary's Catholic School students to conduct themselves in public places as an indicator of the education they are receiving at Saint Mary's Catholic School. Therefore, it is their duty to conduct themselves in an appropriate and well-behaved manner at all times.

CUSTODIAL AGREEMENTS

The school must have on file copies of any custodial agreements in the case of divorced or separated parents, especially if it pertains to the child immediately prior to, during, or after school hours. The school follows the Buckley Amendment in reference to school records. Every parent/guardian has the right to view their child's school records unless there is a court order to the contrary.

DISCIPLINE

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Therefore, school authorities with action appropriate to the situation will handle any infraction, which would result in a breakdown of this atmosphere. All students are governed by the same regulations and penalties.

The school reserves the right to discipline students for conduct, whether inside the school, outside the school/program, online, etc., which is detrimental to the learning environment or to the reputation of the school. Students of Saint Mary's Catholic School are to have respect and courtesy for all persons and for all property.

Discipline Terminology

A Demerit System is a system of rules and regulations that will be enforced by a system of guidelines administered by a Disciplinarian.

A Disciplinarian is the person responsible for administering and interpreting the Demerit System.

A Demerit is a mark against a student's conduct record. Demerits are cumulative during the school year.

A Detention is the punishment that accompanies a deed of misconduct and/or demerits.

Detention will be held on Wednesdays, beginning at 3:00PM and ending at 4:00PM. Detention is for those receiving demerits and/or assigned to detention by the Disciplinarian. Students are to report to detention immediately after dismissal. Detention takes priority over any other commitment.

If a student is unable to attend an assigned detention because of extenuating circumstances, the parents must contact the Disciplinarian prior to the detention to be served and the detention will be rescheduled.

Suspension is the removal of a student for a specific time period from Saint Mary's Catholic School. If a student fails to correct his/her behavior following suspension, he/she may be requested to withdraw.

Probation is a trial period in order to correct inappropriate behaviors.

Expulsion is the permanent removal of a student from Saint Mary's Catholic School.

An infraction is the failure to observe the rules of Saint Mary's Catholic School. For every infraction, there will be a consequence. These consequences are at the discretion of the principal and may consist of detention and/or demerits, suspension, expulsion, notification of proper authorities, or legal action.

Discipline-General Rules of Conduct

Halls and Stairs

In the halls and stairways, students are to walk in single lines, on the right side, quietly during the school day. Loud talking, shouting, pushing or shoving is entirely out of order. Students are not to be in the halls during class time without permission and are never to enter a classroom unless supervised by a teacher. Students may be sent to the restroom individually or in small groups. Students are not to do anything that interferes with the safety or learning of others.

School Grounds

- 1) At the sound of the bell, students are to stop whatever they are doing, and then walk quietly to their line.
- 2) Students are not to play during the morning drop-off (7:20AM-8:00AM) and the afternoon pickup (3:00PM-3:30PM).
- 3) Students are to stay within walkways.
- 4) Students are to put all trash in the trashcans.
- 5) Students are not allowed in front of the school.
- 6) No student is to leave the schoolyard without expressed permission.
- 7) Fighting, pushing, and shoving are not permitted.
- 8) When a whistle blows, everyone must STOP immediately.
- 9) When entering or leaving Mercy Hall, students (all grades) should be silent so as to avoid disturbing other classes.
- 10) ***No student may ever be alone outside.*** 5th -8th Grade students may be outside with a "buddy" or with the class; K3-4th Grade students must have an adult with them.

Morning Arrival:

- 1) Students (K4-5th) will line up in number order and remain in line until inside classroom after opening exercises.
- 2) Silence will be maintained after 7:50am. Students K4-8 should read or study until 8:00.
- 3) No toys, cards, games, etc.
- 4) Students in grades 6-8 will report to Pazdan Hall upon arrival.

Lunch:

- 1) Stay seated except to throw trash away or use the restroom (K4-2nd ask permission to use the restroom).
- 2) Use inside voices (each teacher monitors his/her homeroom).
- 3) K4-5th: Silence is maintained as grades are dismissed by table. (K5, 1st and 2nd place lunch boxes by GH and begin recess; K4 walk to SHH Playground with lunch boxes for recess, 3-5 put lunch boxes by GH and pray by GH after recess)
- 4) Grades 6-8 wipe tables after lunch and pray in Grace Grotto after recess.

Outside Recess

- 1) Students are to stay away from Church buildings, sidewalks to the Church, school steps, cars and designated parking areas, from the Church grass, and out on the street during recess. They should always be in view of the teacher on duty in the schoolyard.
- 2) All teachers are to be outside before the bell rings to line up and bring in their class. Students are reminded to walk quietly (not run) to lines, into and out of buildings, etc.
- 3) Students must get permission from recess personnel before going inside buildings to restrooms, etc.

- 4) Swings are for swinging straight only. No pulling on legs, no locking of legs or hands, and no more than one person on a swing at a time.
- 5) At all times, all students must stop immediately when a whistle blows or the bell rings.
- 6) No one is allowed on top of cross bars. Only one person sits on the slide at a time.
- 7) Equipment is to be used for play and not for abusing others.
- 8) No one is allowed in the Gym or School building during recess without permission.
- 9) Swings and courts must be shared equally among all grades at all times.
- 10) K4-5th: when the whistle blows, students go down on one knee and wait for instructions.
- 11) At the end of recess, K4-5th students line up in number order, pray, and enter the building in silence. At the end of Grades 6-8 recess, students report to Grace Grotto for prayers.

Outside Dismissal:

- 1) K4-5th leave the building quietly, single-file, in number order and form two lines on the school yard, facing the car line. Grades 6-8 report to their area of the schoolyard.
- 2) No toys, cards, etc..
- 3) Listen for names to be called.

Indoor Dismissal (Inclement Weather):

- 1) K3 & K4 wait in the Gallivan Hall entrance area.
- 2) K5 sits silently in the hallway outside the computer room.
- 3) 1st and 2nd graders sit silently at desks in their classrooms (teachers at doors).
- 4) 3rd, 4th, and 5th graders sit silently on stairs and in hallway outside the office.
- 5) 6th, 7th, and 8th graders sit quietly in Gallivan Hall.
- 6) Listen for names to be called.

Specials:

- 1) Students should arrive promptly.
- 2) Individual students will not be permitted to return to their classroom without special arrangements.
- 3) Any disciplinary issues will be handled in the classroom where they occur.

