

2021-2022

STUDENT/PARENT HANDBOOK

St. Mary Catholic School
217 South 4th Street
Wilmington, NC 28401
910-762-5491x140

**ACADEMIC EXCELLENCE IN A SETTING OF CATHOLIC CHRISTIAN VALUES
CONTINUOUSLY SINCE 1869**

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GENERAL INFORMATION

WELCOME LETTER

Dear Families,

We welcome you and thank you for choosing St. Mary School for your child. You have now become a member of our school family, joining thousands who have given their children the St. Mary Catholic School experience. Here at St. Mary, we follow the three-fold mission of Catholic schools which is to spread the message of God, build community, and teach service, while providing an excellent academic education for our students. Our educational program provides a variety of experiences that will help your child discover his/her God-given gifts.

We also provide a safe and nurturing environment where mutual respect and integrity are expected as we partner to educate your children. We follow Christ's teachings, and He is an important part of our entire day.

Blessings to you,

Joyce McGuire Price
Principal

152 CONTINUOUS YEARS OF CATHOLIC EDUCATION

This handbook and the policies stated in it are intended as a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to set and/or revise policy as needed throughout the 2021-22 school year. New policies and revisions will be communicated to parents. Parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers.

MISSION and BELIEFS

DIOCESAN SCHOOLS MISSION STATEMENT

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

ST. MARY SCHOOL MISSION STATEMENT

The mission of St. Mary Catholic School is to ensure learning for all our students within the framework of Catholic Christian values.

WE BELIEVE...

- ✦ Our aim is to help our students grow in a manner consistent with their needs, interests, and abilities, and prepare them to live in a changing world as self-directed, caring, God-loving, responsible citizens.
- ✦ It is our responsibility to challenge our students to develop their potential in the trust-filled atmosphere of a Catholic Christian Community whose curriculum includes instruction in the precepts of the Catholic faith and practice in the Christian call to service.
- ✦ Parents, as primary educators, have the responsibility to take an active part in the school community and the right to help direct the education of their children.
- ✦ Every facet of life: spiritual, physical, intellectual, and emotional, should be addressed in the educational process.
- ✦ The development of critical thinking skills, knowledge, and reasoning are more important than the mere accumulation of facts and data.
- ✦ Every child is unique and valuable and deserves our best efforts in learning the ultimate value of life.
- ✦ Students and teachers deserve a setting conducive to education, a calm and enriching classroom that encourages creativity and fosters learning.

HISTORY of ST. MARY CATHOLIC SCHOOL

Located in the heart of the historic district of Wilmington, NC, St. Mary Catholic School lays claim to a rich and unique past. In 1869, Bishop James Gibbons requested assistance from the Sisters of Our Lady of Mercy in Charleston, SC to open a Catholic school in Wilmington. Under the title

of the Academy of the Incarnation, the school began in a house at 202 Nun Street with an enrollment of thirty-six students. With several donations and tuition contributions from the Academy, the Sisters added a parochial school for poor girls of the parish called St. Peter's Parochial School for Girls in January 1871. The Peden House, located at the corner of Fourth and Ann Streets near the site of the present St. Mary Lower School building, housed St. Peter's. The Academy was later closed.

In 1876, to provide Catholic education for boys, work began on a separate school building situated on the site now occupied by the Basilica Shrine of St. Mary at the corner of Fifth Avenue and Ann Street. It formally opened on October 1, 1878, with an enrollment of fifty boys. Over the course of time the boys' and girls' schools were merged into St. Mary School.

Separately, on the opposite side of Ann Street, Amy Morris Bradley, with a monetary award from the philanthropist Mary Tileston Hemenway of Boston, began construction on a structure that would become the first school in Wilmington to offer free education. Plans for the Tileston School were drawn by John A. Fox, Esq., noted designer of the Boston Museum. Following its construction in 1871, the Tileston School on Ann Street continued its own storied history. After Amy Morris Bradley's retirement in 1891, Tileston School, which had undergone five additions over the century, continued to educate Wilmington's youth, serving as a public elementary, middle, and high school. The city of Wilmington abandoned the buildings in the 1980s. Unattended, they quickly fell into disrepair.

Construction of a new church began in 1908 on the site of the old boys' school. Built on the plan of a Latin cross in the Spanish Baroque style, the church is constructed of brick and tile with no steel, wood, or nails used in the structure. With its twin steeples and domed roof, the Basilica of St. Mary graces the lovely skyline of downtown Wilmington today.

The St. Thomas School, at Second and Orange St., was home to the African American Catholic children. In the 1960s, prior to the passage of the Civil Rights Act, the Diocese of Raleigh desegregated Catholic Schools. Later, St. Thomas School became affiliated with St. Mary School. The Sisters of the Franciscan Handmaids of Mary joined the faculty of St. Mary and taught for several years with the Sisters of Mercy. In 2000, the Preschool and Kindergarten were moved to the St. Mary School.

