

# ***PARENT/STUDENT HANDBOOK***



**ST. MARY'S**  
CATHOLIC SCHOOL

St. Mary's Catholic School educates the whole child: spiritually, intellectually, and physically

***2020 - 2021***

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*~ St. Mary's Catholic School educates the whole child: spiritually, intellectually, and physically~*

Dear Parents and Students,

Thank you for choosing to send your children to St. Mary's Catholic School. By sending your children to St. Mary's Catholic School, it shows that you understand the importance of a strong academic and spiritual education in a Christ-centered environment.

In a nurturing and positive climate, Saint Mary's teachers and staff provide guidance and support to ensure each child grows and reaches his/her spiritual, academic, social, and emotional potential. Our high expectations and rigorous curriculum will allow our children to thrive and to have a very successful future. Close communication with parents is essential to make this happen.

This handbook is meant to serve as a guide to school information, policies, and procedures. If you have questions about any of the topics in this handbook, please do not hesitate to call or stop by the school office.

I am looking forward to knowing St. Mary's children and parents and having a very successful school year.

God bless your family,

Jennifer Bridges  
Principal

## **Table of Contents**

|  |         |
|--|---------|
| Mission Statements/Vision/ Core Beliefs/ Philosophy .....  | 4       |
| Student Learning Goals .....   | 5       |
| History.....   | 6       |
| Advisory Board & PTO.....  | 7       |
| Staff.....   | 8       |
| Accreditation & Admission Information.....   | 9 - 10  |
| Parents Role in Education.....   | 11      |
| General Information.....   | 12 – 13 |
| School Hours, Daily Schedule, Extended Care Program, Office Hours, Visitors and Volunteer,<br>Attendance, Truancy and Absences   |         |
| Academic Information.....  | 14 – 16 |
| Class Sizes, Curriculum, Grading Scale, Report cards/Progress Reports, Honor Roll, PTC,<br>Student Records, Testing, Special Education Services, Academic Support,<br>Promotion and Retention, Eligibility, Homework |         |
| Field Trips & Sacramental Program & Lunch Program.....   | 17      |
| Health/Safety & Medications.....   | 18-19   |
| Illnesses, Immunizations, Asthma, Allergies, EpiPens, Notification, Cold Weather Guidelines,<br>Child Abuse Laws   |         |
| Student Expectations.....  | 20 – 23 |
| School Rules and Procedures, Progress Card System, Office Referrals, Prohibited Items, Cheating,<br>Suspensions, Expulsion, Boys Town, Bullying, Electronic Media, Drugs and Alcohol,<br>Gifts and Celebrations      |         |
| School Property, Transfer Students, Office Records, Telephone.....   | 23 - 24 |
| Emergency Drills, Crisis Plan, Weather, Emergency (School Closures),<br>Lost & Found.....  | 24 -25  |
| Communication Systems.....   | 25      |
| HeadMaster and SchoolCast  |         |
| Uniform Policy.....  | 26 - 32 |
| Parent Signature Page/ Right to Amend.....   | 33      |

## **MISSION STATEMENTS**

### ***Vision Statement for the Catholic Schools of the Diocese of Cheyenne***

We, the Wyoming Catholic School Community, within the Church, will form the whole person through the Catholic culture of Christian discipleship, moral leadership, and academic excellence for life-long service to Christ in a changing global culture.

*"We claim this vision as an act of faith"*

+ J.M.J. +

### ***Mission Statement of St. Mary's Catholic School***

St. Mary's Catholic School educates the whole: child spiritually, intellectually, and physically.

### ***Our Vision***

Established as an educational ministry in 1884 by the sisters of the Holy Child, St. Mary's Catholic School exists to strengthen and pass on the values and teachings of the Catholic faith. We will provide the people of Cheyenne and the State of Wyoming with an educational model that promotes high academic standards and develops students with a strong sense of civic and social responsibility and moral leadership.

### ***Our Core Beliefs***

Through a strong sense of family, community, and stewardship, St. Mary's provides educational excellence by offering a curriculum that challenges the intellectual ability, individual talents, and learning strengths of each student. Our school community embraces the Gospel values of love of God, service to neighbor, formation in the Catholic family, moral principles, and the development of personal integrity and character. Our school community is based on the family as the center of Christian life, supported by dedicated teachers and staff. Through a safe learning environment, our school community affirms the dignity and uniqueness of each person and nurtures the spiritual, moral, intellectual, physical, emotional, and social development of each student.

## **PHILOSOPHY**

St. Mary's Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Cheyenne.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Student Learning Goals**

A Faithful Catholic who:

- has developed a moral conscience
- has demonstrated a spirit of service to church, family, school and community
- Models a prayerful devotional life
- Actively pursues a relationship with Jesus through the sacramental life

A lifelong learner who:

- has a continuing curiosity for education
- is an independent/motivated learner who strives to achieve their maximum potential
- demonstrates a solid foundation in the core subjects, empowering the student to think critically and solve problems independently
- applies background knowledge to real-life situations

An effective communicator who:

- speaks publicly with confidence and poise
- demonstrates active listening skills
- articulates ideas clearly

An active community member who:

- recognizes her/his gifts and willingly shares them with the community
- is cognizant of current events and world affairs and their effects on life
- displays responsibility and leadership

Problem solver who:

- applies their core knowledge to solving complex problems
- observes, experiments, discovers, and reaches solutions
- adapts to rapidly changing conditions to reach a solution

## HISTORY

- 1868 Father William Kelly dedicated a church on property donated by the Union Pacific Railroad. Less than two decades later Cheyenne's first Catholic School began. St. Mary's is the oldest Catholic School in the State of Wyoming. However, there were two Catholic Schools prior to St. Mary's.
- 1884 Six sisters of the Society of Holy Child of Jesus arrived in Cheyenne to open St. John the Baptist's School with 174 students.
- 1885 St. John the Baptist closed with the opening of the Holy Childhood Academy.
- 1886 Holy Childhood Academy opened at 112 E. 24<sup>th</sup> Street. Cost of the building was \$50,000.
- 1933 Holy Childhood Academy was deeded to St. Mary's Parish when the Dominican Sisters arrived. Msgr. Hartmann abolished the \$35.00 per month tuition and enrollment jumped from 265 to 329.
- 1939 A new High School building was built for \$100,000.00.
- 1950 A new grade school was needed and built at a cost of \$500,000.00 including furnishings.
- 1952 In March, the last of the old academy building was demolished. The newly constructed grade school could accommodate 1000 students.
- 1956-1957 Peak enrollment of 1,156 occurred with 100 students turned away. The high school had 314 students.
- 1956 Construction was begun on an annex to the High School Building consisting of an art room, home economics room, 3 classrooms, a library, and a cafeteria.
- 1957 Construction of the new annex was completed at a cost of \$240,000.
- 1960 The high school chapel was dedicated in a classroom which had been remodeled at a cost of \$4,500. A year later, the 3 story Cathedral Hall located on Capitol Avenue facing the Cathedral, was purchased by the Federal Government. This was helpful in the construction of a new Gymnasium which was located across the street from the school at a cost of \$354,000.
- 1970 In February the school faced a major financial crisis. It was decided to continue the school for 3 more years and that the financial status of the parish and the school would be reevaluated each year on an ongoing basis. Total enrollment for the school including the high school was 173 students.
- 1981 The Dominican Sisters left Cheyenne and St. Mary's High School closed. Later that year, a tri-parish high school was established. Seton Catholic High School was born to replace the old St. Mary's High School. Seton Catholic High had a successful ten year history.
- 2009 St. Mary's Catholic School state of the art, technology-enhanced, beautiful new school opened at 2200 O'Neil Avenue.