Discipline-Demerits

The number of demerits for each offense is at the discretion of the school's Administration and Disciplinarian. The number of demerits for a violation may vary from the schedule listed below because of mitigating or aggravating circumstances, and may include suspension. A partial listing of common violations and demerits is as follows:

An infraction of the following rules will ordinarily carry one (1) demerit:

1. Improper uniform without permission.
2. Chewing gum -- forbidden at all times.
3. Eating in class without permission.
4. Throwing objects without permission.
5. Hitting/shoving another student (not to be confused with fighting).
6. Excessive talking in class.
7. Playing on jungle gym and/or off-limit areas (i.e., in bathrooms).
8. Running/pushing in school hallways and stairs.
9. Disregarding rules of traffic.

10. Creating classroom or hallway disturbance (excessive noise).
11. Primary-Elementary grade anti-bullying policy: documented third offense of bullying behavior, a conference with the student, and a phone call to the parent.

An infraction of the following rules will ordinarily carry three (3) demerits:

1. Possession of obscene literature.
2. Cutting detention.
3. Obscene and/or inappropriate words, gestures, and/or actions.
4. Destroying or defacing school property.
5. Being put out of class by a teacher. (A student put out of class must report to the school office.)
6. Defacing school and/or other student's property (i.e., writing on desks and minor graffiti).
7. Failure to report to any individual teacher when requested to do so.
8. Use of cell phone, which includes voice and/or text transmissions, without teacher permission.
9. Rudeness/disobedience to a teacher.
10. Primary-Elementary grade anti-bullying policy: documented fourth offense of bullying behavior, a conference with the student, and a phone call to parent.
11. Elementary-Middle School grade anti-bullying policy: documented first offense of bullying behavior and a phone call to the parent.

An infraction of the following rules will ordinarily carry five to ten (5-10) demerits:

1. Possession of cigarettes, lighted or unlighted, or other tobacco products on their person.
2. Fighting, major disturbances.
3. Leaving the school grounds without permission.
4. Truancy--- Any student guilty of cutting class or school.
5. Cheating--- All cheating offenses, including plagiarism.
6. Stealing.
7. Lying---Includes forgery, etc.
8. Sexual harassment.
9. Elementary-Middle School grade anti-bullying policy: documented second offense of bullying behavior and a parent conference.

The following are considered serious infractions and will be dealt with on an individual basis by the Administration and Pastor. Demerits will be given for these offenses and the student will be eligible for suspension or expulsion:

1. Possession, selling or consumption of drugs, marijuana, or alcoholic beverages at any time on school property or at any school-sponsored activity.
2. Coming to school intoxicated from alcoholic beverages, beer, marijuana, or other drugs.
3. Hitting/striking a teacher.
4. Vandalism to a teacher's property.
5. Disrespect to a teacher and/or teacher's property by word, gesture, or action; Insubordination; Obscene or profane language and/or gestures to a teacher.
6. Possession of any kind of knife or illegal weapon on school grounds or at any school-sponsored activity.
7. Accumulation of 25 demerits.

This list is not intended to be exhaustive. Any activity that causes disorder is unacceptable. Whenever a student becomes a source of disorder, he interferes with the general good of the school. If, in the judgment of the Administration, a student is a constant source of disorder, he will be asked to leave school.

Discipline-Penalties

One (1) Demerit =	One after-school detention.
Ten (10) Demerits =	Letter from the Administration sent to Parents. A conference with parents is requested.
Fifteen (15) Demerits =	Letter from the Administration sent to Parents. A second conference with parents is requested.
Twenty (20) Demerits =	The Pastor is officially informed; a conference with the Parents and School Administration is held; possible suspension.
Twenty-five (25) Demerits =	A conference with the Pastor, Parents, and Administration is held; Possible expulsion.

A student accused of serious wrongdoing can be placed on home study until the matter is resolved.

Bullying Behavior Policy

Saint Mary's Catholic School promotes the following student rights as the basis of the anti-bullying program. Each student at Saint Mary's Catholic School has the right to:

1. Learn in a safe, Christian environment where everyone is a friend.
2. Grow and learn without encountering harassment about race, gender, religion, or ethnic background.
3. Be free of harassment about appearance, dress, learning style, interests, or behaviors.
4. Receive the help of caring adults if any of the above rights are violated.

The definition of bullying is: *use of superior strength or influence to intimidate (someone), typically to force him or her to do what one wants; the behavior is done intentionally.*

Saint Mary's Catholic School defines bullying behaviors as described by victim or observed by faculty/staff:

- Verbal bullying – constant teasing, insulting or threatening.
- Sexual harassment – making unwanted sexual advances, gestures or remarks.
- Physical bullying – pushing, hitting, kicking, choking, scratching, or poking.
- Social bullying – spread rumors or intentionally exclude people out of groups or activities when they want to be included: ostracizing groups or individuals.
- Cyber-bullying – using the Internet, cell phone, or any form of digital communication to threaten, harass or embarrass groups or individuals at school or anytime.

Students are instructed to do the following if bullying behaviors are seen or heard. Students:

- Do not laugh at or join in the teasing or gossip; they need to show their displeasure.
- Find others who do not support bullying observed and together tell the students who are displaying bullying behaviors to stop, and report to the teacher/staff/adult.
- Help the person being bullied by talking to the person in a kind manner and asking if

- they can do anything for them.
- Get help from an adult.

Students are instructed to do the following if bullying behaviors are done to them. Students:

- Tell the person to stop in a calm, confident manner and then walk away.
- Stay calm and not show feelings of being upset until they are in a safe place.
- Talk to a trusted adult [parent, teacher or counselor] about the bullying behaviors.
- Stay with friends and do not be alone with a person who exhibits bullying behaviors towards them.

Disciplinary Action Policy

All allegations of bullying will be investigated by the principal/disciplinarian. All reports of bullying will remain confidential so as to ensure all students the freedom to come forward to report incidents.

After the fifth offense for K3 – 4 grades and third offense for 5th – 8th grade, the student will be put on a 1-day in-school suspension. Further offenses result in out-of-school suspension, mandatory counseling and possible expulsion from school.

During all school suspensions, students will receive a “0” for all missed work, projects or tests/quizzes. Students are responsible for completing all missed content material while under suspension.

The principal/disciplinarian will notify the parents before the student is suspended or expelled.

This policy is based on the principles of fairness, common sense, and professional discretion.

