



ST. MARY'S
CATHEDRAL SCHOOL

PARENT/STUDENT HANDBOOK

2021-2022

St. Mary's Cathedral School

1200 S. Washington | Amarillo, Texas | 79102

Phone: 806.376.9112

<https://www.stmarysammarillo.org>

Dear Parents and Students,

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

Welcome to St. Mary’s Cathedral School! In choosing St. Mary’s Cathedral School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Mary’s Cathedral School for the 2021-2022 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary’s Cathedral School during the 2021-2022 school year.

The faculty and staff of St. Mary’s Cathedral School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Lydia O’Rear
Principal

St. Mary's Cathedral School

St. Mary's Cathedral School is a Montessori through Grade 5 Catholic Elementary and Middle School under the Diocese of Amarillo Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Mary's, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Texas guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

St. Mary's Cathedral School, the oldest private school in Amarillo, was first established January 16, 1899, in Clarendon, Texas by the Sisters of Charity of the Incarnate Word. The school was moved to its present location in Amarillo in 1913. Through these 100+ years, St. Mary's has maintained its high standards with a strong academic program. Besides the excellent basic curriculum, other areas offered include state-of-the-art computer education, introductory Spanish classes for grades 1-5, a well-stocked library and a variety of extra-curricular opportunities. A Montessori Preschool was added in the fall of 1985. St. Mary's Montessori respects the child as an individual and therefore provides a method for guiding growth which fits the child's individual needs. An Extended Care program was established in 1986. School accreditation is the means used by the Texas Catholic Schools to foster excellence in elementary education. St. Mary's Cathedral School, accredited since 1926, continues to follow the policies and procedures compiled by the Texas Catholic Conference of Bishops Education Department (TCCB-ED) and the Texas Catholic Conference of Bishops Accreditation Commission (TCCBAC) and recognized by Texas Education Association (TEA).

Mission Statement of St. Mary's Cathedral School

St. Mary's Cathedral School provides academic excellence and fosters Catholic identity through teaching and learning in Christ with our hearts, souls, and minds.

Philosophy

St. Mary's Cathedral 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 Amarillo.

St. Mary's Cathedral School community believes that each person is unique and created in the image of God. We affirm that this uniqueness is best fostered in a loving environment that helps the child develop the spiritual and academic gifts given by the Lord. We believe in the integration of Catholic beliefs and values in all classroom sessions, liturgical worship and service to others. We believe in a strong academic program balanced by fine arts, technology and physical education.

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.

Absence

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted by the front office staff. This policy is for the protection of SMCS students and is aligned with the state statutes of the state of Texas for compulsory attendance.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed

to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. 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 day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

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. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Excessive absence (18) days or the equivalent of 18 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. When a student's absence exceeds 5 cumulative days, a statement from the physician verifying the illness or condition required the student's extended absence from school is needed. If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence for which there are extenuating circumstances.

Students who are tardy more than three (3) times per six weeks marking period will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Texas guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Texas is posted on the diocesan website.

St. Mary's Cathedral School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on the First Friday of each month for the entire school community.

Students in Grades 5 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

Computer Literacy

Word Processing, Data Base, Spreadsheets, Web Design, Effective Use of Social Media, Internet Predators, Online Threats, Hacking, Internet Etiquette, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

Fine Arts

Music, Visual Arts, Art, Performing Arts

Handwriting

Students in Grades 3 through 5 are expected to submit all handwritten work in cursive using the D'Nealian handwriting method.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences and Laboratory Experiences.

Social Studies

History, Geography, Economics, State History, and Current Events.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who **can** learn, but who choose **not** to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher). Academic probation may be extended for an additional two weeks. At the end of the academic probation period, a student who has made no effort toward improvement, may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated and the parents will be responsible for the remainder of the tuition based on the Financial Obligations policy.

Accreditation

St. Mary's Cathedral School is accredited by the TCCB-ED.

Admission Information

Nondiscriminatory Policy

St. Mary's Cathedral 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.