**ADVISORY BOARD**

The Advisory Board serves in an advisory capacity to the pastor and school administration. It assists in planning and evaluating school policies and programs, especially strategic planning. The board consists of appointed members by the pastors of all three Cheyenne parishes, and members at large.

**ADVISORY BOARD MEMBERS**

|                     |                                  |
|---------------------|----------------------------------|
| President           | To Be Elected in September       |
| Vice President      | To Be Elected in September       |
| Secretary of Record | To Be Elected in September       |
|                     | Casey Steele – St. Mary’s        |
|                     | Kirsten Bean – St. Mary’s        |
|                     | TBD – St. Mary’s                 |
|                     | TBD – Holy Trinity               |
|                     | Mario Martinez – St. Joseph’s    |
|                     | Kim Johnson – PTO Representative |
|                     | TBD – Teacher Representative     |
|                     | TBD – Teacher Representative     |

Advisory Board meetings are usually held on the third Thursday of each month. Meetings begin at 6:00 p.m. Parents and staff are welcome to attend when open meetings are announced. Meetings will be conducted via Zoom or in Hartmann Hall

**Parent-Teacher Organization**

The main functions of the Parent-Teacher Organization are to raise funds for the school’s current operational expenses, to promote parental support for the school programs and to increase mutual understanding between school and parents. The membership of the Parent-Teacher Organization shall include the pastor, the principal, parents or legal guardians, and faculty of St. Mary’s Catholic School.

**PTO EXECUTIVE BOARD**

|                 |                     |
|-----------------|---------------------|
| President:      | Kim Johnson         |
| VP. Pres Elect: | Maria Vasquez James |
| Secretary:      | Colleen Shassetz    |
| Treasurer:      | Mike Fulkerson      |
| PR/Marketing:   | Beth Beyer          |
| Communications: | Kristen Hurley      |

PTO meetings are usually held on the second Tuesday of the month. Meetings begin at 6:00 p.m. in the art room. Childcare will be provided most meetings. Due to current Covid policies, location for meetings will be determined and communicated at a later date.

**STAFF MEMBERS**

|   |  |
|---|--|
| <p>Pastor – Rev. August Koeune<br/>Associate Pastor – Rev. Clark Lenz<br/>Associate Pastor – Rev. Jaimon Dominic</p> <p>Principal – Mrs. Jennifer Bridges<br/>Vice Principal/PE - Mr. Jeff Wordeman<br/>Administrative Assistant – Mrs. Kathleen Higgins<br/>Office Manager – Mrs. Cristie Gasseling<br/>Reception – Mrs. Rachel Bailey<br/>Marketing Director – Mrs. Beth Thompson<br/>COVID Response Coordinator – Ms. Jennifer Davis</p> <p>PK3 – Mrs. Tiffany Gutierrez<br/>PK4 Para / AM Care – Miss Danielle Glowacki<br/>PK4 – Ms. Heather Smith<br/>PK4 – Mrs. Vicki Bonds</p> <p>Kindergarten – Mrs. Shelly Araas</p> <p>1<sup>st</sup> – Mrs. Mary Kretzschmar</p> <p>2<sup>nd</sup> - Mrs. Jamie Johnson</p> <p>3<sup>rd</sup> – Mrs. Christie Bronder<br/>3<sup>rd</sup> – Mrs. Amanda Ten Eyck<br/>4<sup>th</sup> – Miss Marissa Palm</p> <p>5<sup>th</sup> – Mr. Tyler Essex<br/>6<sup>th</sup> – Mrs. Christina Williamson</p> | <p>Music – Ms. Heather Brooks<br/>Art – Mrs. Andrea Clark<br/>Computers/Spanish/IT – Mrs. Linda Lipowski<br/>Catholic Identity Coordinator/Religious Ed/Math interventionist – Mrs. Karen Stolz<br/>Title I Tutor – Ms. Lisa Todd</p> <p>Kitchen / Library / Aftercare – Mrs. Jennifer Loskota<br/>Kitchen – Mrs. Celia Padilla</p> <p>Custodian - Mr. Alec Barker<br/>Custodian – Mr. Erik Swiger</p> <p>Extended Care: Mrs. Jeanneane Askey<br/>Ms. Jessica Church</p> |
|---|--|



## ACCREDITATION

St. Mary's Catholic is scheduled for an accreditation engagement review on September 15-18 with Cognia (formerly AdvancedEd). Accreditation should be reinstated by the end of October 2020.

## ADMISSION INFORMATION

### *Nondiscriminatory Policy*

St. Mary's Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admission to St. Mary's Catholic School requires the following:

1. We require a birth certificate to verify the student's birth date. Students entering:
  - a. Pre-Kindergarten must be three (3) years of age to enroll and toilet trained.
  - b. Pre-Kindergarten must be four (4) years of age on or before the 15<sup>th</sup> day of September of the enrolling year and toilet trained.
  - c. Kindergarten must be five (5) years of age on or before the 15<sup>th</sup> day of September of the enrolling year.
2. We need the following enrollment documents and forms completed and signed:
  - Birth Certificate
  - Yellow Immunization Record
  - Baptismal Record, if applicable
    - Student Information Sheet
    - Tuition Contract
    - Pre-authorized Payment Form with voided check
    - Diocese-required Background Check Form
  - Previous year/current year report card
  - Previous year standardized test scores for Grades 2-6
  - Copy of most recent IEP, if applicable
    - Authorization to Release School Records Form
    - Photo-Video Release Form
    - Internet Access Policy/Permission/ Denial Form
    - Student Release Authorization Form
    - Walking Field Trip Permission
  - Support Hours/Stewardship (Time, Talent and Treasure) Registration Form
  - Morning Care and/or After School Care Enrollment Forms, if applicable
  - Diocese Guidelines on Personal Interactions with Children and Young People
3. Application Fee –This fee is in addition to the tuition cost and will **not** be applied to the annual tuition for the school year of 2020-2021. **Application packets will not be accepted if incomplete and not accompanied by the registration fee. Completion of application materials does not secure admission.**
4. **New family/new student** interview is required before admission to St. Mary's Catholic School. Testing in some academic areas may be held for new incoming students in Grades 3-6.