DISMISSAL TIME/SUPERVISION

Adult supervision is provided for students after school until 3:30PM. After-school/dismissal supervision is not to be confused with the Extended Day Program (EDP/Late Stay). Students are to remain in the designated area until you or someone authorized by you picks him/her up. Students are not permitted to wander through the school buildings or leave the school property.

Parents may not leave children unsupervised or allow them to wander. For safety during Arrival and Dismissal, any parents with children must cross the carline only at the supervised crosswalk toward Pazdan Hall. Students who are still on the school grounds at 3:30PM will automatically be sent to the Extended Day Program and parents will be charged accordingly.

After school, students are permitted to play on the field or playground until 3:45 PM if they are supervised by a parent or an adult designated by the parent. Students are not permitted to climb on top of the enclosed slide or to play in the church parking lot. The field and playground are to be cleared no later than 3:45 PM for Extended Day Program use.

Children must be under adult supervision at all times while on St. Mary's campus and while attending St. Mary's sports games/special events. The school does not accept the responsibility of supervising unaccompanied children at any school-related events and, if necessary, will call parents to pick up their child or children.

DRESS CODE

General Rules

1. All students are expected to dress and groom themselves neatly. Neatness and cleanliness in personal grooming is understood to be basic.
2. Students are not allowed to wear hats in the buildings during school time.
3. "Fad" haircuts for both boys and girls are not permitted. Colored, dyed, or highlighted hair is not permitted.
4. Boys - no facial hair is allowed. Tops of eyebrows and ears should be visible. Hair is not permitted to touch the collar. Earrings are not permitted.
5. Girls are not permitted to wear make-up, including colored nail polish, unless permission is given by the Administration for special occasions.
6. Girls with pierced ears may wear only small, plain gold/silver, pearl, diamond studs in one hole per ear.
7. Plain watches are permitted. Religious medals must be worn inside the shirt. Necklaces and bracelets, rings or pins are not permitted. Any item worn to excess is not permitted.
8. Jumpers and skirts are to be worn KNEE LENGTH throughout the entire school year. Girls may wear navy or dark colored shorts under their jumpers and skirts.
9. Belts **must** be worn with uniform slacks and uniform shorts (exception-K4 and K5).
10. Parents may use iron-on letters for the purpose of identification of clothing on the inside of sweats and/or gym shirts.
11. Athletic shoes/sneakers or dress shoes should be sturdy and comfortable. The color is to be **navy blue, black, brown, gray or white** or any combination of these colors with no brightly or neon-colored markings/shoe laces, charms or lights. Open-toe or open-back shoes (clogs and heels) are not allowed on Dress-up Days and Casual Dress Days.
12. **Only** Saint Mary's Catholic School regulation sweatshirts/outerwear are to be worn at school. During cold weather, jackets are permitted on the playground at recess.
13. Uniform shorts may be worn from the first day of school up to the Thanksgiving holiday break and then again beginning on the first day of spring.
14. Accessories: Hair bows/ribbons, hairbands, barrettes, and clips worn by girls should be simple and of uniform colors (plaid, navy blue, white, or yellow). Hairbands are not to exceed 1 ½" in width. Holiday bows/pins will be permitted on designated days only.
15. Other items may be deemed non-uniform or not appropriate for school at the discretion of the principal.
16. All uniform items must be purchased through Lands' End.

Physical Education Dress Code

Regulation uniforms are purchased through Lands' End and are worn during all gym classes. Students in Grades 4-8 wear the Saint Mary's gym uniforms, white or navy socks, and sneakers. Uniforms must be kept neat and clean and marked with the owner's name.

Girls in Grades K4-3 may wear their own navy or dark colored shorts under their school uniforms on gym days. Boys in Grades K4-3 do not need to wear shorts for gym. Students in Grades K4-3 should wear sneakers on the days scheduled for gym class.

Failure to wear the regulation uniform will affect the gym grade and will be treated as an infraction of the discipline code.

GIRLS Uniform: K4, K5 and Grades 1 through 5

- Plaid Jumper
- Solid Navy Blue Dress Slacks
- Solid Navy Blue Shorts--from the first day of school up to Thanksgiving and again beginning the first day of Spring. (Must be knee-length throughout the school year.)
- Solid Black, Brown, or Navy Dress Belt- required for slacks and shorts that have belt loops (exception-K4 and K5).
- Solid White Knit Shirt with School Logo must be worn with jumpers, slacks, shorts, and skirts. (All shirts must be tucked in. No oversized shirts permitted.)
- Solid White or Navy **Crew Socks** (no emblems), Solid White or Navy Knee Socks
- Solid Navy, White or Gray Tights or Leggings
- Saint Mary's Catholic School Regulation Crewneck Sweatshirt or other outerwear designated in the St. Mary's school account with Lands' End (with School Logo)
- Shoes: Dress shoes or athletic shoes/sneakers (navy blue, black, brown, gray or white or any combination of these colors; no brightly or neon-colored shoes/shoe laces, charms or lights). This rule also applies to PE shoes.

GIRLS Grades 6 through 8:

- Plaid Skirt
- Solid Navy Blue Dress Slacks
- Solid Navy Blue Shorts--from the first day of school up to Thanksgiving and again beginning the first day of Spring. (Must be knee-length throughout the school year.)
- Solid Black, Brown, or Navy Dress Belt- required for slacks and shorts that have belt loops.
- Solid White Knit Shirt with School Logo must be worn with jumpers, slacks, shorts, and skirts. (All shirts must be tucked in. No oversized shirts permitted.)
- Solid White or Navy **Crew Socks** (no emblems), Solid White or Navy Knee Socks
- Solid Navy, White or Gray Tights or Leggings
- Saint Mary's Catholic School Regulation Crewneck Sweatshirt or other outerwear designated in the St. Mary's school account with Lands' End (with School Logo)
- Shoes: Dress shoes or athletic shoes/sneakers (navy blue, black, brown, gray or white or any combination of these colors; no brightly or neon-colored shoes/shoe laces, charms or lights). This rule also applies to PE shoes.