Eventually, in 1988, under the direction of Monsignor Thomas P. Hadden, St. Mary Parish purchased the Tileston complex for \$17,000. Renovations were soon underway. The historic Tileston Center is

currently home to the Basilica of St. Mary parish offices and meeting rooms, The Sister Isaac Outreach Ministry, and clinics. Additionally, St. Mary Middle School (grades 6-8), the Art and Music classrooms, Science Lab, Computer Lab, Media Center and the beautiful Upper Room (auditorium) call the Tileston Center home. The full-court gymnasium, although detached from the main buildings, is part of the Tileston Center. During 2016, the old gym floor was replaced with a beautiful new wooden floor funded mostly by school fundraisers along with parish and fencing club donations. The buildings are a living part of the neighborhood, filled with the bustle of school children and the ministries of an active Catholic parish.

Joining the St. Mary Parish on September 8, 1982, were the Sisters of the Society of St. Ursula. This order contributed to the parish and school with work in the areas of education and especially in the development of social ministry. The Sisters of Mercy continued to serve the students of St. Mary School until 1991.

From its humble beginnings, in 1869, as the state's first Catholic school (with just thirty-six students), to its 152nd Anniversary this year, St. Mary is proud of its tradition of providing academic excellence in a setting of Catholic Christian values to the children of the Wilmington area.

ACCREDITATION

St. Mary Catholic School is accredited by the Southern Association of Colleges and Schools/Commission on Accreditation and School Improvement (SACS/CASI) under the direction of Cognia.

ADMISSIONS

St. Mary Catholic School is a Roman Catholic non-profit, co-educational school serving students in grades PreK through eight. Application is open to all students regardless of race, color, religion, national or ethnic origin, and disability that possess the motivation, ability, and character that would enable them to succeed in a rigorous academic environment. In the admissions process, preference is given to siblings of students presently enrolled in grades PreK3 through eight and active members of St. Mary Parish and all Catholic parishes including families from out-of-town parishes. Children entering kindergarten must be 5 years of age by August 31st of their kindergarten year.

Applicants are accepted on the basis of both the student's and the family's sincere interest in St. Mary Catholic School, a willingness to support and cooperate with school policies and philosophy, and the ability to develop and thrive in the academic and spiritual environment. As the child's primary educators, parents are required to support their child's academic efforts and be active participants in their child's moral and social development at school. Parental encouragement and involvement are vital to the child's success.

Applicants are invited to visit the school and to meet the principal and other members of the staff and student body. Previous academic records are reviewed. Parents are asked to provide as much information as possible regarding their child's educational experience, needs, and interests. In order to understand the child's educational background more clearly, the administration may contact the child's previous teachers and/or principals. Every effort is made to meet the needs of children of all learning styles and abilities. St. Mary Catholic School is limited in its resources to provide individual programs or staff for exceptional students. The principal makes final decisions.

Upon acceptance, the registration process includes the completion of the registration forms, payment of registration, book fees, technology and arrangements for the payment of tuition.

ADMISSION FOR STUDENTS WITH SPECIAL NEEDS:

The Diocese of Raleigh Catholic Schools acknowledges that there are students who require special services to meet their full human potential. St. Mary Catholic School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations in general course of studies will not be made. If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond St. Mary Catholic School.

PARENTS' ROLES in EDUCATION

We believe you, as parents, are the primary educators of your 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 School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. As the primary teacher of your child, you have the greatest influence. Ideals taught in school are well-rooted in the child when nurtured by good examples in the family. The strongest way of teaching your child is to set a good example.

Once you have chosen to enter into a partnership with St. Mary Catholic School, we trust you will be loyal to the commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop moral, intellectual, social, and physical gifts.

Neither parents nor teachers should doubt the sincerity of each other in the quest of challenging the student to reach his/her potential. It is vital that both parents and teachers work together. To divide authority between school and home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers and administration will model good, mature behavior and relationships. Students are naturally eager to grow and learn. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a learner with both guidance and security.

It is essential that a child take responsibility for the grades he/she earns and be accountable for homework, long-term assignments, tests, service projects, and all other assignments. This responsibility extends to times of tardiness and absence.

As partners in the education process at St. Mary Catholic School, we ask parents to do the following:

Set rules, times, and limits so that your child:

- ⊕ Receives an adequate amount of sleep to function properly in the classroom
- ⊕ Eats a nourishing breakfast
- ⊕ 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 and weather
- ✦ Completes assignments on time
- ✦ Has provisions for a nutritious lunch everyday

Assist in the child’s scholastic development by:

- ✦ Reinforcing teachers’ academic requirements
- ✦ Examining school work, progress reports, and report cards
- ✦ Actively participating in school activities, such as Parent-Teacher conferences, Open House, and other school events

Assist in the child’s personal development by:

- ✦ Teaching the child to take responsibility for personal behavior
- ✦ Teaching the child to respect oneself, authority, classmates, and property
- ✦ Fostering independence in the child

To support the education process by:

- ✦ Being positive ambassadors for our school in the community
- ✦ Supporting the religious and educational goals of the school
- ✦ Treating teachers with respect and courtesy
- ✦ Supporting and cooperating with the discipline policy of the school
- ✦ Reading school notes and newsletters and showing interest in the student’s total education
- ✦ Promptly completing and returning requested school information
- ✦ Notifying the school office of any changes of address, phone numbers, email addresses, or any special family situations regarding the student’s well-being, safety, and health
- ✦ Attending and participating in school functions and volunteering to help with school-related activities. We suggest that each family donates 10 volunteer hours.

