

PARENT/STUDENT HANDBOOK



ST. MARY'S
CATHOLIC SCHOOL

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

2022 - 2023

2200 O'Neil Avenue
Cheyenne, WY 82001

307-638-9268 Fax: 307-635-2847

Info@stmaryswyo.org

www.stmaryswyo.com



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

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom

Thank you for choosing to send your children to St. Mary's Catholic School. In choosing St. Mary's School, you have demonstrated a commitment to the values and philosophy of Catholic education.

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.

The faculty and staff look forward to partnering with you to provide your child with an amazing education filled with inquiry, faith, and family during this 2022-2023 school year!

God bless your family,

A handwritten signature in cursive script that reads "Jennifer Bridges".

Jennifer Bridges
Principal

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MISSION/VISION/CORE BELIEFS

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.

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.

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 Christian 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

A 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. 24th 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	Casey Steele	ces_57@yahoo.com
Vice President	Denise Herrera	cdsilva98@yahoo.com
Secretary of Record	Mary Jo Chouinard	maryjochouinard1@hotmail.com
	Mario Martinez	martinezwyo1@gmail.com
	Catherine Rogers	Catherine_rogers@yahoo.com
	Carolyn Moore	ckmoore10@yahoo.com
	Al Cassidy	acassid@gmail.com
	Jeff Rusk	rxwyo2001@yahoo.com
Ex Officio members:	Angela Kelly – PTO Representative	angelakelley413@gmail.com
	Jamie Johnson – Teacher Rep	johnson@stmaryswyo.org
	Ashley Schmidt –record keeper	aholzer19@gmail.com

Advisory Board meetings are generally held on the first Tuesday of each month. Meeting dates can be found on the school's activity calendar on the school's website. Meetings begin at 6:30 p.m. Parents and staff are welcome to attend when open meetings are announced. Meetings will be conducted at St. Mary's School.

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:	Angela Kelley	angelakelley413@gmail.com
VP. Pres:	Colleen Shassetz	colleen.shassetz@gmail.com
Secretary:	Ashley Schmidt	aholzer19@gmail.com
Treasurer:	Lindsay Bonazinga	lmbonazinga@gmail.com
PR/Marketing:	Cherisse Lesperance	clesperance702@gmail.com
Communications:	Nicole Kean	nmzomberg@hotmail.com

PTO meetings are usually held on the second Tuesday of the month. Meetings begin at 6:00 p.m. in the MPR. Childcare will be provided most meetings. Zoom links to meetings will also be provided if you are unable to attend in person.

STAFF MEMBERS

<p>Pastor – Rev. Thomas Cronkleton Associate Pastor – Rev. Seth Hostetler Associate Pastor – Rev. Randy Oswald</p> <p>Principal – Mrs. Jennifer Bridges Vice Principal/PE - Mr. Jeff Wordeman Administrative Assistant – Mrs. Kathleen Higgins A/R, Registrar – Mrs. Leslie Placke Reception/AM Care – Mrs. Joan Katchmar Marketing Director – Mrs. Beth Thompson</p> <p>PK3 – Miss Danielle Glowacki PK3 Para– Ms. Limin Lan PK4 – Ms. Heather Smith PKR Para – Mrs. Ashleigh Molnar PK4 – Mrs. Amanda Ten Eyck PK4 Para – Mrs. Christina Shunn</p> <p>Kindergarten – Mrs. Shelly Araas</p> <p>1st – Mrs. Mary Kretzschmar 2nd - Mrs. Jamie Johnson 3rd – Mrs. Christie Bronder 4th – Ms. Brandie Burki 5th – Mrs. Vicki Bonds 6th – Mr. Michael Kennedy</p>	<p>Music – Ms. Paula Egan-Wright Art – Mrs. Andrea Clark Computers/Spanish/IT – Mrs. Linda Lipowski Catholic Identity /Religious Ed– Mrs. Karen Stolz Title I Tutor – Ms. Lisa Todd Math Interventions – Mrs. Tanya Barcelona</p> <p>Kitchen /PK Aid / Aftercare – Mrs. Jennifer Loskota Kitchen – Mrs. Celia Padilla</p> <p>Custodian - Mr. Alec Barker Custodian – Mrs. Jean Chaffee</p> <p>Extended Care: Mrs. Jeanneane Askey Miss Sivana Fitts Miss Kindal Hitesman</p>
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ACCREDITATION

St. Mary's Catholic obtained accreditation through the Cognia Global Network in 2021 and is accredited through the 2026 school year.