BOYS K4 through Grade 8:

- Solid Navy Blue Dress Slacks
- Solid Navy Blue Shorts --from the first day of school up to Thanksgiving and again beginning the first day of Spring. (Must be knee-length throughout the school year.)
- Solid Black, Brown, or Navy Dress Belt required for slacks and shorts that have belt loops (exception-K4 and K5).
- Solid White Knit Shirt with School Logo must be worn slacks & shorts. (All shirts must be tucked in. No oversized shirts permitted.)
- Solid White or Navy **Crew Socks** (no emblems), Solid White or Navy Knee Socks
- Saint Mary's Catholic School Regulation Crewneck Sweatshirt or other outerwear designated in the St. Mary's school account with Lands' End (with School Logo)
- Shoes: Dress shoes or athletic shoes/sneakers (navy blue, black, brown, gray or white or any combination of these colors; no brightly or neon-colored shoes/shoe laces, charms or lights). This rule also applies to PE shoes.

Guidelines for Non-Uniform Days

Periodically throughout the school year, students are permitted the privilege to wear clothes other than the official school uniforms. Students on athletic teams are permitted to wear team tee-shirts or “warm-ups”; band and orchestra members may wear their black polo with black skirts or slacks; members of various clubs may wear club tee-shirts on specific days. All other aspects of the dress code apply with these privileges (See Dress Code, General Rules above and Dress Day rules below.)

Whole-school non-uniform days are traditionally called "Dress-up Days", "Casual Dress Days", or “Spirit Days”.

On a "Dress-up Day", students may wear their "Sunday" dress clothes -- i.e., boys may wear dress or casual slacks and girls may wear knee-length dresses, knee-length skirts, dress or casual slacks. Slacks made of jean or denim material with topstitching are not acceptable for a "Dress-up Day".

On a "Casual Dress Day", students may wear their "Sunday" dress clothes or more casual attire including jeans (not faded or torn). If a “Casual Dress Day” occurs during the fall or spring when uniform shorts are permitted, students may wear knee-length shorts. Guidelines for the latter articles are given to students prior to "Casual Dress Days".

On a “Spirit Day”, students may wear a St. Mary’s tee shirt and casual attire (see above-“Casual Dress Day”).

Students at Saint Mary's Catholic School are not permitted to wear tank-tops, shirts designed with bare shoulders, or shorts other than knee-length. Midriffs must be covered. Backs of shirts or dresses must be closed. In addition, girls may not wear skirts shorter than knee-length, dresses with spaghetti straps, or sundresses. No tight clothing is permitted: leggings, elastic denim, etc. may only be worn beneath a knee-length skirt. For safety sake, students may not wear backless shoes (including clogs), sandals, and open-toe or high heel shoes. Other items may be deemed not appropriate for school at the discretion of the principal. Students who wear inappropriate clothing, etc. may be required to call home for a change of clothes, etc. and/or lose the privilege of the next non-uniform day.

EARLY DISMISSAL

Should a student become ill, or a parent/guardian finds it necessary to have a student leave school early, that adult **MUST** report to the school office and **SIGN THE STUDENT OUT**.

PARENTS/GUARDIANS ARE REQUIRED TO NOTIFY THE SCHOOL OFFICE WHENEVER SOMEONE OTHER THAN THEMSELVES OR THE "REGULAR" CARPOOL WILL BE PICKING UP THEIR CHILD. The contact names listed on the Emergency Information Form (kept in the Health Room) give the school permission to contact those individuals **only if the school cannot reach the parents/legal guardians in a medical emergency for their child.** **Those individuals listed do not have automatic permission to pick up that student from school.** **Any person other than a parent or guardian will be required to present a picture ID prior to leaving school grounds with the child.**

When a need for an early dismissal is known ahead of time, the student must present a written note from a parent/guardian. The note is to be sent to the school office before 8:30AM. Students, when leaving early, must report to the school office to be signed out by that adult. In addition, if the student does not have a note for an early dismissal, they will need to wait until the end of class before being dismissed.

Students leaving school for a short period of time, i.e. doctor/dentist appointments, and returning to school on the same day before 2:30PM, MUST report to the school office with an adult to be checked back in before returning to class.

ELECTRONICS

Electronic equipment of any type is not allowed during school hours without teacher approval. If confiscated by a school authority, these items will be turned in to the Disciplinarian and may only be retrieved by the parent/guardian.

EMERGENCY CONTACT

In case of an all-school emergency or an unplanned event, parents/guardians will be contacted via the **School Messenger** Instant Parent Contact System. Parents/guardians will be called on mobile and/or home phone numbers. This telephone broadcast system will deliver an automated informational message from the Principal or Assistant Principal to both live-answer and answering machines.

EMERGENCY DRILLS

Each teacher will instruct their class in the routine procedures to be followed during fire drills, tornado drills, and lockdown drills. Fire, tornado, and lockdown drills are important safety procedures of the school. They are held regularly without notice to the students. Each grade is assigned to a safe area and the rules are strictly enforced - no talking, no running, or getting out of line. Evacuation procedures are posted in all classrooms.

EMERGENCY INFORMATION FORMS

All students MUST have an Emergency Information Form kept on file in the Health Room. This form is distributed at the beginning of each school year and MUST be completed and returned immediately.

EMERGENCY PROCEDURES TO CONTACT FAMILIES

- Parents will receive initial and/or other necessary crisis communication through the Emergency Broadcast System called SchoolMessenger.
- Parents will not telephone the school, since phones will be needed to manage the situation.
- Parents will keep the areas around the school clear of vehicles so that emergency responders can effectively do their job.

Parents or authorized adults will retrieve their student[s] only after emergency responders determine that a safe student release is possible. Student sign-out forms will be utilized at this time.

EMERGENCY SCHOOL CLOSING

Saint Mary's Catholic School does not follow Greenville County Schools regarding closing, opening late, or dismissing early during inclement weather.

The Pastor of Saint Mary's Catholic Church and School will decide on all alterations of our normal operating hours based on consultation with the Principal and consideration of local conditions and the local weather forecast. Once the Pastor has made a decision, notice will be sent to everyone in the Saint Mary's Catholic School community through our telephone messaging system, School Messenger. The information will also be posted on television channels WYFF NEWS, WSPA NEWS and FOX CAROLINA NEWS.

It is essential that the school have accurate records of all family telephone numbers (home, work, and mobile). Notify the school immediately whenever any of these numbers change.

If school is closed, any adult and/or student school meetings/school functions scheduled for that day/night will be automatically cancelled and (possibly) rescheduled at a later date.

EXTENDED DAY PROGRAM

Saint Mary's Catholic School offers an Extended Day Program (Late Stay) for students until 6:00 PM on school days. **Exception:** No Extended Care will be offered on the following days: **the first day of school**, Faculty/Staff Retreat Day, before Thanksgiving Break, before Christmas Break, Holy Thursday, **Grandparents Day**, and the last day of School.