As openings become available, the following priorities will be used to accept students to St. Mary's Cathedral School:

1. Siblings of currently enrolled students
2. Members of St. Mary's Cathedral Parish

3. Members of other Catholic Parishes
4. Non-Catholic students

Children entering Montessori must be three (3) years of age on or before September 1. Students must be able to verbally articulate their needs and be able to complete any toileting needs (3 days consecutively accident-free).

Children entering Kindergarten must be five (5) years of age on or before September 1.

At the time of registration, all new students seeking admission to SMCS are evaluated based on current standardized test scores and report cards. Students seeking admission into Montessori are given a screening and/or an interview.

Requirements include:

- *Verification of active parish affiliation/stewardship
 - +Use of weekly envelopes or automatic deposit
- *Health Records
- *Immunization Records
 - +All students entering SMCS must have current Immunizations and submit immunization records prior to enrollment.
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP or 504 Plan (These must be presented at the time the Application is submitted.)

Students applying for Admission in Grades 1-5 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Mary's Cathedral School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent or guardian.

Testing in some academic areas may be held for new incoming students in Grades 3-5.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her

attendance at St. Mary’s Cathedral School. The recommendation and decision of the school is final. SMCS is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. St. Mary’s Cathedral School cannot accommodate students who have **extraordinary** learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered **reasonable**, the student may need to be separated from SMCS. This decision will be made for the student’s educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from SMCS is made by the school, the student’s tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Mary’s Cathedral School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

Financial Obligations

**TUITION SCHEDULE
SCHOOL YEAR – 2021-2022**

KINDERGARTEN – Grade 5

Actual Tuition Rate per child.....**\$7,082.00**
 Tuition charge.....**\$4,450.00**

Montessori Preschool

Actual Tuition Rate per child.....**\$7,082.00**
 Tuition charge.....**\$3,450.00**

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.factstuitionaid.com or at the school office.

***The application deadline to FACTS® Grant and Aid Assessment is published in January.**

Tuition Payment Options:

Payment Options:

- Pay in full by April 2, 2021, or
- Pay ½ annual tuition by August 31, 2021 and the remainder by January 31, 2022, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in June 2021.
- Please note that you may pay in full for one child and utilize FACTS® for another.

Enrollment/Re-Enrollment

- The \$20 Application Fee for new students must be submitted with the application via FACTS. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to St. Mary's Cathedral School that do not clear the bank.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable \$20 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 12 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- 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 SCHOOL ACCOUNTING OFFICE at 376-9112.

Allergy Policy

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

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on

allergies from the school nurse who has had specialized training. Training is updated as needed.

1. Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

2. Record Keeping

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

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Mary's Cathedral School makes no claim to be an allergen or peanut-free school.

4. Food Allergy Policy

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

5. Classrooms

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

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

The classrooms have easy communication with the school nurse.

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

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

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

6. Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. SMCS will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Birthday Observances

Birthday treats may be brought to school. All treats should be pre-packaged with ingredients listed on the package. No homemade treats. Please coordinate with the classroom teacher in advance. We ask that you not bring balloons, party favors, or other items to celebrate student birthdays.

Blogs

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat ®etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram® account under the name of the school or a particular grade or organization. The only official St. Mary’s Cathedral School Facebook® or Twitter®, Instagram® page is the one created and monitored by the St. Mary’s Cathedral School IT Specialist. The classroom teacher and the principal will be included in the “friend” list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Buckley Amendment

St. Mary’s Cathedral School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. Parents are required to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Bullying and Cyberbullying

St. Mary’s Cathedral School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

ANTI-BULLYING POLICY AND PROCEDURES

Introduction

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

In any school community, there will be times when students do not get along. In most cases bullying occurs because an individual lacks the self-discipline skills needed to get along in society. Our policy and procedures are designed to guide our community in responding to bullying and other negative social behaviors so that students move past these negative behaviors and develop skills to learn and play together as part of the community.

This policy applies to all students, parents, faculty, and adults on our campus, whether attending school, employed by the school, working as contractors, volunteering or visiting.

Policy Statement

We believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members.

Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, to promote the prevention of bullying behaviors within our school community.

The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern.

The school will treat seriously any reports of bullying behaviors or concerns. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school

discipline cycles, and in some cases may result in suspension and/ or required withdrawal depending on the nature of the infraction.