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:

- Pre-Kindergarten must be three (3) years of age to enroll, and toilet trained.
 - Pre-Kindergarten must be four (4) years of age on or before the 1st day of August of the enrolling year and toilet trained.
 - Kindergarten must be five (5) years of age on or before the 1st day of August of the enrolling year.
1. Completion of all steps through our online registration portal, including the upload of the required documents:
 - a. Birth certificate
 - b. Immunization Records (or signed and approved waiver from the State of Wyoming)
 - c. Baptismal record, if applicable
 2. Completed and signed Tuition Contract (delivered to front office).
 3. Completed and signed Records Request (delivered to front office).
 4. Payment of \$150 registration fee* through registration portal on our website.
 5. New family/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.

Applications will not be considered complete unless all forms in required steps for registration are submitted electronically, required documents uploaded, registration fee paid, and tuition contract/records request received by front office. Completion of application materials and fee does not secure admission.

To provide a safe environment to all our students and staff, all parents (or guardians) must complete the Safe Environment Training/Background Check in order to visit your student(s) classroom, chaperone field trips, volunteer at school events, etc.. Safe Environment training and Background Checks are good for 5 years. This link is found as the last step in the registration process.

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 before 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 FOR THE FOLLOWING SCHOOL YEAR:**

- 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
- Fundraising commitment must be at an accumulated balance of at least \$240

Withdrawal Policy

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

A RETURN FEE OF \$30.00 WILL BE ASSESSED BY FACTS TO YOUR ACCOUNT.

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

SCHOOL YEAR 2022 - 2023 BOOK/SEAT 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 or other after school activities. This does not include Fanfare items and Wine Fest donations.

Registration Fee: (non-refundable)

- All Families\$ 150.00
- FACTS tuition management fee.....\$ 20.00 for one-time or bi-annual payment plans
- FACTS tuition management fee.....\$ 50.00 for quarterly or monthly payment plans

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. **Students are expected to carefully consider these rules and policies and to comply with them. It should be clearly understood that the stated consequences are guidelines only and that the administrators have the latitude, in their sole discretion, to alter discipline for misbehavior as they consider the conditions of the infraction.**

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 8:30 a.m.** when my child will be tardy or absent from school.
- I will see that my child pays for damage to schoolbooks 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 and attentive on the playground with their child.

GENERAL INFORMATION

School Hours

- Grades Pre-K through 6th; 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.
- 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 7:45a.m., when students will be permitted to enter the building. A staff member will be in car lane to accompany students into the building.
- 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
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
3:30 p.m.	Main school door locked and office closes
3:15 p.m. – 6:00 p.m.	After school care program
*11:30 a.m.	Early Release (½ day) dismissal

*School Mass will be held on Fridays at 9:00 a.m. in the Cathedral. If Mass needs to be relocated to the school gym, a SchoolCast will be sent out to notify parents of the change.

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.

*This service is based on having the proper number of available staff members to work and a minimum of 15 students to participate. **No lunch is provided in aftercare on early release days; students must bring a cold lunch.**

School Office Hours

The school office is open on all school days from **7:30 a.m. – 3:15 p.m.**

School Visitors and Volunteers

Parents and or visitors 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 outside background check is accepted for work/volunteering in our building.

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 may be a higher rate of absenteeism during the school year.

Students need to be symptom and fever-free for 24 hours before returning to school. Students who must miss more than 3 days of school due to any illness may participate in class virtually. Teachers will have virtual instruction enabled for the student by the second day of their absence.

Absence

When a student is absent from school, a parent should call the office by 8:30 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. **Administration will determine if an absence is considered excused. When a student accumulates 10 absences, parents will be required to come in to meet with the principal and the teacher to work out an improved plan for attendance. If the student continues to have absences/tardies after this meeting, the administration may report the student to law officials as "truant."**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times 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 assignments and/or 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 a time agreed upon by teacher and family.

A family may request missed work in advance of an expected absence. Please give the teacher at least 2 weeks' notice to gather work for the student. A teacher may also elect to give students missed work after they return from their absence if direct instruction is essential to the student being able to adequately understand the material.