**5. ADMISSIONS PRIORITIES:** Since the Diocese of Cheyenne establishes its schools as religious schools and the St. Mary's Parish established this school, priority will be given to practicing members of St. Mary's Parish and Catholics who are active in other Catholic parishes as well. Applicants who have siblings in the school or who are children of alumni/alumnae are also given priority. Priority will not be honored after one month has lapsed from open enrollment of St. Mary's families. Since space is limited, it is essential for families to get their registration information in within the month of open enrollment.

All new students will be given a sixty-day trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Mary's Catholic School.

**6. CONDITIONS FOR RE ENROLLMENT:**

- Tuition payment needs to be current within a month of reenrollment
- Lunch and fines combined need to be less than \$50
- Volunteer hours need to be more than 40 hours
- Financial responsibly needs to have at least \$240

***Withdrawal Policy***

- Families must notify the school in writing if a student is withdrawn from the school.
- Payment will be based accordingly to days enrolled.
- The school will not forward records for students who withdraw with an outstanding balance.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE ACCOUNTING OFFICE at  
St. Mary's School 307-638-9268**

SCHOOL YEAR 2020 - 2021 BOOK/SEAT FEE  
(NON-REFUNDABLE FEE).....\$250.00

This fee reserves a seat for your student and covers rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment and Science lab fees. THIS FEE DOES NOT COVER PERSONAL STUDENT SUPPLIES, FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, MUSIC ACTIVITIES AND/OR ATHLETIC PROGRAMS (basketball, volleyball, football, etc.) or other after school activities. This does not include Fanfare items and Wine Fest donations.

**Registration Fee: (non-refundable)**

Returning Families .....\$ 150.00

## PARENT'S ROLE IN EDUCATION

### CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

The student's interest in receiving a quality, morally-based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

*The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. It typically will result first in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardians privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)*

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal

**Important:** The Charter for the Protection of Children and Young People drafted by the U.S. Bishops requires the following guidelines for parents and volunteers:

1. **Attend Safe Environment Program**
2. **Background Checks**
3. **Christian Code of Conduct**

**As partners in the educational process at St. Mary's Catholic School, we ask parents to agree:**

- I will support and cooperate with the discipline policy of the school and classrooms;
- I will speak to the teacher or adult in charge if an incident arises;
- I will meet all financial obligations to the school in a timely manner;
- I will have my child at **school on time every day**, prepared mentally and physically, with all necessary supplies, completed classroom assignments on time and dressed according to uniform policy;
- I will support the religious and educational goals of the school;
- I will actively participate in school activities such as Parent-Teacher Conferences, home and school meetings, fundraising, etc.;
- **I will notify the office by 9:00 a.m.** when my child will be tardy or absent from school;
- I will see that my child pays for damage to school books or property due to carelessness or neglect;
- I will see that my child completes all his schoolwork in a timely manner, the best of her/his ability;

- I will use HeadMaster to keep track of my child's progress, my family's financial and volunteer obligations;
- I will abide by all guidelines set forth in the school handbook.

### After school Playground

Students are not permitted on the playground after school without direct parental supervision due to liability issues. Parents must be present on the playground with their child.

## GENERAL INFORMATION

### School Hours

- Grades Pre-K through 6<sup>th</sup>; 8:00 a.m. – 3:00 p.m. Students not in their homeroom at 8:00 a.m. are considered tardy.
  - At St. Mary's Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Various classes invite parent involvement or visitation on particular occasions. Currently, due to COVID, this practice will be suspended until further notice.
  - The school doors are opened for students at 7:45 a.m. Students arriving prior to 7:30 a.m. must wait with their parents in the car lane until 7:45 a.m., when students will be permitted to enter the building after temperature screening.
  - Dismissal time is 3:00 p.m. Please check the school calendar and newsletters for early dismissal dates and other pertinent information.
  - Parents are to arrange for their child(ren) to arrive at school on time and be picked up at dismissal time.
  - Students not picked up by 3:15 p.m. will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.
- St. Mary's Catholic School offers a Morning Care and an After School Care Program.

### Daily Schedule

|                       |  |
|-----------------------|--|
| 7:00 a.m. – 7:30 a.m. | Morning Care   |
|                       | Please note, there will be no morning recess from 7:30 a.m. – 7:45 a.m. until further notice |
| 7:45 a.m.             | Main School Door Opens   |
| 7:45 a.m. – 8:00 a.m. | Student transition to classrooms   |
| 8:00 a.m. – 3:00 p.m. | School Day*  |
| 8:05 a.m. – 8:30 a.m. | Monday & Wednesday Prayer Service  |
| 3:00 p.m. – 3:15 p.m. | Transition to After School Care  |
| 3:15 p.m.             | Main School Door Locked and Office Closes  |
| 3:00 p.m. – 6:00 p.m. | After School Care Program  |
| *11:30 a.m.           | Early Release (½ day) dismissal  |

### Extended Care Program

|              |  |
|--------------|--|
| Morning Care | 7:00 a.m. - 7:30 a.m. - \$60.00 per child per month or \$3.50 per day.   |
| After Care   | 3:00 p.m. – 6:00 p.m. - \$200.00 per child per month or \$.10 per minute |

**\*Late Fee** – If your child is not picked up by 6:00 p.m. you will be charged a late fee of \$2.00 per minute per child per day.

|                          |   |
|--------------------------|---|
| Early Release Afternoons | 11:30 a.m. – 6:00 p.m. - \$.10 per minute per child per day.  |
|                          | <b>*This service is based on having the proper number of available staff members to work and a minimum of 15 students to participate.</b> |

### School Office Hours

The school office is open on all school days from **7:45 a.m. – 3:15 p.m.**

### ***School Visitors and Volunteers***

Until further notice, we will be unable to have visitors and volunteers in the school during school hours. Parents, guardians, and family members may enter the school office, but will not be able to enter the school past the office. Once the school resumes having visitors and volunteers in the building, they must enter the building through the office, checking in and obtaining a visitor's badge. Classes are not to be disturbed without permission or an appointment. All volunteers must complete the Diocese of Cheyenne Safe Environment for Children training program. This program teaches volunteers how to recognize signs of abuse and neglect and how to protect children. Volunteers will also need to undergo a Diocesan background check. No other background check is permitted.

***Attendance*** Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Students should be at school all day, every day, unless ill! However, due to COVID-19, it is understood that there will be a higher rate of absenteeism during this school year. **Students need to be fever-free for 72 hours before returning to school. Please refer to the sick policy in the COVID manual for more information**

### ***Absence***

**When a student is absent from school, a parent should call the office by 9:00 a.m. each day of the absence.** This policy is for the protection of the St. Mary's students.

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

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one and a half days for each day of absence to make up the missed assignments, quizzes or tests.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date or agreed upon by teacher and family.

Excessive absence (40) days or the equivalent of 40 days including tardies may be cause for a student to be retained in the current grade for another year. Three tardies will be equal to one absent.

### ***Absence During the School Day***

Appointments should be scheduled outside the school day whenever possible. If this cannot be done, please let the office know by a phone call, note or email. The office will give the teacher an advance notice.

When coming to take a child to an appointment, the parent must sign their child out and the office will call the classroom to dismiss the child. If returning, the child or parent should sign the child in the office.