PARENT/TEACHER CONFERENCES

There is one scheduled Parent Conference during the school year. A good parent/teacher relationship enables both to have a better understanding of the child. Parents are encouraged to keep in touch with the child’s teacher during the school year. If you find that additional conferences with your child’s teacher would be helpful, please contact the teacher by note, email, or through the school office. School personnel are not to be contacted at home without prior consent. Please

respect our faculty as professionals. **Teachers are not to be distracted while they are on duty.** During school hours the teachers' priority is the needs and safety of the children.

In order to secure equitable solutions to concerns or school-related issues, the following procedure should be followed.

- ✦ Step 1 - Contact your child's teacher and make every effort to resolve the issue.
- ✦ Step 2 - The principal should be contacted if a solution to the problem has not been reached after all efforts have been made with the teacher.

FINANCIAL INFORMATION

- ✦ Parents/Guardians are financially responsible for payment of the full amount of tuition agreed upon by the school and the parent/guardian.
- ✦ In the case of a delinquent tuition payment without a change-of-status agreement with the school, the student may be denied admission to the classroom until a new agreement is established.
- ✦ Delinquent accounts (including tuition, After School fees, lunch program fees, etc.) will result in loss of re-enrollment of student for the upcoming school year as well as transcripts being withheld. Unpaid tuition balances will be sent to a collections agency.
- ✦ Monthly payment plans are arranged through the FACTS Tuition Management Program which will be used by all families.
- ✦ There is a returned check fee of \$25.00 and an additional late fee payment of \$25.00 after the tenth of the month.
- ✦ All funds designated for the school are to be placed in an envelope marked with the student's name, teacher's name, and an indication of the purpose of the funds.
- ✦ Notice of the withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date to enable the school to prepare the necessary information and to settle accounts.
- ✦ Registration fees are non-refundable.
- ✦ If a student withdraws after the beginning of a quarter, tuition will be owed for that quarter and any previous quarters of the year. If a student is enrolled/re-enrolled for the new school year and then is withdrawn prior to the start of the school year, tuition will be owed for the 1st quarter.

STUDENT RECORDS

St. Mary Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will be sent by fax, email or through the US Mail. No records will be given to parents to transport to a new school.

- ✦ Parents requesting records/transcripts and/or recommendations must make a request to the school office at least five school days in advance.
- ✦ Student Evaluation forms completed by teachers will be faxed, emailed, or mailed directly to the requesting professional.

FAMILY and CUSTODIAL RECORDS

In the case of separation or divorce, the school requires that the parent with sole custody of a student provide a certified copy of the court order stating the custody arrangements for the student. The school also requires that the custodial parent sign a form indicating whether or not the non-custodial parent may receive information regarding the child. By law, the school is not permitted to release a student and/or information about a student to the non-custodial parent without permission from the custodial parent (see Appendix A).

CHANGE in CONTACT INFORMATION

Please notify the office immediately of any change in street address, email address, or telephone number. You must also make these changes in RenWeb. It is critical that we have emergency contact telephone numbers on file at all times. If children are staying with other family members, caregivers, or friends while parents are temporarily out of town, please provide the office with this contact information.

STUDENT HEALTH

Each child's personal file will include at least the following documents: a health form documenting immunizations and physician's examination, a medical care release, the parents' work and home phone numbers, names and phone numbers of individuals to contact in an emergency if the parents cannot be reached (in order of parental preference), a list of allergies (including medicines, insect bites, and food), name, address and phone number of physician, and name and phone number of the emergency room of the preferred hospital.

Minor scrapes and bruises are, unfortunately, a part of a child's life. Staff will closely supervise children and prevent accidents whenever possible. Administrative staff will offer assistance as needed and parents will be contacted when there is any indication that it is appropriate.

If a child's injury or illness requires emergency treatment, the school will first call the Emergency Medical Service (911). Parents will be notified immediately. An alternate will be called if the parent cannot be reached. If the child is taken to an emergency room before the parent arrives at school, a school staff person, with the child's personal folder with medical and insurance information, will accompany the child.

In the event that 911 must be called, the parent is expected to come immediately to the school or to the emergency room. An accident report, when appropriate, will be completed and kept on file in the school office. A copy of the report will be sent to the parent.

COUNSELING SERVICES

The Office of Catholic Charities of Wilmington provides counseling services for St. Mary Catholic School students under the auspices of the Diocese of Raleigh. A certified social worker is also available to interview a student at the request of a student, teacher, parent, or administrator. All requests must be cleared with the administrator. The school policy permits the social worker to meet twice with a student. These preliminary meetings are designed to clarify a question or concern, not for the purpose of professional counseling. If the social worker determines that counseling is advisable, parents are contacted and permission will be requested. Counseling occurs only with parental permission.