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

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 2nd 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 maximum class sizes by grade:

- Preschool – 18 students per class
- Kindergarten– 18 students per class
- 1st & 2nd – 20 students per class
- 3rd grade through 6th – 21 students per class

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

Curriculum

Language Arts – St. Mary's School has adopted the McGraw-Hill Reading Wonders program for Language Arts (Reading & Writing) for grades K-5. The program is comprehensive with the scope and sequence covering the majority of the ELA standards. Supplemental materials are often used to enhance the curriculum as well, including but not limited to IXL, Accelerated Reading, and Lindamood Bell's "Seeing Stars." Writing is taught through a variety of materials, including our "Wonders" text series, Units of Study, and various supplemental materials. Students in grades K-6 are assessed quarterly in writing using a six-traits rubric for analysis in expository, narrative, descriptive, and persuasive writing styles.

Math – Sadlier Math – Progress in Mathematics program is utilized for our math program in grades K-6. Accelerated students in the 6th grade may also be placed in an algebra course for enriched math instruction. All grades utilize various supplemental resources as well, including Khan Academy, IXL, and SumDog.

Social Studies – Students in K-2 do not have a set curriculum for social studies; however, social studies content is taught in integration with the reading program and through Scholastic News. Third grade students study our community and the concept of communities through the national level. Fourth grade students study Wyoming history. Fifth grade students are taught early American history and 6th grade students study the U.S. Constitution and World history.

Science – Although there is no formal curriculum for science through grade 2, students are provided with a variety of STEM based learning opportunities. Students in 3rd and 4th grade utilize the Scott Foresman Science program, along with a variety of extra resources including, but not limited to, AIMS science, SICK science, Fourth Generation Genius, and Mystery Science. The 5th and 6th grade science curriculum is inquiry based, hands on learning "rich in content and practice" and supported by observation-based assessments provided by the Next Generation Science Standards (NGSS). The goal of this approach is to learn the fundamental skills and knowledge to support future study of any scientific topic. The primary 5th grade textbook is the CK-12 online textbook (authors: Milton Huling, PhD, and Jean Brainard, PhD) along with supplemental science resources. The 5th grade curriculum topics: Science Fair Unit (Scientific Method, Engineering Design), Physical Science (Atoms, Matter, Mixtures, Magnetism), Earth Science (Water, Weather, Climate), and Life Science (Plants, Energy Flow in Ecosystem). The primary 6th grade textbook and research resource is "Sciencesaurus" from the Great Source of the Houghton Mifflin Company, the online curriculum and lessons from the OpenSciEd platform, and knowledge reinforcement through the online Khan Academy. The 6th grade curriculum topics: Science Fair Unit (Scientific Method, Engineering Design), Physics (Light & Matter; Thermal Energy), Earth Science (Weather, Climate, Plate Tectonics, Rock Cycling, Natural Hazards), and Life Science (Cells & Systems).

Religion – PreK and Kindergarten classes use the "Stories of God's Love" program published by RCL Benziger. Students in grades 1-6 use Ignatius Press' "Faith & Life" series, which studies our faith through the biblical salvation story. Second grade students also use Dynamic Catholic's First Reconciliation and First Holy Communion series. In addition, students in 6th grade also study the "Theology of the Body." Along with the formal religion studies, our faith is integrated into all subject matter and students participate in service projects throughout the year. At St. Mary's Catholic School, we strive to develop the God given gifts of each student through a well-rounded education which integrates the Gospel message with all the areas of knowledge. In order for each student to have the tools of Christian leadership in the service of others, the four pillars of faith are foundational to the education of each student, early childhood through grade six. The pillars of faith are: The Creed (Faith professed), The Sacraments (Faith celebrated), the Christian life (Faith lived) and Prayer (Faith expressed and deepened).

Computer Literacy – Students in grades K-6 receive formal computer classes. A variety of skills are taught including keyboarding, Google Docs, Google Sheets, Google Slides and various coding instruction. Students also experience a variety of STEM learning in their computer class utilizing, 3D printing, Spheros, Lego robotics and many more STEM resources.

Spanish – Students in grades 4-6 attend Spanish class. Students are instructed using the natural approach which stresses the similarities between the first and second language and students being exposed to language that is comprehensible or made comprehensible to them.