Prevention and Education

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

Bullying – when a student (or group of students) attempts to take power over another student. Bullying can be repeated over time or consist of a single interaction, with students adopting the roles of target, bully, bully-follower or bystander.

Physical Bullying – using physical force to hurt another student by behaviors that may include, but are not limited to, hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student’s belongings, to take or break possessions, and to demand or steal money.

Verbal Bullying – directing words at another student with the intention of putting down or humiliating. This includes, but is not limited to, threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.

Relational Bullying – when a student influences other students’ friendships and relationships by actions that include, but are not limited to, deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

Cyber Bullying – the use of cell phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include, but are not limited to, sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social

networking sites such as Facebook or Instagram, forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

The educational and social skills components of our bullying prevention program will be based on the Discipline with Purpose Anti-Bullying Curriculum, and will draw on other resources as necessary and appropriate for our students and school community.

Reporting Procedures

All members of the St. Mary's Cathedral School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them. 14 Students are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report or written note. Parents are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parent reports can be made by way of a verbal or written report. An anonymous bully reporting form can be found on the website of the school. Teachers and Staff will report to the school administration all bullying concerns and incidents that come to their attention through either direct observation or reports from others. School Administration can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved. School Administration will maintain records of all reports filed during the school year using FACTS Discipline.

Intervention Procedures

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns will be addressed within the classroom by the teacher, while more serious and repeated concerns will be referred to the administration for further intervention. Intervention in bullying concerns will be addressed with the two goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

Car Line

All cars must have a name tag clearly displayed in the rear view mirror of the vehicle. Tags are assigned by the school. Students will be called to the appropriate pick-up area by their tag.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Cell Phones/SMART Technology

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's backpack or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.** The administration reserves the right to search the contents of a confiscated cell phone.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Child Abuse Laws

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

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

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

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, fidget spinners, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

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 to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

St. Mary's Cathedral School has implemented a "crisis plan" in 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 secure designated locations. Crisis Plans are developed for fire, tornado, lockdown, lockout.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept

in a confidential file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Discipline

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Mary's Cathedral School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

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

Drugs and Alcohol

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

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. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, 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 classroom when signal is given.

Emergency Forms

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

Facebook®, Instagram®, and other Social Media Postings of Student Photographs

St. Mary's Cathedral School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. The school adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Mary's Cathedral School are forbidden from posting photographs taken at school sponsored events that include the images of students other than

their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of St. Mary's Cathedral School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Mary's Cathedral School.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. 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.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.

14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Mary’s Cathedral School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

Gifts

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.

Grading Scale

A = 95 – 100
B = 86 – 94
C = 76 – 85
D = 70 – 75
F = 69 or below

Gum

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

Official school-wide emergency communications are sent using RenWeb and Parent Alerts. Parent/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face to face communication in lieu of email. Only communicate with teachers using their school (not personal) email. Please do not contact teachers at their homes or on their personal cell phones.

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. Students in Kindergarten-Grade 2 generally should not have more than 30 minutes of homework per night. This increases by approximately 10 minutes per grade level for 4th and 5th grades. If a problem arises, the teacher should be contacted.

Homework due to Vacations/Planned Absences

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.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

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

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Immunizations

All students enrolled in St. Mary's Cathedral School must have current immunizations prior to enrollment.

Instagram®:

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

Items Brought To School

St. Mary's Cathedral School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lost and Found

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

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

Parents are to be advised that many items are *placed* in the *Lost and Found* by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Found box.

Lunch Program

St. Mary's Cathedral School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass containers or bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants, including having lunch delivered to the school by a third-party service (DoorDash, Uber Eats, etc.)** Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a lunch, will be provided a lunch with the lunch being billed as an incidental expense. Any lunch accounts in arrears will not be issued a report card.

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

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse 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 (No expired medication will be dispensed by the School Nurse.)

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Off-Campus Conduct

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

Office Records

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

Out of Uniform/No Uniform Today (NUT) Guidelines

How we dress when we are not in school uniform is expected to be tasteful and modest, as we strive to be positive representatives of our school community. Students are expected to follow the guidelines established for each activity.