## ACADEMIC INFORMATION

### *Classroom Sizes*

It is the goal of St. Mary's School to keep class sizes as small as our budget will dictate. Since tuition is the primary means of financing the school, the more students we have, the more secure our future will be. Our building was designed to have two sections from preschool to second grade and after those grades students get funneled into one section grades. This means that preschool through 2<sup>nd</sup> grade has more flexibility to change class size. The philosophy for these grades is to keep them small to maximize the educational benefits on smaller teacher to student ratio. These are the ideal class sizes by grade:

- Preschool – 16 students per class
- Kindergarten through 2<sup>nd</sup> grade – 18 students per class
- 3<sup>rd</sup> grade through 6<sup>th</sup> – 21 students per class

With having only one section in most of the upper grades, it is imperative to turn your registration packets in quickly.

### *Curriculum*

Staff is continuing to work on developing a curriculum maps for each subject. These maps will be uploaded to the school website as they are completed.

St. Mary's Catholic School follows the criteria of the school adopted curriculum and educational standards for the teaching of all secular subject areas.

### *Grading Scale*

|              |
|--------------|
| A = 90 – 100 |
| B = 80 – 89  |
| C = 70 – 79  |
| D = 60 – 69  |

### *Report Cards/Progress Reports*

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year. The ends of the quarters are: October 23, January 15, March 19 and May 27. Report cards will be given the following week. Pre-school will administer assessments in October, February and May.

**Progress Reports** will be given mid-way between each nine-week grading period.

Late work must be completed and submitted to the teacher within three days of the date that report cards and progress reports are distributed.

### *Honor Roll Criteria*

**Gold Honor Roll:** Students must have all A's and/or 4's in all subjects.

**Silver Honor Roll:** Students must have A's/B's and/or 4's/3's in all subjects.

Students may also receive the **President's Education Award**. Students must be on the honor roll all four quarters and at least one quarter be on the gold honor roll. Honor roll will be celebrated at the end of each quarter. Parents will be notified that their child will be receiving an award.

### *Parent-Teacher Conferences*

PTC is scheduled before the end of the first quarter – October 29-30. Conferences at other times should be scheduled with the teacher(s).

### ***Student Records***

St. Mary's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Mary's Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. **No records will be sent to transferring schools of students whose financial commitment is not fulfilled.**

### ***Testing***

MAP tests are normed-referenced, computer adaptive tests that will be given from Kindergarten through 6<sup>th</sup> grade. The MAP test is administered in the Fall, Winter and Spring. Grades Kindergarten through 6<sup>th</sup> grade are tested in the content areas of math and reading. Grades 2<sup>nd</sup> through 6<sup>th</sup> are tested in the content area of language usage. The results of the MAP tests are used to develop our action plans, to monitor student progress, and to drive instruction. Another normed-referenced, computer adaptive that St. Mary's uses are the STAR tests. The STAR test is administered at the beginning of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters and at the end of the 4<sup>th</sup> quarter. Grades Kindergarten through 6<sup>th</sup> grade are tested in the content areas of reading and math. The results of the STAR tests are used to set Accelerated Reading goals, progress monitoring students and to drive instruction. PreK through Kindergarten may be tested using the STAR Early Literacy test. Results of the test are distributed to the parents with the students' report card.

Many grade levels have teacher and/or curriculum-based cumulative tests. These tests are administered in many of the content areas that include end of the quarter, semester, and year cumulative test.

All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations of test taking for students with active written IEPs and 504 plans may be made at the discretion of the principal.

### ***Special Education Services***

The Laramie County School District #1 may provide educational referral testing for our students. The local school district does supply speech and language services for our students in grades Kindergarten through 6<sup>th</sup> grade. STRIDE Learning Centers may supply our students with a variety of services in Pre-Kindergarten. As a result of resources, St. Mary's may not be able to accommodate the needs of students requiring extensive special education services.

### ***Academic Support***

A full-time faculty member, trained interventionist, works with both students identified as needing extra help, and their classroom teacher.

### ***Promotion Policy and Retention Policy***

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Absences of 40 or more days may result in retention.

## ***Eligibility Guidelines for Activities and Athletics***

### **Academic Ineligibility**

- Students must have grades of “C” or better in all classes in order to be considered eligible.
- Eligibility reports will be finalized on each Tuesday at 10:00 a.m. (*This will allow teachers time to enter grades and the students to resolve any grade issues: late, low score, etc.*)
- If a student becomes ineligible, s/he will have until the following Tuesday to bring their grade(s) to a “C” or better.
- While the student is ineligible, she/he will be allowed to practice but not allowed to participate in a contest.
- If the activity overlaps with quarters, eligibility will be determined after the second week of the quarter. This gives the student enough time to have an adequate number of grades to fairly calculate eligibility.
- If a student has three weeks of academic ineligibility, they will no longer be allowed to participate in that activity.

### **Illness Ineligibility**

- A student will not be able to participate in a contest if she/he missed any part of the school day the day of the contest due to an illness. A scheduled doctor’s appointment will not be considered in eligibility requirements.
- A student must be fever free for 72 hours before being allowed to practice or participate in a contest.

### **Behavior Ineligibility**

- A student may be deemed ineligible if his/her behavior doesn’t follow the teachings of the Church and/or rules of the school on or off the field.

### **Unexcused Absences Ineligibility**

- A student will not be allowed to participate in a contest if s/he has an unexcused absence on the day of the contest.
- If a student has more than three unexcused absences, s/he will no longer be allowed to participate in that activity.

### ***Homework***

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

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

### ***Homework Policy Due to Illness***

When a student is absent for three or more days, a parent may call the school office to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 p.m. – 3:15 p.m.

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

If a student is absent due to COVID, or a class is placed under a quarantine, arrangements for distance learning will be made for continued instruction at home.



## FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity.
6. Parents may refuse to permit their child from participating in a field trip by stating so on the permission slip.
7. All monies collected for the field trip are **non-refundable**.
8. Cell phones are allowed on field trips and **must** be used appropriately.

## SACRAMENTAL PROGRAM

The sacramental life of children in the Catholic tradition is an important component of the religion program at St. Mary's Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their child/children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## LUNCH PROGRAM

St. Mary's Catholic School offers a hot lunch program daily. Meals are prepared in the school cafeteria or through the services of outside vendors. The cost of each meal will be deducted from their account. Notice will be sent to parents when additional funds are needed to renew their account. Additional letter will be emailed to parent(s) once their account gets to a negative balance until the account is paid in full.

St. Mary's Catholic School wants to ensure that no child goes hungry. "Loaners" are reimbursable hot meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. Each family may only carry over a negative balance of \$50 or less on their lunch account. After the family reaches a negative \$50 an "alternative meal" i.e.: a non-hot meal will be provided. There will be a charge of \$1.00 for each "alternative meal" given to the student. The "alternative meal" will be designated by the Nutrition Services Program Administrator and meet the USDA nutrition guidelines for a reimbursable meal. Furthermore, the principal will contact the family along with sending home a letter.