Extended Day Program Guidelines and Policies:

- The Extended Day Program (Late Stay) will be in operation each school day from 3:00-6:00PM, or until the last registered child leaves the program for the day. The daily schedule includes snack and playtime, supervised homework time, and free time. (No homework time is scheduled on Fridays.)
- Extended Care will be provided on some scheduled early-dismissal days, except for those noted on the calendar.
- No Extended Care will be provided when school is closed or closes early due to inclement weather.
- Students attending the Program follow all School rules and Medication Policies (as stated in the School Handbook). Violations will be referred to the School Disciplinarian. Members of Saint Mary's Catholic School Faculty/Staff will supervise all activities.
- Children will be signed in as they enter the Extended Day Program. Parents are responsible for signing out their children. Children must be picked up by a parent or designated adult. If anyone other than a parent is picking up the child, the Director must be notified in advance and in writing.

- Students should bring books from home to read during free time. Toys, games and electronics from home are not allowed.
- The Extended Day Program closes promptly at 6:00PM, or when the last registered child leaves the program for the day. Late charges will be billed after 6:00PM.
- Sending a note to the school marked, “Dismissal Late Stay Request”, may make reservations for children not using the program on a regular basis. However, a required DSS Health Statement must be completed after the first occurrence. Hourly fees for non-registered EDP students will apply. In emergency situations, reservations may be made by calling the school office.
- Bills will be issued on a monthly basis. Invoices are emailed to parents via Jupiter email communication. During the month of May, charges will be billed weekly. Checks for payment should be made out to “Saint Mary’s Catholic School” and placed in an envelope marked “Assistant to the Director, Extended Day Program”. **Past due accounts must be paid in full before the child(ren) can continue in the Program.** A Late Fee of \$35.00 for unpaid bills will accrue each month if payment is not received by the 10th.

Extended Day Program Financial Obligations are considered to be financial obligations to Saint Mary’s Catholic School. The School Handbook policy on Tuition and Fees is also in effect for the Extended Day Program at the end of a school year.

FIELD TRIPS

Any student going on a class trip, to a club convention, or activity away from school **MUST** have an official school Field Trip/Activity Permission Form signed by a parent/guardian. A telephone call in lieu of the written, signed permission form is **NOT** acceptable. This form includes the name of the sponsoring group, the date of the trip, the mode of transportation, the departure time, and the expected time of return. The permission slip is to be returned to the teacher of the sponsoring group. Students are responsible for all work covered in classes other than the class sponsoring the field trip.

A teacher, in consultation with the school’s administration, has the prerogative to refuse permission to a student who has not demonstrated satisfactory classroom behavior and/or academic work in class.

In addition to the teacher, field trips must have adequate volunteer adult chaperones in order to help provide proper supervision to our students outside of the school environment. Field trips will be cancelled if there are an insufficient number of chaperones. All field trip volunteers must be screened through the Diocese of Charleston.

GYM

Persons using the gym must have permission from the parish Athletic Director. For reasons of liability, students using the gym must have a supervising adult at all times while in the gym. No student may be in the gym after school without adult supervision.

A note from a parent/guardian must be presented to the Physical Education teacher if a student cannot participate in a gym class.

HEALTH POLICY AND PROCEDURES

There is a Health Room provided where minor first aid and minor maladies will be handled. Any illness or accident during school or on the school grounds should be reported to the school office immediately.

If your child becomes ill at school and is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. Parents **should not** send a child to school if he/she has:

- 1) Fever in the past 24 hours.
- 2) Vomiting in the past 24 hours.
- 3) Diarrhea in the past 24 hours.
- 4) Pink eye, with white or yellow eye discharge.
- 5) Bad cold, with a very runny nose or bad cough, especially if it has kept your child awake at night.
- 6) Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school).
- 7) Impetigo (must have received 48 hours of effective antimicrobial treatment and no draining lesions).
- 8) Head Lice (must have parent note to school stating treatment has been done and nits have been removed).

If parents/guardians are going out of town, the school office must be informed in writing of the name and phone number of the person responsible for your children while you are away.

You must keep your child(ren)'s emergency information forms current should we need to contact you in case of sickness or emergency.

Saint Mary's conducts several screening clinics during the school year under the auspices of a registered nurse.

Winter: Scoliosis screening -- Grades 6, 7, 8 Spring: Eye screening -- Grades 1, 3, 5, 7

Head lice/nits are a common condition during the school year. The Health Room Coordinator will conduct periodic screenings for head lice/nits as needed. If the school identifies a student as having head lice, the parents/guardians will be notified immediately. Without disclosing the names of students identified, parents of classmates will be notified to prevent the spread of lice between

students. Students must be treated for this condition prior to their return to school. Upon returning to school, students must have a note from the parent/guardian stating the treatment followed.

Peanut allergies have become a common occurrence among our student population. Therefore the following policy is required for all students: When preparing items for the entire class (i.e. parties, bake sales, etc.), **peanut or tree nut ingredients are not permitted**. This is to ensure the safety of all students and teachers with such allergies who risk a reaction from the slightest exposure. **Note:** Your child is permitted to bring a personal snack or lunch with peanut/nut ingredients given he/she will not share the snack or lunch with others. If there is a severe allergy in a class of children too young to understand such a danger, the school may request that even personal snacks be nut-free; however, **the school is not responsible for ensuring a nut-free environment**.

MEDICATION POLICY

According to a Diocesan policy effective July 1, 2001, students may not receive any medication during school hours without the expressed written permission of the parent/guardian and the doctor or dentist. In order to further explain this process, a sample of the Office of Catholic Schools Diocese of Charleston Medication Authorization form is available in the files on Jupiter. Please complete one Medication Authorization Form for each medication that your doctor wishes your child to receive while at school. Saint Mary's Catholic School will not give your child any over-the-counter medications, i.e. aspirin/acetaminophen/ibuprofen, etc. without the signed Medication Permit Form. Please be specific when listing medication name/dosage/time to administer. Parents/Guardians must personally deliver the completed Medication Permit Form along with the medication (well-labeled in its original container or a current prescription bottle and enclosed in a re-sealable plastic bag) to the Health Room or school office. Parent signed permission is sufficient for giving lip balm or cough drops on an occasional basis. All medicines (prescriptions and over-the-counter medications) must be kept in the School Health Room.