Fine Arts – Art and music classes are provided for students PreK-6th grade. Music classes are provided for all Saint Mary's students. Classes meet twice weekly for 30 minutes to chant, sing, dance, and play instruments. In addition, interested Grade 4 students can play violin in a beginning string ensemble. Fifth and Sixth graders who have played a year play in the advanced string ensemble. Fifth graders can also start a band instrument and join beginning band, and sixth grade band is for those who have already played a year. All special ensembles meet during the school day in the music room once a week.

Physical Education – All St. Mary's students participate in PE class. Students are introduced to lifetime activities and explore health and nutrition, all while developing new skills and motor control. Our facility includes a rock-climbing wall, a bike program for younger students and archery instruction for students in grades 4-6. In addition, extra-curricular sports and fitness clubs will be available to students who wish to participate in them.

1st – 6th grade 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 21, January 13, March 17, and May 25**. 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 27-28**. You will receive a notification of the time you have been scheduled for a conference with your child's classroom teacher. If you are unable to attend the conference at the scheduled time, you should re-schedule 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 6th grade. The MAP test is administered in the Fall, Winter and Spring. Grades Kindergarten through 6th grade is tested in the content areas of math and reading. Grades 2nd through 6th are tested in the content area of language usage. 6th grade is tested in the content area of science. 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 1st, 2nd, and 3rd quarters and at the end of the 4th quarter. Grades Kindergarten through 6th 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 6th 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

St. Mary's School employs a Title I reading tutor and a math interventionist to aid students who need extra help in these content areas. Students identified with higher deficits are referred to our Building Intervention Team (B.I.T.), which analyzes the teacher observances, test scores, and other data. The group determines the level of support the student needs and whether or not the school has the resources to meet those needs. Meetings will be arranged with the B.I.T. team and parents to go over student progress and make recommendations.

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 Clubs

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 symptom and fever free for 24 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 for an extended time due to illness, 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. **If a student does not attend a field trip at parent request, the parent should keep the student home for the duration of the field trip.**
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	10:30 a.m. – 10:50 a.m.
Kindergarten, 1 st , 2 nd	10:50 a.m. - 11:10 a.m.
3 rd & 4 th	11:25 a.m. - 11:45 a.m.
5 th & 6 th	11:50 a.m. – 12:10 p.m.

Lunch prices:	PreK – 6th	\$2.75
	Adults	\$3.45
	Reduced	N/A
	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 original 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.

No medications, prescription or over the counter, will be administered to students without parent/guardian written permission.

Illnesses

Students that have a fever need to be **symptom and fever free for at least 24 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. The school will follow the current CDC recommendations regarding positive cases or exposures to Covid-19.

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 all staff (including substitutes) will be informed by the school office or Principal of the students who may need EpiPens. With written 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 agrees, 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 are to always show respect and courtesy toward all adults and all other students
- 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

Classroom Management Systems

Teachers use a variety of classroom management systems that are rooted in *Love and Logic* philosophies and Social Emotional Learning.

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/weapons, 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 or club member who is involved in cheating may be suspended from partial or all participation in sports and/or club activities.

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 on school grounds 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.

Expulsion

Expulsion is an extremely serious matter. Any student found with a firearm in their possession will be immediately expelled. Any other dangerous weapon found in a student's possession may warrant expulsion and will be determined on a case-by-case basis by the school's administration. 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.

Bullying and threats

If a child is bothered by another child, he or she should inform the teacher or another adult 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.

Bullying is an *ongoing* and *deliberate* misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium, and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

What bullying is not

single episodes of social rejection or dislike
single episode acts of nastiness or spite
random acts of aggression or intimidation
mutual arguments, disagreements, or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. When these instances occur, a teacher or administrator will work with students to resolve their differences in a Christian manner, discussing the consequences of their behaviors and finding reasonable solutions for all parties.

Students whose parents have violated the Parents Code of Conduct 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.

Cell Phones:

Students may bring a cell phone or smart watch 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 and Apple/Smart watches 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. 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.