CHILD ABUSE LAWS

St. Mary Catholic School abides by the Child Abuse Laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

TITLE IX

St. Mary Catholic 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."

MEDIA RELEASE FORMS

St. Mary Catholic School requests parental permission to have their child participate in media opportunities which may include newspaper, TV, social media outlets, and the St. Mary Catholic School website. The form is included in the online enrollment packet.

FUNDRAISING

All fund-raising projects by students, teachers, classes, parents, and committees must be proposed to and approved by the administration in advance of the event. All funds collected at school-sponsored events must be double-counted and locked in an approved location on the school campus. No money will be held by teachers or parents.

DAILY LIFE

SCHOOL CALENDAR

The school calendar is found on the St. Mary School website.

SCHOOL CLOSINGS

St. Mary School follows the decisions made by the New Hanover County School System on school closings, including early dismissals and delayed openings. Please listen to the local radio and television news reports for the announcements and follow the announcement for New Hanover County Schools. Closings are also posted on the NHCS website. The school reserves the right to change this policy as circumstances and needs arise. If New Hanover County Schools pivot to online classes only, St. Mary School will be announcing our closures and delays on WECT television news.

ABSENCES and ATTENDANCE POLICIES

- ✦ Students are expected to attend classes every day unless sickness or family emergencies arise that make an absence necessary. Students must be free of fever and vomiting for 24 hours, without the aid of medication, before returning to school.
- ✦ If your child is absent, please call the school office by 8:30 a.m. to report the absence. On the day(s) of absence, if homework is requested by the parent, the request must be made by 8:30 a.m.

in order to give time for the teacher to prepare. It is the student's responsibility to complete all required class work, homework, and tests missed during an absence. It is the student's responsibility to check with his/her teacher(s) regarding missed assignments upon return to school. Requests made for missed assignments due to absence must be made directly to the classroom teachers and will be fulfilled at the discretion of the individual teacher.

- ⊕ A written statement with reasons for absence must be given to the teacher or office upon the student's return.
- ⊕ Students requiring medical appointments during school hours require a written note from the parent. Parents are required to sign out their child. If the child returns to school the same day, he/she must be signed back in at the Lower School office.
- ⊕ The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips during these times to eliminate the need to interrupt a child's learning process.
- ⊕ Should absence for any reason other than illness seem imperative, parents are required to consult with the principal and present a written reason for the absence.
- ⊕ Teachers are not required to give make-up tests or assignments for absences due to vacations or activities that are not school related, nor are teachers expected to give assignments in anticipation of a student's absence. Assignments may be completed and credit granted at the teacher's discretion.
- ⊕ **Make-up work can never cover all that is taught during absences.**
- ⊕ Arrangements for missed classroom tests should be made with individual teachers.
- ⊕ In accordance with N.C.G.S. 115C-378 (Compulsory Attendance Law of North Carolina), parents will be notified when a student has accumulated three unexcused absences in a school year. Parents will be required to develop a plan to support the student's attendance. If attendance does not improve, the parents will be notified in writing after six unexcused absences that they may be in violation of the law mentioned above. An assessment will be made to determine if the situation constitutes educational neglect. If this is determined to be the case, the Catholic Schools Office of the Diocese of Raleigh will be notified to determine further action. Absences may affect a student's promotion to another grade

ARRIVAL, LATE ARRIVALS, and TARDINESS

ARRIVAL PROCEDURE—RAIN OR SHINE, GRADES K-8

Our morning routine moves students to the classrooms efficiently and provides a timely and safe start to the day. Staff members are on duty to welcome the children each morning at 7:45 am. Staff will be on duty starting at 7:30 am for families who need early drop off due to their work schedule.

LOWER SCHOOL PROCEDURE, GRADES K-5

Lower School children (grades K-5) should be dropped off, beginning at 7:30 am, in front of the Lower School building in the “drop and go” lane, and the children will immediately enter the building through the front door. Staff members in the lobby will direct the children to their classrooms. If you have children in both the Lower School and the Tileston Building, please drop off the Lower School student first, make a left-hand turn onto Ann Street, pull over to the “drop and go” lane, and drop off your Tileston student. If you have children in the Lower School building only, we ask that you continue straight on Fourth Street (rather than turning left on Ann Street) to keep the flow of traffic moving.

If you need to park, please do not park in the “drop and go” lanes nearest the school buildings.

TILESTON BUILDING PROCEDURE, GRADES 6-8

Tileston students (grades 6-8) should be dropped off, beginning at 7:30 am, near the east end (gym end) of the Tileston building. Students should immediately enter through the ground floor white wooden doors that face Ann St. A staff member will be on duty at the door. Do not pull into the gym parking lot, as this causes congestion.

LATE ARRIVALS and TARDINESS

Students arriving after 8:00 am are considered tardy. All K-5th grade tardy students must sign in at the Lower School office. If Tileston students arrive late to school (8:00-8:30 am), they should check in with the attendance monitor on duty at the entrance door to receive a late slip.

If Tileston students arrive after 8:30 am, they should check in at the Lower School with a parent, and parents should then deliver them to the east end door of Tileston, nearest the gym, with a late slip.