Exceptions: Epi-Pen, Inhaler, and Insulin Pump. Students prescribed to use these items may, with the Doctor's signed permission, carry these items on their person during school hours, Late Stay, and school events. The student must supply the Health Room with a back-up epi-pen and/or inhaler. The Diocesan Authorization Forms and the Allergy/Asthma Action Plan must be completed and kept in the School Health Room. Forms are available on Jupiter.

HOME AND SCHOOL COMMUNICATION

In an effort to keep communication lines open and parents/guardians informed, three modes of home and school communication will be used:

- 1) Online: School forms, class grades, and other important topics of information will be posted online. Parents may access grades and forms through their Jupiter accounts. Every Friday the school emails parents our newsletter, The Weekly Quacker. The newsletter contains a link to the school Google calendar, which is available for viewing online or uploading to devices. A summary PDF school calendar, request to be added to the newsletter mailing list, School Messenger message retrieval information and other items are available on the home page of the school website.

- 2) Brown Envelope: Occasionally, information will be sent home in the Brown Envelope with the oldest child. When the Brown Envelope is used, parents/guardians are asked to sign and date the Brown Envelope before returning it to the school office the next day.
- 3) School Messenger: In case of an all-school emergency or an unplanned event, parents/guardians will be contacted via the School Messenger Instant Parent Contact System. This broadcast system will deliver an automated informational message from the Principal or Assistant Principal to live-answer phones, answering machines, and email/texts.
- 4) Classroom Communication: Teachers of primary grades communicate information through daily student folders, weekly emailed newsletters, etc. Elementary and Middle School Teachers email parents periodic curriculum updates, etc. Due to the high amount of activity in the classroom and in the school office, parents should not expect staff to reply to email in less than 48 hours. In case of matters that require immediate attention (e.g. early dismissal requests), please call the school office.
- 5) Email Policy: Email is for parental use only. Teachers do not communicate with students via email. Teachers' voicemail extensions and email addresses are made available shortly after the beginning of school via the school website.

Any information about rides home, after-school plans, absences, or early dismissals may be emailed to the school office (school.office@stmarysgvl.org) by 9:00 AM. Changes later in the day should be communicated by phone.

Due to the high amount of activity in the classroom and in the school office, parents should not expect teachers or staff to reply to email in less than 48 hours. In case of matters which require immediate attention, please call the school office.

In order to foster the positive parent-teacher relationship that most benefits your child(ren), please take care that messages are written with a tone of gratitude. Always presume that an email may be shared with other staff at the school.

Teachers may respond to an email with an email, a phone call, or a meeting, as they deem most helpful in regard to the subject matter. When emailing a teacher regarding concerns about your child, please include your phone number as well as times you are available for a meeting, should the teachers wish to discuss the concern by phone or in person.

IMMUNIZATION CERTIFICATE

Each student at Saint Mary's Catholic School must have on file in the school office an official South Carolina Immunization Certificate as required by state law. New students have thirty calendar days in which to submit a certificate. By South Carolina Law, a student who does not have the proper certificate may not attend school.

INSURANCE

School-Time Student Accident Insurance is mandatory for all students. This policy insures the student to and from school, during school, and while participating in school-sponsored programs. This insurance coverage is paid for by the annual tuition.

LIBRARY

Saint Mary's Catholic School has a library with over 8,000 volumes. The library also has computers for student research and videos and DVDs for every subject in the school curriculum. Students are permitted to go to the library during school hours provided the teacher gives them a library permit. The librarian instructs elementary students how to use the library and arranges for special library programs.

There are no membership dues for the use of the library. However, a fine is levied for books overdue. If a student loses or damages a library book, parents/guardians are responsible for damages and/or losses. See Tuition and Fees.

LOCKERS

Students in the Middle School Building are assigned individual lockers at the beginning of the school year. Students are to keep their lockers well organized. No food or beverage is to be kept in lockers.

Lockers are the property of St. Mary's Catholic School, not of the students. (The Administration reserves the right to open and inspect all student lockers.)

LOST AND FOUND

Lost articles and clothing are stored in the wooden Lost and Found bins located in the basement entrance of Gallivan Hall. The school is not responsible for lost or stolen possessions.

LUNCH

Students are to bring their lunch daily unless they have ordered "Special Lunch". Both "Special Lunch" and milk must be pre-ordered monthly through: www.boonli.com.

Credit will not be issued for missed "Special Lunch" due to absence (i.e. illness) or for ordering on a day that a field trip had already been scheduled.

If we are unable to have a regularly scheduled "Special Lunch" due to the school closing because of inclement weather, the "Special Lunch" will be cancelled. If we have a delayed opening due to inclement weather, we will have the "Special Lunch" as scheduled.

Students who forgot their lunch will be given the option of getting the salad bar or a snack of crackers and an apple. A forgotten lunch charge will be placed in the cart of the student's Boonli account and must be paid by the end of the year. Regarding unpaid expenses, see Tuition and Fees.

MEDIA

On various occasions during the school year, newsworthy information and/or photographs about St. Mary's Catholic School and its students will be submitted to area media publications, such as *The Greenville News*, *The Greenville Journal*, or *The Catholic Miscellany*, as well as school publications, i.e., *The Weekly Quacker*, information brochures, school website, social media, etc. (All enrolled students are automatically included in the St. Mary's Catholic School yearbook unless parents notify the Principal in writing to omit them. A permission form will be sent home on the first day of school.)

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) is a parent organization that serves to foster unity and support for families within the school. The members work closely with the Principal and faculty, serving as a channel for communication between home and school. This organization sponsors fundraising activities for the benefit of the school and for student field trips, provides volunteer services, and promotes the school to the general public. All parents/guardians are encouraged to participate in Parent-Teacher Organization projects.

PARKING POLICY

The following policies, established by the Pastor governing parking on the campus of Saint Mary's Catholic Church and School, are to be observed by all faculty, staff, and parents of students when school is in session:

- The limited area between the Church Office and Mercy Hall Elementary School Building accessible from Hampton Avenue is NOT a drop-off zone, even for short stops. It is to be used only for authorized staff parking. Unauthorized vehicles in that space will be towed.
- Short-term parking (less than 10 minutes) is available on Hampton Avenue immediately in front of Mercy Hall Elementary School Building. Please use the front door of Mercy Hall Elementary School Building that faces Hampton Avenue.
- Parents/guardians who need more than ten minutes should park in one of two places: the main parking lot on West Washington Street (next to the Church and Pazdan Hall Middle School Building) or the parking area between Sacred Heart Hall and Gallivan Hall.
- School faculty and staff are to park in the main parking lot on West Washington Street or the parking area between Sacred Heart Hall and Gallivan Hall.
- Members of the Church staff are to park in the spaces between the church office and the gymnasium.
- Drivers are requested not to begin forming the car line until 30 minutes before dismissal time. Cars should never be left unattended; drivers must remain with their cars. In the case of an emergency, the driveway lanes must be cleared of all cars/obstacles.