Electronic Media

Engagement in texting, videos, photos, emails, online blogs, and/or social networks such as, but not limited to, YouTube, Facebook, Twitter, TikTok 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, Smartwatches, etc.) while in the school building. This means during morning care, morning recess, afternoon recess, before sports practice, after care, etc. 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. If a parent needs to reach their child during school hours, they should call the office. 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 for the class. **Please contact your child's teacher to determine the best time to bring in the treats. Your child's teacher may request the exclusion of specific items/ingredients due to allergies within the class.** 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 cost 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.

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 may be evacuated, and students will be moved to one of four secure designated locations:

1. St. Mary's Cathedral
2. Public Library
3. A & C Feed
4. Mead Lumber

Parents will be contacted about when and where to pick up their children in the event of this type of emergency.

Additional crisis management drills are practiced throughout the year, including but not limited to, shelter-in-place drills and relocation drills.

WEATHER EMERGENCIES

If it should be necessary to close the school because of weather conditions, an announcement will be made using SchoolCast (email & text message), Class Dojo, Facebook, Instagram, and 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 needs 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 can 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 student information system. Teachers 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, lunch balances, 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, behavior notes, attendance, class schedules, and the school calendar.

FACTS

FACTS is St. Mary's tuition and incidental payment system. All families will have their tuition payments set for automatic draft through FACTS and will also make all payments for lunches, extended care, uniforms through their FACTS portal. Parents can securely enter their payment information through their FACTS portal and access at any time their balances.

SchoolCast

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

Class Dojo

Teachers at St. Mary's School utilize the Class Dojo platform to inform parents of upcoming class events and/or assignments and projects. Login information will be provided by your child's teacher.

Facebook

St. Mary's Catholic School has a Facebook page that you can check for announcements and community events. You can access the page at <https://www.facebook.com/StMarysWyo>.

Instagram

View and subscribe to our Instagram feed @stmaryscheyenne.

Webpage

You can access the school's calendar, lunch menus, newsletters, and many other useful tools and information on the school's webpage: <https://www.stmaryswyo.org>.

UNIFORM 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	www.dennisuniforms.com	(303)730-2255	Code: CMW
French Toast-	www.frenchtoast.com	(800)373-6248	Code: QS46FX Y
Land's End	www.landsend.com	(800)469-2222	Code: 900047176

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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. If a student fails to return the borrowed 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

- 1st Violation: A verbal warning will be given to the student.
- 2nd Violation: Student may lose privileges, a note may be sent home, and/or student will call parent.
- 3rd Violation: Note will be sent home and/or student will lose privileges and student will call parent.
- 4th 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 the 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 - 2nd – 5th) (may be purchased from the school)
- Socks or tights – solid navy, black or white (Socks must be worn)
- Black bicycle shorts underneath if tights are not worn
- Dress Shoes or Tennis Shoes – solid black or white 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 - 2nd – 5th) (may be purchased at school office)
- Socks – solid navy, white, black, or brown (Socks must be worn)
- Belt - black, navy, or brown (2nd – 5th)
- Dress Shoes or Tennis Shoes – solid black or white 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) (May be purchased in school office)
- Plaid shift jumper or plaid skirt
- Black bicycle shorts beneath if tights are not worn
- White oxford shirt **with logo**
- Socks or tights – solid navy, black or white (Socks must be worn)
- Dress Shoes or Tennis Shoes - solid black or white 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 or Marymount plaid (for Mass Only) (may be purchased from the office)
- Socks – solid navy, white, black or brown (Socks must be worn)
- Belt – black, navy, or brown
- Dress Shoes or Tennis Shoes– solid black or white 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 during 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 (1st – 6th)

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 2nd – 5th grade.
- **6th 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 always worn underneath skirts/jumpers.**

Shoes must be worn at all times.

Dress Shoes – Tennis Shoes:

- SOLID black or white with laces, straps or Velcro. No slip-on shoes.
No “heelys” 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, therefore, **be sure to send appropriate indoor shoes on days when snow boots are worn.**

Socks: Appropriate socks must be always worn.

- 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: 2nd 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 gemstone 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

Field Trip Uniform

- Field Trip Uniform Days will be announced throughout the school year. **The teacher sponsoring the field trip will let you know what the required dress for that event will be.**

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.

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PARENT and STUDENT SIGNATURE PAGE

I/We have read the 2022-2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent Signature

Parent Name Printed

Date

Parent Signature

Parent Name Printed

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Please sign and return this page to the office by Friday, September 9, 2022

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 8, 2022