A child who is late causes a disruption to the class already in progress. It is difficult for a child who is late to immediately focus on the lesson. Please do everything possible to ensure that your child arrives to school on time. The parent of the chronically late student runs the risk of being reported to an outside agency. We view chronic tardiness as a serious problem. Students who arrive at school after 11:30 am are considered absent for the day. Students who arrive at school, but check out before 11:30 am are recorded as absent for the day. Students who are absent for the day may not participate in after-school activities such as practices and games.

DISMISSAL and EARLY DEPARTURE

- ✦ School is dismissed at 3:00 p.m. Students in the Lower School are dismissed from the back door. Tileston students are dismissed from the side doors of the Tileston building
- ✦ Children are supervised by on-duty staff until 3:15 pm. Students remaining after 3:15 pm. will be escorted to the After School Program, located in the cafeteria. Parents will be charged the drop-in rate of \$16.00.
- ✦ Parents must submit written permission to the office for children to walk home from school. This note will be kept on file.
- ✦ Parents whose children will be using van transportation to After School programs must furnish a note to the teacher and the office.
- ✦ Permanent or temporary changes in your child's regular transportation throughout the school year must be submitted in writing.
- ✦ Children waiting for pick-up must always remain in an area supervised by on-duty staff. Children should not go around corners or beyond the walls where it becomes impossible to supervise them.

- ✦ Students staying after school for tutoring, athletics, Science Olympiad, etc. should exit the building at dismissal and meet their supervising adult outside at the dismissal location.
- ✦ Children and parents should cross the street only in the designated Crosswalks. Please remind your child of this important safety issue.
- ✦ Children are not permitted to play on the courtyard or on the Tileston playground after school.
- ✦ If your child must leave school before 3:00 pm, a note must be presented to the homeroom teacher who will forward it to the school office. When arriving to pick up a child, parents are required to sign the early dismissal sheet at the front door of the lower school. This sheet must also be signed in the event of early departure due to illness.
For a scheduled early departure, office personnel will retrieve students from their class only after they have been signed out, so please allow a few extra minutes for the child to arrive at the office.
- ✦ Students will be released only to adults designated on the school emergency form. If there is a change, written notice must be sent by the parent to the office. A photo ID may be required of the person picking up the child. Parents should list a locally responsible adult to whom the child may be released.

AFTER SCHOOL PROGRAM

St. Mary Catholic School offers an After School Program for students in grades kindergarten through eight. Registration is required for full-time and drop-in students. Forms that fully explain the program and procedures are available in the school office. After School hours are from 3:00 - 6:00 p.m. on full school days. No After School is provided when school dismisses at noon this year.

DISTANCE LEARNING

St. Mary Catholic School has a plan for transitioning to distance learning strategies in the event of a natural disaster, disease outbreak, or any other circumstances that make it unsafe or imprudent to continue on-campus education. The judgment of the school administration, in consultation with our pastor, and in conjunction with the Catholic Schools Office of the Catholic Diocese of Raleigh, will determine when the change

to our school's normal instructional model warrants the transition to distance learning. The strategies used for distance learning will be developed by the school administration and faculty.

In the case of a public health crisis/pandemic situation, guidance from public health experts (i.e. NCDHHS and/or CDC) shall be incorporated into St. Mary Catholic School plan for prudent precautions for student/faculty health. This plan may be modified as necessary. Parents accept and assume all risk of returning their child to school.

MEDICATION

A medication form with specific instructions must be on file in order for school personnel to administer any prescribed medication. No child will be administered any prescribed medication without specific written instructions from a physician. All medication must be in the original container. Only a parent may deliver medication to the school office to be dispensed. At no time should any medication be in the possession of a student.

No over-the-counter medication will be dispensed by school personnel. If a child feels ill, a call will be made to the parent. If a parent feels that medication is necessary, the parent must come to the school and administer the medication to the child in the school office. School personnel will document the administration of the medication in the Medical Log.

COMMUNICATIONS

During the school year, a weekly email will be sent to all families by the principal. Teachers may send class newsletters by hardcopy or through their web pages. Each teacher has voicemail and email where parents can leave non-urgent messages during the school day. Teachers will check messages when possible during planning periods and/or after school.

Check your child's daily planner and/or weekly homework sheets regularly for other timely information. In addition, The St. Mary Parish Bulletin contains a School News page which features information on school events.

It is important that parents read all communication, as some announcements require immediate attention.

Alert Now Phone System - Occasionally, telephone messages will be sent.

TELEPHONES

Classroom telephones are for faculty and staff use only. Students are not permitted to use school telephones for any reason without permission of the teacher or office personnel, only under supervision of the teacher or office personnel, and only in the case of an emergency. Calling parents to bring forgotten items (lunches, instruments, PE shoes, homework) is not considered an emergency.

Additionally, the use of cell phones by students during the school day, in the After School Program, and during other after school activities is not permitted. If you need to reach your child during the school day, please call the office and the message will be forwarded to your child. Student cell phones are to be off and in the student's book bag during the school day. First offense for cell phone use will result in two demerits. The phone will be confiscated and sent to the principal's office. A parent must retrieve the phone. A second cell phone offense will result in two additional demerits. The cell phone will be confiscated and returned to the student on the last day of the school year.