PERSONAL PROPERTY

Students are personally responsible for their own books, clothing, and other personal belongings. The school does not accept responsibility in this regard. All textbooks and workbooks must be marked with student's name and grade.

PRAYER

Prayer is an integral part of the daily life of Saint Mary's Catholic School. Each day begins and ends with prayer. Participation in liturgical and para-liturgical celebrations is expected.

RIGHT TO AMEND

Saint Mary's Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to Parents through email and/or posted revisions on Jupiter.

SCHOOL ADVISORY BOARD

The School Advisory Board acts as a consultative and advisory group to the Pastor and Principal in the development of Saint Mary's Catholic School, and as a liaison between the school and the parish communities.

SCHOOL REGULATIONS

School regulations are in effect for all school functions.

SOCIALS

Middle School dances and other school events for students are regularly scheduled during the school year. A teacher, in consultation with the school's administration, has the prerogative to refuse attendance to a student who has not demonstrated satisfactory behavior during school. All student social activities sponsored by the school are properly chaperoned and end by 10:00PM.

SCHOOL YEARBOOK PHOTOS

School Yearbook photos will be taken during the 1st marking period. **All students, except K3 & Eighth Graders, are required to dress in the school uniform.** K3 & Eighth Grade students will be allowed to have a **Dress-Up Day**. These photos will be used for the school yearbook.

TELEPHONE

Students will be allowed to use the school phone only in emergency situations. Please support us in our efforts to develop a sense of responsibility in the students by having them make all travel/visiting arrangements outside of school time.

Students will **NOT** be called to the telephone except in an extreme emergency.

Cell Phones: If approved by a parent for use after school, students may keep cell phones in their backpacks; however, they must be turned off, and calls are not to be made during school hours. Calls may be made after school with the permission of a teacher. Violators will be required to forfeit their cell phones and will be subject to disciplinary action. A parent may pick up confiscated cell phones from the Disciplinarian.

TRAFFIC PLAN

Parents and guardians must follow the Traffic Plan designed for the safety of the students (p.32). Parents/guardians must follow the flow of the Traffic Plan and park in designated school parking lots when conducting school business. Individuals not following this plan may be putting our students' safety in jeopardy. For safety reasons, cell phone use is not permitted during drop-off and pick-up times. (See Parking Policy)

TUITION and FEES

All tuition and fees must be paid in one of two ways:

- 1) Complete prepayment for the entire year.
- 2) Automatic draft on a semester or 10-month plan.

Those who choose complete prepayment for the year must remit all tuition and fees on August 4th. This payment may be made by personal check or electronic draft. Payment after the indicated date will result in late fees as described below, and one late payment will require all future semesters to be paid by automatic draft.

Those who do not choose complete prepayment must enroll in our automatic draft program with *Vanco Services* for the payment of tuition. With this program, each family may choose to draft their monthly bill at the beginning of each semester on August 4th and January 4th or over a ten-month period. Those who choose the ten-month plan will have the first draft made from their checking or savings account on August 15th and the final draft made on the following May 15th.

Late Payments and Fees

The late fee for all returned checks or unpaid bills will be \$35, and this fee will accrue each month until the debt is paid. Any check returned to the school will be assessed a \$35 fee. If two checks are returned on the same account, then all future payments to the school must be made by cash, certified check, or money order. During the month of May, all past due balances must be paid by cash, certified check, or money order; *no personal checks will be accepted in May*. **Until all financial obligations are fulfilled, the school will release no records, report cards, transcripts, or diplomas. All delinquent accounts are reviewed regularly by the school administration, and no student is**

permitted to enroll for the next semester unless all obligations for the previous semester have been met.

Tuition Rates

Our school has two tuitions rates: one rate for Mass-going, registered parishioners of St. Mary's Catholic Church and another rate for everyone else. Only those Catholic families who are registered, attend Mass each Sunday at St. Mary's Church and who verify their Mass attendance by the weekly use of stewardship envelopes may request consideration for the parishioner tuition rate. Mass attendance at parishes other than St. Mary's does not constitute eligibility for parishioner tuition at our school.

The pastor of St. Mary's determines before the beginning of each semester which families are eligible for parishioner tuition, and weekly Mass attendance is absolutely obligatory for eligibility. Unless regular Mass attendance at St. Mary's has been verified for each Sunday in the preceding six months, the higher rate will be charged – with exceptions permitted for occasional travel out of town. Moreover, families who use Electronic Fund Transfer (EFT) to make their offertory gifts must still place the parish stewardship envelopes in the collection plate, marked at the top for EFT, and all families requesting the parishioner tuition rate must support the parish according to their means, with a minimum contribution of at least \$35 each week in the offertory collection or EFT. If extenuating circumstances make that level of support a hardship, then at least one parent must meet with the pastor in the church office to review the circumstances.

Financial Aid

Four types of financial aid are available:

1. Active parishioners who cannot afford even the parishioner tuition rate for the school are welcome to apply for financial aid, a process that begins with the completion of a financial aid questionnaire at FACTS.com. Applications for financial aid from active parishioners are welcomed each year during the month of February, and the amount awarded to each applicant is determined by the recommendation of FACTS and the total funding available to the parish in each academic year. The deadline for filing an application is announced during re-registration, and awards decisions will be announced as soon as possible, usually by late March.
2. The school also maintains an emergency aid fund, which is used to assist families who experience a crisis during the school year. In the case of injury, illness or job loss when there is no time to apply for financial aid as described above, please contact the principal to describe the situation. The award of funds is unique to each situation and depends upon the total funding available to the school in each academic year.
3. A third source of funding for financial aid comes from the Diocese of Charleston via the St. Elizabeth Ann Seton Scholarship. This scholarship can be applied for only after the school financial aid process is complete. Please contact Nelle Palms, Director of Admissions and Financial Aid, at nelle.palms@stmarysgvl.org or 864.679.4117 with questions.
4. Finally, in addition to financial aid awarded after a FACTS application, active parishioners with genuine financial need may qualify for a reduction in the minimum weekly offertory gift to the parish without losing the parishioner tuition rate. Any family in financial need which desires to request a reduction in their average gifts to the church while still remaining eligible for the parishioner tuition

rate must meet with the pastor of St. Mary's to explain the need and agree to a plan for remaining active in the parish. To arrange this meeting with the pastor, please call 864.679.4101 and ask for an appointment to discuss school enrollment. This may be done at any time during the school year.