While "out-of-uniform" days are an opportunity for our students to express individuality, attire should not cause distraction or otherwise interfere with the learning environment. Students who are in dress code violation will be given a choice of changing into their school uniform or calling a parent to bring an appropriate change of clothing. On the first offense, offending students will lose

the privilege of their next NUT day. The second offense results in losing all remaining NUT days.

The final determination regarding dress code compliance lies ultimately with the Principal.

Student expectations:

- Students should be neatly dressed with no holes or frayed edges on clothing, even if it is purchased that way.
- Students must wear only athletic shoes with tie or Velcro closures.
- Students may wear appropriate T-shirts.
- Students may wear shorts, dresses, and skirts no shorter than three inches above the knee in length, including slits.
- Students may wear leggings, yoga pants, jeans, and jeggings with a top that covers their bottom to middle finger-length level.
- One stud earring per ear for girls (that do not exceed 1/4-inch).
- Students may wear non-athletic footwear to after school functions. Flip-flops or sandals are never permitted.
- Other grooming standards such as hair length remain the same, as stated under “Uniform Guidelines.”

Students should not wear:

- Clothing that it is considered suggestive or immodest.
- T-shirts with:
 - an image or writing that is suggestive in nature.
 - slogans with double meaning or innuendo.
 - advertisements for alcohol or tobacco products.
 - in any other way be in poor taste.
- Sleeveless, tank, or spaghetti-strap tops.
- Extremely baggy pants.
- Caps or hats (unless it is approved as a special dress-up/theme day.)
- Earrings for boys.
- Pajamas or nightwear, boxer shorts, thermal underwear, and slippers/ house shoes.
- Visible piercings, other than the one allowed earring per ear for girls.

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

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

Parental Concerns

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's superior. If parents have a concern with a teacher, they must first discuss the concern with the teacher. If the parent feels the concern is not resolved, the parent may make an appointment with the Principal.

The purpose of this process is to provide students and parents of students an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes at the lowest possible level in a cooperative, conciliatory Christian atmosphere.

No person shall be discriminated against because of filing or participating in this complaint process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

Parents As Partners

As partners in the educational process at St. Mary's Cathedral School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior and detracts from the school's core mission, and as a result, may jeopardize a student's continued participation in the school community. Disruptive, threatening, or illegal behavior of a parent, or comments or threats directed at any school employee, student or volunteer, whether on the school campus, at any St. Mary's Cathedral School sanctioned event, or via social media, may result in the expulsion of the student.

Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the Principal should provide one written warning to the parent involved before suspending or expelling a student for parental misconduct.

Parent's Role in Education

We, at St. Mary's Cathedral School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's Cathedral

School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's Cathedral School, we trust you will be loyal to this commitment. During these formative years (Montessori through Grade 5), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

Parties

Students are permitted three class parties a year: Halloween/All Saint's (depending on calendar), Christmas, and Mardi Gras. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling. All parent volunteers attending classroom parties must be Safe Environment trained.

Promotion Policy/Retention/Transfer Policy

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

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as 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.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given six (6) times during the academic school year.

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

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines, or After School Care Program fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher, face detention, suspension, or expulsion.

This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Mary's Cathedral School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. 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 children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades Montessori through Grade 5: 8:00 AM – 3:30 PM. Students not in their homeroom at 8:00 AM are considered tardy.

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

The school doors are open for students at 7:30 AM.

Prayer and announcements begin at 8:00 AM each day.

St. Mary's Cathedral School offers an After School Care Program. Students who are enrolled in the program must pay a \$25.00 deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM. Please refer to the 2021-2022 Extended Care Handbook for a complete list of policies.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

Students not picked up by the end of carpool (3:45 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$15.00 for using this program.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

School Property

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

School Safety

St. Mary's Cathedral School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

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

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 5 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support

programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community.

Smoking

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

Student Directory

Within the first month of the school year, each family is able to access the Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses through RenWeb. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

Student Records

St. Mary's Cathedral School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

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 Cathedral 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 in arrears.

Surveillance Cameras

St. Mary's Cathedral School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.** The administration reserves the right to search the contents of a confiscated cell phone.

If a teacher plans a lesson/lessons with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone assisted instruction.

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Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Amarillo Police Department will be notified.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business

phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, materials, etc., do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades 1 through 5. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5.