Lunch schedule is as follows:

|                                   |                         |
|-----------------------------------|-------------------------|
| PreK3, PreK4 (Smith)              | 10:40 a.m. – 11:00 a.m. |
| PreK 4 (Bonds)                    | 11:00 a.m. - 11:20 a.m. |
| Kindergarten, 1st                 | 11:00 a.m. – 11:20 a.m. |
| 2 <sup>nd</sup>                   | 11:20 a.m. - 11:40 a.m. |
| 3 <sup>rd</sup> (both classes)    | 11:30 a.m. – 11:50 a.m. |
| 4 <sup>th</sup>                   | 11:50 a.m. – 12:10 p.m. |
| 5 <sup>th</sup> & 6 <sup>th</sup> | 12:00 p.m. – 12:20 p.m. |
| PreK – 6th                        | \$2.65                  |
| Adults                            | \$3.25                  |
| Reduced                           | \$0.40                  |
| Extra Milk                        | \$0.50                  |
| Extra Entrée                      | \$1.50                  |

Students may choose to bring their lunch each day. Students may not bring glass bottles, soft drinks or excessive amounts of candy. A healthy lunch is vital to learning in the afternoon.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are always expected .

### **HEALTH/SAFETY & MEDICATION**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date
- f. Name of medication
- g. Possible side effects
- h. Storage instructions

All non-prescription medication should be taken to the School Office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date
- e. Name of medication

Cough drops should be kept in the child's classroom with name, directions, frequency documented on them. Teachers will be responsible for distribution of cough drops.

### ***Illnesses***

Students that have a fever need to be **fever free for at least 72 hours** before returning to school. Students with a highly contagious illness (flu, pink eye, hand, foot and mouth, gastroenteritis, and Fifth Disease) need to have a doctor's note to return to school. Please see the revised sick policy in the COVID policies and procedures manual.

### ***Immunization requirements***

The Wyoming Statutes mandate certain immunizations for all students in public and private schools. We urge you to check with your physician to ascertain if your student is appropriately immunized as required by statute. Generally, the following is required:

Proof of proper immunization is required by law and must be presented on the State of Wyoming Official Record of Immunization (yellow card) at the time of enrollment. School staff will review all student records to verify mandatory immunizations. For exceptions to the immunization law, contact your physician.

### ***Asthma Medication***

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse, and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler.

All inhalers must be labeled with the appropriate medical information described above. Students are encouraged and will be allowed to carry their reliever inhaler in a "fanny" pack for quick access.

### ***Food Allergy Policy***

St. Mary's Catholic School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life-threatening allergic reactions, parents must provide St. Mary's Catholic School with a physician's notification of the allergies.

### ***EpiPens***

At the beginning of each school year or upon assuming a staff position, all staff (including substitutes) will be informed by the school office or Principal of the students who may need EpiPens. With parental permission, students are allowed and encouraged to carry their EpiPen on their person.

### ***Notifications***

The school office will notify classroom teachers about the nature of the life-threatening allergies faced by students.

If the parent is in agreement, information about the child's life-threatening allergies will be distributed to the designated staff members. Staff will be reminded that all medical information is confidential and shared on a need to know basis. Teachers will be responsible for keeping an updated substitute folder containing information that needs to be shared.

### ***Cold Weather and Outdoor Play Guidelines***

- TEMPERATURE/WIND CHILL 20°F to 0°F

Anytime temperature and/or wind chill are a comfort factor or hazard to students, special arrangements should be considered. As a guideline, it is suggested that anytime the actual temperature is at 20°F or below special consideration should be given to duration of time outside before school, during recess, and at noon time. This would not preclude special consideration for students with health problems and/or inadequate clothing for temperatures below 20°F.

- TEMPERATURE/WIND CHILL 0°F OR BELOW

Temperatures 0°F and below generally would dictate that all students should remain inside the building. Any consideration for allowing students to be outside should include duration of exposure to the outside and how well students are dressed for cold weather. Special consideration must be given to students with health problems such as asthma or other health problems which could be affected by cold weather.

- All supervisors of children on playgrounds should be instructed to use good judgment regarding the needs of students, adequacy of clothing, medical conditions and conditions of the playground, and types of weather during cold weather situations. Staff on playgrounds should understand what the procedures are to be regarding cold weather, individual student needs under these circumstances, and what the procedure will be should they determine that a shortened period of time on the playground is needed for all students.

## CHILD ABUSE LAWS

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

## STUDENT EXPECTATIONS

Our guiding principle in discipline is to act in a Christian manner characterized by fairness and compassion. Students are expected to abide by school norms and accept the consequences if they do not. Rules are intended to promote Christian principles to be responsible, safe and respectful. Signatures on the handbook agreement page indicate that parents and students have read this handbook and agree to abide by it.

### RESPECTFUL

#### I will...

1. Listen when someone is speaking
2. Use appropriate language
3. Show respect for school property
4. Show respect for others
5. Keep hands, feet and objects to self

### RESPONSIBLE

#### I will...

1. Follow directions
2. Stay on Task
3. Return homework and materials
4. Complete class work on time
5. Get to school on time
6. Accept responsibility for my own behavior
7. Display honesty

### SAFE

#### I will...

1. Walk in all parts of the building
2. Follow playground rules
3. Play in a safe manner at all times

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration. All expectations are developed and enforced with this thought in mind. School expectations apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location.

**At St. Mary's Catholic School, we believe that the success of any program depends on implementation by all people concerned. Follow-through and support by parents at home are a necessity. Consistent application of the guidelines is essential.**

### *Hall, Restroom, and Assembly Expectations*

Hall conduct shall be quiet and orderly. Children are to pass on the right side of the hall without talking and keeping hands to themselves. Teachers will accompany their classes when using the hallway.

To sustain time-on task, CLS restrooms are to be used by students. Restrooms are to be left in good condition. Trash and paper towels are to be placed in trash containers.

In an assembly student behavior should be courteous. Students are expected to enter, sit, and exit quietly. Boisterousness, booing, whistling, and talking during a program is unacceptable.

### ***Lunch Behavior Expectations***

#### ***I will....***

1. Observe polite manners at the table; no playing with food
2. Take my turn
3. Keep my hands to myself
4. Leave the table and surrounding area clean and orderly
5. Put trash in the proper container
6. Talk in a normal tone of voice
7. Leave the lunchroom and the building in an orderly manner – no running

### ***Playground Expectations***

The purpose of the playground is for children to practice the manners that are taught at home and school while, at the same time, to have an enjoyable break from academic studies. Therefore, areas will be established for various games where the students may socialize with students from other classes in a Christian atmosphere of enjoyment and mutual respect.