SCHOOL VISITORS

We welcome parent involvement. We have many needs here at St. Mary Catholic School and enjoy involving our parents as much as possible. Please do not hesitate to call your child's teacher and/or the Home School Association if you are able to volunteer. All school volunteers must have a completed Personal Information Sheet on file in the office.

Lunches and other forgotten items delivered to the school must be left in the school office at 217 S. Fourth St. Children are instructed to check at the office, with teacher permission, for their forgotten items.

ADULT DRESS CODE for VOLUNTEERS and VISITORS

Respect and professionalism must be reflected in the attitude and appearance of adults who represent St. Mary Catholic School and work with our students. Clothing worn by volunteers during school hours should be suitable for our environment. Apparel that is designed to be accentuating in cut, fit, or style is considered inappropriate in the parish and school environment. Clothing should reflect self-respect and be a sign of respect for those we serve.

ANIMALS AND PETS

Pets are NOT allowed on campus at any time. Trained and certified Service Dogs are permitted. For a person to legally qualify to have a service dog, he/she must have a disability that substantially limits his/her ability to perform at least one major life task without assistance. To qualify as a service dog, the dog must be individually trained and certified to perform that major life task. This ensures the safety of our staff and students and is in accordance with Diocesan policy and our liability insurance.

SCHOOL SAFETY

- ⊕ Students and volunteers are not permitted to open an outside door to anyone without staff assistance.
- ⊕ Fire and tornado drills are practiced regularly. Directions for these drills are posted in every classroom.
- ⊕ St. Mary School has implemented a Crisis Response Plan. All teachers and staff are well-trained in the procedures to keep your child safe. Official school-wide emergency communications will be sent to parents using the “Alert Now” communication system or email following an incident as soon as the principal is free to do so, after ensuring that all children and staff members are safe.

LUNCHEES and SNACKS

LUNCHEES

- ⊕ Children may bring their lunch from home or participate in our hot lunch program.
- ⊕ Parents may create an account online at MyHotLunchBox.com. The calendar is posted. Simply click on the date and the restaurant menu will appear. Make your choices by noon the day before and the student’s order will be delivered to their classroom.

SNACKS

Teachers will set the classroom policy regarding snacks. It is important to follow the classroom policy regarding snacks and treats due to students with allergies.

All students are to bring a refillable water bottle.

DELIVERIES, GIFTS, and INVITATIONS

DELIVERIES

Do not have deliveries (flowers, balloons, etc.) made to your child at school. They will not be delivered to students during the school day.

GIFTS and INVITATIONS

Students should not exchange individual gifts at school. This gesture creates hurt feelings among other students. Invitations for parties should be sent to the homes of students via US Mail unless an invitation is being issued to every student in the class. During the pandemic, St. Mary School is discouraging group celebrations.

LOST and FOUND

Please label all articles of clothing, lunches, backpacks, etc. so that lost articles may be returned to your child. Items left at school will be placed in the “Lost and Found” basket located in the cafeteria. Items are kept in “Lost and Found” for about 30 days. Unclaimed items will be donated to Social Ministry. Teachers are not responsible for lost items.

LOCKERS

Each Middle School student at Tileston is assigned a locker in which to store textbooks and other school necessities. In order to maintain a quiet atmosphere for class, students are permitted to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

CURRICULUM

INTRODUCTION

St. Mary Catholic School offers a rich core curriculum including Language Arts, Literature, Science, Math, Social Studies, and Religion. Students participate in weekly Mass celebrations. Additional classes include Physical Education, Art, Choir, Band, Creative Music, Suzuki Violin, Spanish, Library/Media, and a variety of elective courses. Technology is integrated into all subject areas.

Extra-curricular activities include Science Olympiad, Girls on the Run, Cheerleading, and various other classes.

Middle School team sports include basketball, volleyball, cross country, and tennis. Lacrosse skills are also taught.

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities and team sports.

NOTE: The above information may be adjusted during the pandemic.

GRADING POLICIES

Report cards are issued to students by email at the end of each quarter. Interim reports are issued to students in grades 6-8 midway through each quarter. Students in grades K-8 receive graded papers on a regular basis. It is imperative that parents, as the primary educators, look over the child's work, check RenWeb regularly, review teacher reports, and discuss information with the child.

The grading system is as follows:

- ✦ PreK students receive report cards during Parent Conferences in November and at the end of the year.
- ✦ Kindergarten students are graded using a 1 - 4 grading scale which is defined on the report card.

- ✦ Grades 1-5 receive academic letter grades in each subject area. In addition, they receive marks for Conduct and Study Habits based on the scale shown below.
- ✦ Grades 6-8 receive numerical grades in the core subjects and letter grades for the electives.