Title IX

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

Uniforms and Dress Code

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

HSA sells St. Mary's Cathedral School sweatshirts and zippered jackets in the fall. They are the only permitted outerwear to be worn **inside** the school building.

School socks may be crew length or ankle socks. Socks should be navy blue, white, black or gray. **Socks should include no logo or writing or design.**

Uniform skirts should be no shorter than three inches above the knee.

Uniform Guidelines

All students – hair should be neat with bangs above the eyebrows. Boy’s hair should be above and not touch the shirt collar and trimmed around the ears. All hair accessories must be in the hair, not worn on wrists.

Hair coloring, bleaching, or styling is not permitted. No beads should be worn in the hair. A simple, solid-colored hair accessory in solid navy, black, white, or light blue may be worn. The only exception is the St. Mary’s Plaid hair accessory available at Amarillo Screen Graphics. Shaved hairstyles, messages/designs carved into hair, and mohawks are not permitted for boys and girls.

No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses. No artificial eyelashes.

No body piercing except pierced ears. Girls may wear **one pair of plain, simple stud earrings not larger than 1/4-inch with no design or image.** Boys may not wear earrings of any type. **Jewelry** should be limited to one simple cross/ crucifix or holy medal on a narrow silver or gold chain. No rubber band jewelry.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirts should be tucked in while a student is on campus. Belts must be worn at all times by boys and girls when a shirt is tucked into pants or shorts with belt loops in Kindergarten-Grade 5. Belts may be navy, brown, or black. Drawstring pants should not be worn above Montessori as students transition to shorts/pants with a belt unless the Principal has been made aware of a specialized student need.

Monday	Tuesday	Wednesday	Thursday	Friday
Navy Polo Khaki skirt, shorts, or pants	Navy Polo Khaki skirt, shorts, or pants	Navy Polo Khaki skirt, shorts, or pants	Any St. Mary’s School Spirit Shirt Jeans or jean shorts	Light Blue Polo Boys: Khaki Pants (never shorts on a Friday) Girls: Plaid skirt or jumper in in Montessori

Shorts cannot be worn from the end of October until after Spring Break. With the exception of Thursday when students may wear jeans, all khaki pants/shorts must be a slack-style pant and not a five-pocket style such as that on styles of jeans or denim.

Students in Montessori may wear a drawstring or elasticized waistband for ease of use when attending to the restroom.

Girls in Montessori may wear a navy jumper with shorts or leggings in gray, navy, white or black underneath on Fridays. Jumpers may only be worn in Montessori.

St. Mary's Cathedral School logos may not be used in any form on any attire or materials without the express written consent of the Principal.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention upon the 3rd dress code violation. Money paid up front for out-of-uniform day will not be refunded.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process. No class or teacher may be interrupted during the school day without permission from the Principal. Visiting classes is not recommended as it disrupts the classroom routine and requires Safe Environment compliance. If a visit is necessary, the Principal will make arrangements. Regular teacher conferences may be scheduled during their conference time.

Volunteers

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone.

Withdrawal 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 necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Right to Amend

St. Mary's Cathedral School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email communication.

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of _____ **request that the school allow my/our son/daughter to participate in a field trip to**

Educational Purpose:

Date of Field Trip:

Departure from School:

Arrival back to School:

Fee:

Other Information:

Administrator’s Signature **Teacher’s Signature**

We hereby release and save harmless the school of St. Mary’s Cathedral School and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for (name of child) _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: _____

MEDICAL RELEASE FORM

Student’s Name: _____

Medical Insurance Information:

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical Information _____

Current Medication(s): _____

Mother’s Daytime #: _____ **Father’s Daytime #:** _____

Mother’s Cell Phone #: _____ **Father’s Cell Phone #:** _____
(Keep for emergency purposes.)

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Mary's Cathedral School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at St. Mary's Cathedral School. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Mary's Cathedral School

Signed: _____

Date: _____

Parent Signature Page

I have read the 2021-2022 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature

Date

***Parents and students must both sign. One copy is needed back per family.**

**SIGNED FORM DUE TO CLASSROOM TEACHER NOT LATER THAN
AUGUST 19, 2021.**