- All playground activities need to be done in a safe, courteous and respectful manner
- Hard balls, bats, Frisbees, and other potentially dangerous items are not permitted
- No picking up or throwing of rocks, sticks, snow, or any hard objects
- All tackle games are forbidden
- There will be no “closed” games – inclusive games only
- Students are expected to show sportsmanship and concern for fellow students
- Language and behavior is to show respect and courtesy toward all adults and all other students at all times
- All playground supervisors will enforce all playground rules. Failure to comply with any of these rules may result in a student sitting out the remainder of the recess period. Students who are disrespectful or who will not follow directions may be sent to the office
- Classroom teachers may enforce additional rules that pertain to their students’ behaviors

### ***Progressive Card System***

Pre-Kindergarten through second grade have a student card system placed in their rooms. The progressive color card system is utilized to reflect student behavior. The teacher, staff member, or principal determines if a student’s behavior is inappropriate and requires the student to “flip a card” as a consequence for not following school expectations. Each child has several opportunities to modify their behavior. After the third contact with parents, the next offense will result in an office referral. The cards are placed in the following order:

- Green Card .....Doing Great
- Yellow Card.....Verbal Warning
- Orange Card.....Time-Out or 10 minutes loss of recess in dug out.
- Red Card.....Parent Call Conference
- Blue Card.....Referral to Principal

### ***Discipline Referral to the Office***

- 1st Referral.....student/ vice principal conference.....parent(s) informed
- 2nd Referral.....student/teacher/ vice principal conference.....parent(s) informed
- 3rd Referral.....student/ teacher/vice principal & principal conference.....parent(s) informed/Behavior Contract
- 4th Referral.....½ to full day suspension.....parent(s) informed

**The Principal reserves the right to determine the appropriateness of an action if any doubt arises.**

### ***Prohibited Items***

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, laser lights, or anything that will detract from a learning situation or create an unsafe situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned only to the parent(s)/guardian(s).**

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, suspension, and/or expulsion. A student athlete who is involved in cheating may be suspended from partial or all participation in sports.

### **Suspension**

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed in school during the time of their suspension. Parents/Guardians will receive written and/or verbal notification to discuss corrective action steps and to provide resources/support for the family. If suspension is warranted, due process will be provided, and terms of the child's suspension length and date of return will be discussed. Students must complete all class work and tests from the days of suspension. All class work and tests will be down-graded during the suspension period.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others, consistently impedes the learning or instructional process of others or blatantly violates Church Doctrine may be expelled from St. Mary's Catholic School. Parents/Guardians will receive written and/or verbal notification to discuss corrective action steps and to provide resources/support for the family. If expulsion is warranted, due process will be provided, and terms of the child's expulsion length and date of return will be discussed. Class work will be provided during the expulsion if the child is able to return.

### **Boys Town Positive Behavior Model**

The majority of the staff have been trained in the Boys Town model that includes how to motivate students with challenging behavior, reduce severe discipline problems, improve administrative intervention processes, react positively to problem situations, help students regain and maintain self-control, and teach problem-solving and other essential social-skills.

### **Bullying and threats**

If a child is bothered by another child, he or she should inform the teacher right away. As soon as possible, the teacher will follow up on the report and take action as needed to resolve the conflict. Parents with a concern are encouraged to contact the child's teacher by note or phone, 307-638-9268, to make an appointment. If further assistance is needed to resolve the situation the principal will be included.

Instruction about bullying will occur throughout the school year for all ages. Any recurring or serious behavior that is unwelcome and unwanted may be considered bullying or harassment. Illegal behavior will be referred to local law enforcement.

### **"Bullying/harassing behavior"**

In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and the worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the School, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event.

Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

- has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment.
- has the purpose or effect of unreasonably interfering with an individual's performance.
- Adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.)

St. Mary's Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest**) face suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face suspension, and/or expulsion.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Mary's Catholic School.

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

### **Electronic Media**

Engagement in texting, videos, photos, emails, online blogs, and/or social networks such as, but not limited to, YouTube, Facebook, Twitter, etc. may result in disciplinary actions if the student's media includes defamatory content regarding the school, the faculty, other students, or the parish during or out of school hours. Students will not be allowed to use personal electronic devices (cell phones, iPads, etc.) while in the school building. This means during morning care, morning recess, afternoon recess, before sports practice, after care, etc. If students are present during these times, they may pray or work on academics instead of having their face glued to a screen. These devices are distracting and their content very difficult to monitor. Teachers may have students use these devices for instructional purposes only. Parents may not call or text during school hours. Disciplinary actions may be taken.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Gifts and Celebrations**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **Parties and Birthday Observances**

Parties on holidays will be held at common specified times. If you are having a birthday party – treats may be brought in the last 15 – 20 minutes of the day. Due to Covid restrictions, any treats must be store-bought, individually pre-packaged items. **NO RED PUNCH**

### **SCHOOL PROPERTY**

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

### **TRANSFER OF STUDENTS**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. Records can only be released to another school after the school requests the records. No student records will be forwarded to another school until Business Office accounts have been settled.

## **OFFICE RECORDS**

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

## **TELEPHONE**

Permission to call home must be obtained from the classroom teacher. Arrangements for after-school visits with friends should be made from home. This is due to miscommunication between parties.

**Cell Phones:** Students may bring a cell phone to school, if needed, but it must be kept turned off and must remain on the teacher's desk or in the child's backpack or locker until dismissal at 3:00 p.m. **Cell phones may not be used at any time in the school building during school. They may only be used after dismissal.** Cell phones being used in the school building will be taken to the office. Students will not be allowed to use cell phones while in the school building. This means during morning care, morning recess, afternoon recess, before sports practice, after care, etc. If students are present during these times, they may pray or work on academics instead of having their face glued to a screen. These devices are distracting and the content very difficult to monitor. Teachers may have students use these devices for instructional purposes only. Parents may not call or text during school hours. Disciplinary actions may be taken.

## **EMERGENCY DRILLS**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Shut off lights.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in a single line, facing away from the building.
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Sit, face wall, and put hands over head.
4. Return to the classroom when signal is given.

## **CRISIS PLAN**

St. Mary's Catholic School has implemented a "crisis plan" in the case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to one of four secure designated locations:

1. St. Mary's Cathedral
2. Public Library
3. City Building
4. Federal Building



## **WEATHER EMERGENCIES**

If it should be necessary to close the school because of weather conditions, an announcement will be made using our notification system, SchoolCast, as well as over local television and radio stations.

### ***School Closures***

- **Early Release:** Depending on the emergence, particularly weather, the principal will notify parents via SchoolCast when their child will need to be picked up.
- **Cancellation:** Parents will be notified on a school cancellation via SchoolCast, radio, and/or TV.
- **Late-start:** School will resume later than the normal 8:00 am. Generally, it is around 9:00 am -10:00 am. Parents are able to drop-off their child at the designated late start time. Parents will be notified via SchoolCast.
- **Soft-start:** Classrooms and attendance will be taken at the designated soft-start time, generally at 10:00 am. You can drop your child off as early as 7:00 am. However, classroom instruction will not begin until the soft-start time.

## **LOST AND FOUND**

Any items found in the school building or on the school grounds should be placed in the Lost and Found box in the atrium. In December and in May, items in the Lost and Found will be donated to charity.