Donations for Financial Aid

The funds given in financial aid through the regular annual disbursement of aid and the emergency fund come from the general parish budget and from restricted gifts given for this purpose. Anyone who desires to make more funds available for the benefit of families in need is welcome to make a gift to the church or school for just this purpose. Such gifts are tax deductible and are received with gratitude. It is even possible to make such contributions through VANCO, and the amount can be designated when signing up for VANCO at any time.

VACATIONS

Families should take vacations during regularly scheduled school breaks, i.e. summer, Christmas, etc. If students miss school days, it will be the student's responsibility to "catch up" as much as possible when he/she returns. **The provision of assignments for a planned absence is at the discretion of the teacher; parents should realize that the provision of such assignments is not a right and in some cases may not be possible. If requesting assignments in advance of a planned absence, parents should contact the teacher no less than one week in advance of the absence.**

VISITORS

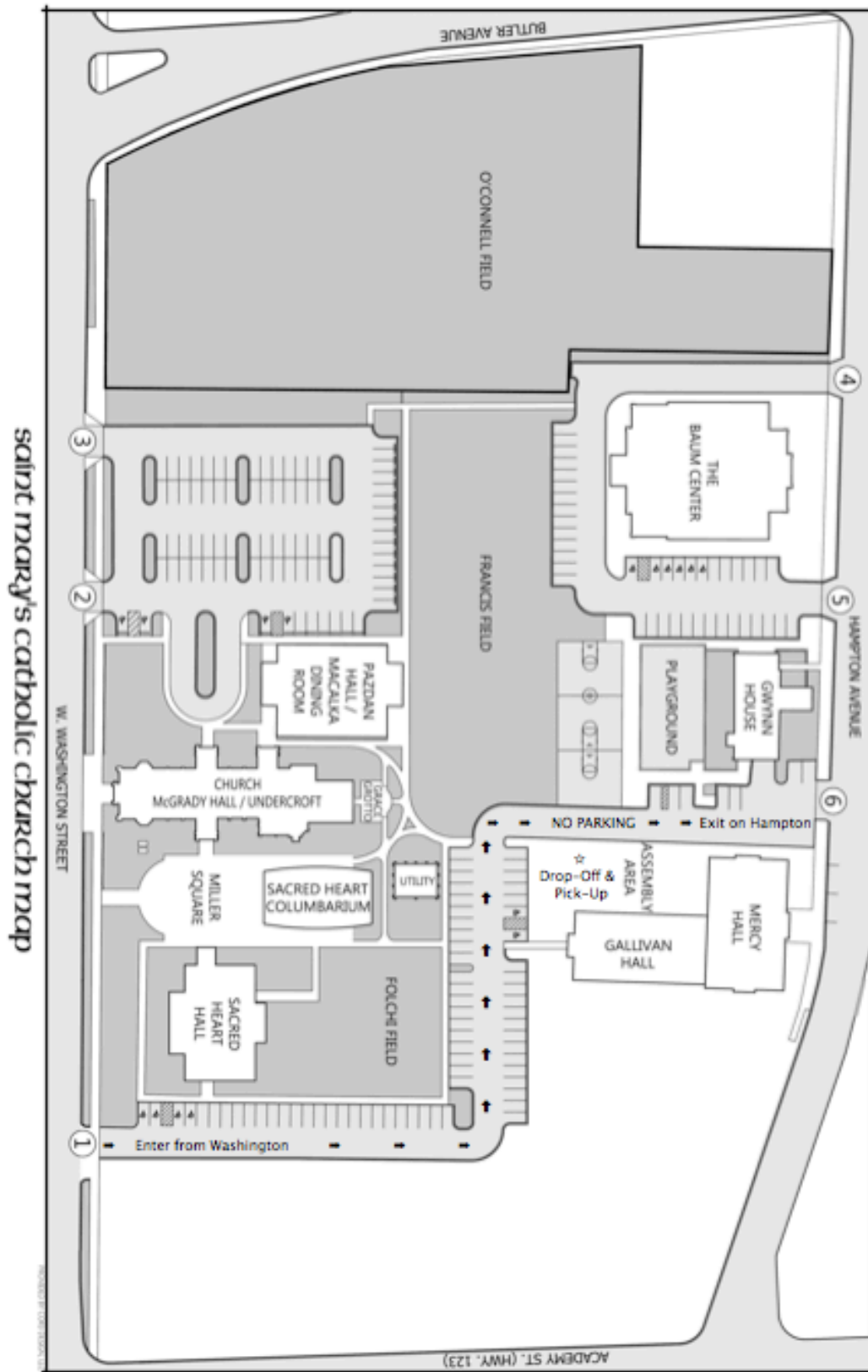
For the well-being and safety of our students, and to provide a learning environment free of unnecessary distractions, all visitors, parents included, are **required** to report to the school office in Mercy Hall Elementary School Building whenever present on the Saint Mary's Catholic School campus. Parents/guardians are welcome to visit the classrooms, but should do so only after making an appointment with the teacher.

In our ongoing effort to provide a safe environment for our children please be advised that any parent/guardian known to a diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

To encourage student organization and responsibility, parents should not bring items left behind at home by their children.

VOLUNTEERS

Parents/guardians are encouraged to volunteer their services to the school as a means of being involved in the educational process. Opportunities for service include homeroom parents, Special Lunch helpers, library assistants, field trip chaperones, and other areas of service as the need arises. To comply with Diocesan policy, all volunteers are required to attend a Safe Environment Training Session ("*Safe Haven*") and submit to Diocesan background screening as part of Saint Mary's Safe Environment Program. This program adheres to the mandates of the Diocesan *Charter for the Protection of Children and Young People*.



saint mary's catholic church map

SAINT MARY'S CATHOLIC SCHOOL
STUDENT DROP-OFF & PICK-UP

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