## **COMMUNICATION SYSTEMS**

### **HeadMaster**

HeadMaster is St. Mary's management software. Teachers are able to record grades, enter behavior reports, take attendance and lunch count, access student information and many more features to help manage their classrooms.

As a school, we can keep track of family information, billing, grades, attendance, lunch count, develop reports and many other features to help manage the building.

For parents, it provides families with secure logins to an interactive parent portal. This gives the parents the ability to go online and see their student's grades, assignments, tuition balances, behavior notes, attendance, class schedules, school calendar and to make payments online. Parents can sign in to see their outstanding tuition and lunch balances and make secure payments while online or from the mobile app. The mobile app is included at no additional cost.

### **SchoolCast**

This software is St. Mary's mass communication system. We are able to email, text and voice call parents will deliver pertinent information. Classrooms use it as well to communicate to parents.

## UNIFORM POLICY AND PERSONAL APPEARANCE

### **PHILOSOPHY AND OVERVIEW**

At St. Mary's Catholic School, moderation, modesty, cleanliness, neatness, and good taste are determining factors for student appearance. One's appearance is frequently an indicator of one's attitude toward doing well. The grooming and attire of each student is to reflect an attitude of pride and respect toward self and the school, and to contribute toward establishing and maintaining an environment conducive to learning. Uniforms are worn by all students (PK-3 through sixth grade) attending St. Mary's Catholic School.

Inherent in the word uniform is uniformity. Parental support of these guidelines is extremely important. **It is the specific responsibility of each parent/guardian to ensure that the student leaves home clean and dressed appropriately in accordance with these regulations.** Parents will be notified of non-compliance and the problem will be corrected immediately.

You may purchase clothing with our logo from the following vendors: Land's End, Dennis Uniforms and French Toast. Items purchased elsewhere may have the logo put on at Cheyenne Stitch (307)634-0858; Trophy Creative LLC (307)634-6621; or Scrubs Unlimited (307) 634-3444 here in Cheyenne. While certain items may be purchased at other vendors the item must still meet the uniform specifications. If you have questions about whether an item is within the uniform policy, please contact the front office at (307)638-9268.

\*Plaid shift jumpers and plaid skirts can only be purchased from Dennis Uniforms.

\*Navy jumpers must be purchased from Dennis Uniforms, French Toast or Land's End.

|   |               |                 |
|---|---------------|-----------------|
| Dennis Uniforms- <a href="http://www.dennisuniforms.com">www.dennisuniforms.com</a> | (303)730-2255 | Code: CMW       |
| French Toast- <a href="http://www.frenchtoast.com">www.frenchtoast.com</a>          | (800)373-6248 | Code: QS46FXY   |
| Land's End- <a href="http://www.landsend.com">www.landsend.com</a>                  | (800)469-2222 | Code: 900047176 |

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION.**

**Final decision for any uniform policy violation, including hairstyles, will be made at the discretion of the administration. Administration reserves the right to amend the uniform policy throughout the year should need arise.**

**Ties will be the responsibility of each family. However, the school will have some new ties available to be purchased. If a student forgets his or her tie on Mass Day, the school will lend them one of our used ties. Failure to return the used tie after Mass, the family will be charged \$15.00. Used ties will not be available for sale, only new ties.**

### **Uniform Policy Enforcement**

The uniform policy will be strictly enforced. The following consequences will be applied to uniform policy infractions.

### **Missing/Incorrect Uniform Pieces/ Unauthorized Accessories Consequences**

- 1<sup>st</sup> Violation: A verbal warning will be given to the student.
- 2<sup>nd</sup> Violation: Student may lose privileges, a note may be sent home, and/or student will call parent.
- 3<sup>rd</sup> Violation: Note will be sent home and/or student will lose privileges and student will call parent.
- 4<sup>th</sup> Violation: Student will lose privileges and parent may be required to bring correct uniform pieces to the school.
- Accessories – Students will be required to remove accessory and it may be confiscated.
- Additional Violations: Parent will be required to bring correct uniform pieces to the school. Other consequences will be applied as determined by the principal.
- The principal may make the determination of the consequence based on the age of the student.

## Mass Uniform Policy

### Grades PK3 - 5

#### Girls

- Plaid shift jumper
- White Peter Pan blouse
- Navy cross over tie (for Mass Only - 2<sup>nd</sup> – 5<sup>th</sup>) **Parents Provide may be purchased from the School**
- Socks or tights – solid navy, black or white (Socks must be worn)
- Dress Shoes or Tennis Shoes – solid black with laces, straps or velcro – No slip-on shoes
- Uniform sweater (optional)
- Tennis Shoes for P.E. if on Mass Day

#### Boys

- Navy pants
- White oxford shirt **with logo**
- Plaid tie (for Mass Only - 2<sup>nd</sup> – 5<sup>th</sup>) **Parents Provide may be purchased from the School**
- Socks – solid navy, white, black, or brown (Socks must be worn)
- Belt - black, navy or brown (2<sup>nd</sup> – 5<sup>th</sup>)
- Dress Shoes or Tennis Shoes – solid black with laces, straps or Velcro – No slip-on shoes
- Uniform sweater (optional)
- Tennis Shoes for P.E. if on Mass Day

## Mass Uniform Policy

### Grade 6

#### Girls

- Tie - Navy cross over tie or boys tie – red/blue stripe (for Mass Only) **Parents Provide may be purchased from school.**
- Plaid shift jumper or plaid skirt
- White oxford shirt **with logo**
- Socks or tights – solid navy, black or white (Socks must be worn)
- Dress Shoes or Tennis Shoes - solid black with laces, straps or Velcro – No slip-on shoes
- Uniform sweater (optional)
- Navy blazer\* (optional)
- Tennis Shoes for P.E. if on Mass Day

## Boys

- Khaki or Navy pants
- White oxford shirt **with logo**
- Tie - Red/blue stripe (for Mass Only) **Parents Provide may be purchased from the school**
- Socks – solid navy, white, black or brown (Socks must be worn)
- Belt – black, navy, or brown
- Dress Shoes or Tennis Shoes– solid black with laces, straps, or Velcro – No slip-on shoes
- Uniform sweater (optional)
- Optional navy blazer\*
- Tennis Shoes for P.E. if on Mass Day

### Uniform Specifications

Students must be in uniform in Extended Care. The only exceptions: dress down day or have been on a field trip.

School logo is required on all shirts, blouses, turtleneck, and polos.

Shirts, blouses, turtlenecks and polos must be tucked in always (1<sup>st</sup> – 6<sup>th</sup>)

#### Shirts:

- **Peter Pan Blouses** – must be poplin or woven cotton (no knit), uniform style with no colored piping or added detail on collars – picot collars purchased from French Toast are acceptable. **(Logo optional for blouse when worn under jumper.)**
- **Polos** – traditional knit or pique shirts, short or long sleeve, girls cuts okay, but no extra adornment.
- **Oxford Shirts:** traditional short or long sleeve woven cotton oxford shirts.
  - Boy's collars must button down.
  - Girls may wear ¾ sleeves.
- **Turtlenecks** – traditional fold down neck style or mock turtlenecks
- **NOTE:** Undergarments should not be visible in any manner, including through the over garments.
- **NOTE:** Only solid white undershirts are to be worn under uniform shirts (may be visible through the over garments).
- **NOTE:** Shirts that are no longer white or that have faded logos must be replaced.

**Sweaters/Vests: May only be purchased from select vendors in specific styles and colors.**

Styles: Pullover, cardigan, or sweater vest

Colors: Navy or red

**NOTE: Sweaters/Vests will have the St. Mary's logo on the left breast. This may be done through the vendor or locally at Trophy Creative LLC, Cheyenne Stitch, or Scrubs Unlimited.**

**Sweatshirts, Fleece Jackets, Fleece Vests, and Hoodies** are acceptable for outside and recess only. These items do not need to have the St. Mary's logo.

### **Pants, Shorts, Jumpers, Skirts, Skorts:**

- **PK3 – 5 Pants/Shorts** – Navy blue twill or “chino” style full length pants (to ankle) or knee length walking shorts with/without elastic waist (no cargo pockets, capris, flared leg, bootleg, knit, or stretch pants, or low rise style)  
**NOTE: Belt required for 2<sup>nd</sup> – 5<sup>th</sup> grade.**
- **6<sup>th</sup> Grade: Pants/Shorts:** Navy blue or khaki twill or “chino” style full length pants (to ankle) or knee length walking shorts, flat or pleated front, with belt loops (no cargo pockets, capris, flared leg, bootleg, knit or stretch pants, or low rise style) **Belt required.**
- **PK3 -6 Jumpers/Skorts/Skirts – May only be purchased from select vendors and only certain styles.** Length must be no shorter than 2.5 inches (approx. the width of a dollar bill) above the top of the knee cap. Skirts are to be worn at the waist and are not to be rolled to shorten length. **NOTE: Solid black or navy blue bike shorts or tights must be worn underneath skirts/jumpers at all times.**

**Shoes must be worn at all times.**

#### **Dress Shoes – Tennis Shoes:**

- SOLID black with laces, straps or Velcro. No slip-on shoes.  
**No “heels” or shoes with rollers may be worn to school even if the roller is removed.**

**NOTE:** Shoes that are a health or safety hazard are not acceptable. No heels over 1 inch; no sandals, clogs, clunky heels, flip-flops, crocs, open toes, open heels, boots or shoes that convert into roller skates.

**NOTE:** Snow boots are required when snow is on the sidewalks and playgrounds. They will be taken off prior to entering the carpeted areas of the classrooms.

**Socks: Appropriate socks must be worn at all times.**

- Girls: solid colors of navy, white, or black socks/tights. (Socks must be worn.)
- Boys: solid colors of navy, white, black, or brown socks. (Socks must be worn.)

#### **Hair:**

- Hair will not be dyed an unnatural color. No faddish hair styles (i.e. mohawk).
- Boys: hair trimmed neatly above the uniform shirt collar, over the ears, and above the eyebrows.

**Belt: 2<sup>nd</sup> grade and up**

- Black, navy, or brown belt is required

## Accessories:

- **Watches:** One (1) gold, silver, or black watch with a gold, silver, black, or brown band less than one inch wide may be worn.
- **Necklace:** One religious pendant or cross may be worn. Additionally, Medical Alert identification may be worn.
- **Bracelet:** One gold/silver bracelet less than ½ inch may be worn. Additionally, Medical Alert identification may be worn.
- **Glasses:** Prescription glasses in a conventional style or contact lenses.
- **Girls' Hair Accessories:** Marymount plaid, navy, red, black, brown, tortoise, silver and gold barrettes. Marymount plaid, navy, red, black, or brown, bows, headbands and scrunchies (**HEADBANDS** will be no more than 1 inch in width) - must coordinate with uniform. **NOTE:** No excessively ornate hair accessories as determined by the administration.
- **Girls' Earrings:** One pair of stud earrings worn by female students only – must be gem stone studs, pearl, silver ball, or gold ball or gold/silver cross flat to the ear. **NOTE:** No hoop or dangling earrings.

## Required Student Appearance

### Acceptable

- Club uniforms may be worn on meeting days. If the meeting day is a Mass day, club uniforms may be worn after Mass.
- Athletic shirts may be worn on game days. If game day is a Mass day, athletic shirts may be worn after Mass.

### Unacceptable

- Tattered, torn, frayed, ripped, baggy, sagging, or soiled clothing
- Clothes that are too small for the student – skintight clothes
- Hair which is dyed an unnatural color (i.e.: pink or green) or which covers the eyes
- Extreme or distracting hairstyles for example: punk, mohawk, shaved initials or designs
- Artificial hair braids/hair pieces
- Tattoos or artificial skin markings, including markers or ink
- Colored nail polish or artificial nails
- Ankle bracelets
- Make up including eyeliner, eye shadow, lip liner, lipstick, colored lip gloss, blush, and mascara
- Hats, sweatbands, and sunglasses worn inside the school building
- Shirts with logos wearing off

### Athletics

- Students may wear their school jerseys or cheerleading uniforms on game days. All other garments and accessories must comply with the dress code.

### Field Trip Uniform

- Field Trip Uniform Days will be announced throughout the school year. Students may wear **blue jean pants** with a **uniform shirt or a class shirt**. The unacceptable requirements will be in effect for Field Trip Uniform Days. **NOTE: Tattered, torn, ripped, frayed, baggy, sagging, or soiled jeans are not acceptable.**

## Dress Down Days

- Students may wear non-uniform clothing. Clothing will be clean neat and in good repair. Skirts and shorts will meet the same length requirement as the uniform skirts and shorts. T-shirts will not have any inappropriate pictures or text. Administration will make the final determination of acceptable vs. unacceptable appearance.

## Dress Down Day Guidelines

### Students may wear:

- jeans – **no tattered, torn, frayed, ripped, baggy, sagging, or soiled**
- tennis shoes
- shorts no shorter than 2.5 inches above the knee
- skirts no shorter than 2.5 inches above the knee
- skorts no shorter than 2.5 inches above the knee
- sweatshirts
- nail polish
- jewelry
- dresses
- slacks

### Students may not wear:

- flip-flop – open toed shoes
- tank tops – unless shoulders are covered
- spaghetti straps – unless shoulders are covered
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- bike shorts
- pajama pants
- make-up
- hats
- costumes

**Good Rule: If you think you should not wear it, you should not.**

- **Navy Blazers will be purchased by the school for use on specific occasions. Students may purchase their own blazers if they would like to wear them regularly to Mass.**

Administration will make the final determination of acceptable vs. unacceptable appearance.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**



**PARENT and STUDENT SIGNATURE PAGE**

I/We have read the 2020-2021 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent Signature

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Parent Name Printed

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Date

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Date

**Please sign and return this page to the office by Friday, September 4, 2020**

**RIGHT TO AMEND**

St. Mary's Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder and/or SchoolCast.

**Revised August 18, 2020**