ACADEMIC GRADES

A	94-100
A-	93
B+	91-92
B	86-90
B-	85
C+	84
C	78-83
C-	77
D+	76
D	71-75
D-	70
F	69 and lower

CONDUCT/STUDY HABITS

1	Excellent
2	Good
3	Fair
4	Needs Improvement
5	Unsatisfactory

LETTER GRADES

A	Superior work
B	Above average work
C	Average work
D	Below average work
F	Inadequate/failing work

PROMOTION and RETENTION

Advancement to the next grade in St. Mary Catholic School is based on the student's daily performance, test results, recommendations of teachers, attendance, 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 core subject areas. The administration may recommend the repetition of a grade. Tutoring or summer school classes may be recommended as a requirement for promotion when, after conferencing with teachers and parents, it is believed that such an action will better prepare the student academically or emotionally for the next grade.

HOMEWORK

- ✦ Teachers assign appropriate home study to reinforce and supplement lessons presented in class. All written work is to be neat, accurate, and complete.
- ✦ Students in grades 1-3 should expect approximately 10-15 minutes

- of homework in each subject area, Monday through Thursday.
- ⊕ Students in grades 4-8 should expect approximately 20 minutes of homework in each subject area, Monday through Friday. Occasionally students may also find it necessary to work on the weekends or holidays to complete a special project, book report, etc.
 - ⊕ Additional reading should be encouraged after written assignments are completed. Parents should check homework and provide assistance while allowing the child to accept responsibility for the task. Students will be provided with either an assignment book or homework sheet on which to record the assignments.
 - ⊕ Teachers and students should work together to ensure that assignments and tests missed during an absence are completed.
 - ⊕ Consequences for incomplete assignments will be handled according to policies set forth by individual teachers.

STANDARDIZED TESTING

The Diocese of Raleigh has adopted the Iowa Tests as the annual standardized test. The test is administered in October of each school year to all Diocesan School students in grades 3 through 8. The Cognitive Abilities Test is administered in grades 2 and 5. The purpose of the tests is to monitor the academic growth of the school, class, and individual student over a period of several years. The Diocese has chosen to administer the tests in the fall in order to obtain results early in the school year. With these early results, the curriculum can be adjusted to address the needs of the school, a class, or individual students. Test results are generally available in November. The primary focus at St. Mary Catholic School is to utilize the test results to drive curriculum development and revisions.

FIELD TRIPS

- ⊕ Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning experience.
- ⊕ 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.

- ✦ An official permission slip signed by the parent is required before a child will be permitted to attend a field trip activity. Verbal permission, including a phone call, cannot be accepted.
- ✦ Diocesan policy requires that buses be used for field trips.
- ✦ Parents are responsible for all costs incurred by field trips. Funds collected for field trips are non-refundable.
- ✦ Volunteers are always needed and appreciated. However, siblings are not permitted to accompany parents who are chaperoning a field trip.
- ✦ The school uniform will be worn for field trips unless otherwise announced by the teacher.
- ✦ A parent must accompany any student requiring the administration of a prescription medication during the duration of the field trip.
- ✦ Cell phones are not permitted on field trips.

Field Trips have been suspended during the pandemic.

CONDUCT and DISCIPLINE

BEHAVIOR EXPECTATIONS FOR ALL

All students, parents, and teachers are expected to be:

- ✦ Aware of the presence of God in oneself and in others at all times.
- ✦ Respectful of self and others in manners, kindness, and consideration.
- ✦ Sensitive to others' feelings and opinions.
- ✦ Respectful and caring of the environment and property.
- ✦ Honest in all endeavors.
- ✦ Punctual in all commitments.
- ✦ Patient in listening to the opinions of others.
- ✦ Cooperative with classroom and school rules.

Providing a safe, calm learning environment depends on the cooperation of the student and the support of the family. As their child's primary educator, parents share the responsibility with their child in upholding the school's discipline code.

HONOR CODE

Honesty is the cornerstone of a quality education and a quality life. Dishonesty, in personal actions and/or academic endeavors, is considered a serious offense at St. Mary Catholic School. The following guidelines

indicate consequences for incidents of dishonesty such as the use of unauthorized aid on a test, assignment, or homework, and plagiarism or forgery. The intent of any action is to help the student to understand the value of his/her integrity and the importance of avoiding any future incident of dishonesty.

HONOR CODE VIOLATIONS

Include, but are not limited to:

- ⊕ Cheating on an assignment, test, or project
- ⊕ Plagiarism
- ⊕ Forgery
- ⊕ Alteration of a signature or grade
- ⊕ Stealing
- ⊕ Lying to administration, faculty, or staff members

CONSEQUENCES for HONOR CODE VIOLATIONS

First offense includes:

- ⊕ Restrictions and/or loss of privileges determined by the teacher
- ⊕ Probation notification to parents
- ⊕ Three demerits assigned to the student's discipline record
- ⊕ Student/teacher/parent/principal conference or letter from principal
- ⊕ Zero on the assignment, test, and/or project
- ⊕ Return, replace, and/or pay for stolen/misused property

Second offense includes:

- ⊕ In-school suspension for 1-3 days
- ⊕ Three demerits assigned to the student's discipline record
- ⊕ Zero on the assignment, test and/or project
- ⊕ Return, replace, and/or pay for stolen/misused property

Third offense includes:

- ⊕ In-school suspension from 1-3 days/possible dismissal from St. Mary School
- ⊕ Three demerits assigned to the student's discipline record
- ⊕ Zero on the assignment, test, and/or project
- ⊕ Return, replace, and/or pay for stolen/misused property

DISCIPLINE CODE

The St. Mary Catholic School norms of conduct are standards by which all students are expected to adhere in order to promote personal

responsibility and demonstrate Christian values. Behavior problems are first handled by the teacher with various warnings, restrictions, and loss of privileges, and/or parent conferences. Parents are notified in writing of any infractions on the Student Discipline Notice and are consulted when multiple offenses occur. Parent signature on the Student Discipline Notice indicates that parents have received the notice. The St. Mary Catholic School discipline code operates on a demerit system in grades 1-8.

It is our belief that effective discipline occurs when each infraction is addressed fairly and promptly with respect for the dignity of the child. Students are expected to correct their inappropriate behavior, and the discipline system is designed to provide ample opportunity and support to do so. When counseling and guidance may be helpful to the student, the school will request the assistance of a certified counselor from Catholic Charities.

ONE DEMERIT INFRACTIONS

Include, but are not limited to:

- ⊕ Late to class
- ⊕ Unprepared for class
- ⊕ Late to detention
- ⊕ Gum, food, drink or candy in class without permission
- ⊕ Fooling around or general disruptions in class
- ⊕ Failure to return Student Discipline Notice
- ⊕ Uniform violations

TWO DEMERIT INFRACTIONS

Include, but are not limited to:

- ⊕ Inappropriate, rude, bold, sassy, or discourteous behavior
- ⊕ Unacceptable language or the use of profanity
- ⊕ Deliberate disregard for directions
- ⊕ Destruction of property
- ⊕ Misbehavior in church
- ⊕ Disturbing behavior during class, interfering with others' right to learn
- ⊕ Unprepared for Specialty class
- ⊕ Cell phone policy infraction

CONSEQUENCES for SERIOUS and/or REPEATED DISCIPLINE CODE VIOLATIONS

- ⊕ Should events occur that warrant an immediate detention, 5 demerits will be automatically assigned to the child's Student Discipline Record.
- ⊕ An accumulation of 5 demerits on a child's Student Discipline Record will result in a one hour after school detention. Parents will receive written notification of the detention immediately.
- ⊕ An accumulation of 5 additional demerits, for a total of 10, will result in a second one hour after school detention. Parents will be notified. A conference may be requested.
- ⊕ With a further accumulation of 5 demerits, for a total of 15, the student will be issued a 1 day in-school suspension. A parent conference is required.
- ⊕ A further accumulation of 5 demerits, for a total of 20, will result in the issuance of a 3 day in-school suspension. Another conference will be required.
- ⊕ An accumulation of an additional 5 demerits, for a total of 25, will result in dismissal from St. Mary Catholic School.
- ⊕ Immediate out-of-school suspension, for one to three days, depending on the child's Student Discipline Record, will be issued for certain unacceptable behaviors. These behaviors include, but are not limited to, insubordination to a faculty or staff member and deliberate and violent physical contact with another student. The parent will be notified immediately and the child must be removed from school. The term of suspension begins with the following school day. In addition, 3 demerits will be assigned to the student's discipline record.
- ⊕ Vaping or juuling on St. Mary Catholic School property will result in 3 demerits being assigned to the student's discipline record. In addition, law enforcement will be notified.
- ⊕ Immediate dismissal from St. Mary Catholic School will occur as a result of a student being in possession of a weapon or illegal drugs on the school property. Violations of this nature will be reported to local law enforcement authorities.
- ⊕ Threats against a staff or faculty member will result in immediate dismissal. Violations of this nature will be reported to local law enforcement authorities.

- ✦ The pastor of St. Mary Catholic School and the superintendent of the Diocese of Raleigh will be notified in the case of any suspensions or dismissals from St. Mary Catholic School.

Since it is impossible to foresee all violations that can arise, the administration reserves the right to use disciplinary action for any behavior that brings discredit upon the school or seriously impairs the rights of others as outlined in the Behavior Expectations of St. Mary Catholic School Students. The principal also reserves the right to review the academic and disciplinary record of a student at the end of each school year to consider if a student will be invited to return the following year. The faculty and staff of St. Mary Catholic School will work hard to help any student meet our expectations for appropriate behavior. *We expect full cooperation and support of both the students and the parents.*

DETENTIONS

Detentions are held on Thursday afternoons from 3:10-4:10 pm. Students should meet promptly for detention in the Lower School lobby (unless other arrangements have been made with the Detention staff member). Parents should pick up children serving detention at 4:10 pm at the front door of the Lower School facing Fourth Street (or in front of the Tileston Building if those arrangements have been made). Students remaining at 4:10 pm will be escorted to the After School Program. Parents will be assessed fees at the same rate as a late 3:00 pm pick up. **Detention takes precedence over practices, lessons, ballgames, and/or other appointments.**

WOW AWARDS

At St. Mary School, high expectations for student behavior are standard; however, we feel it is important to recognize and encourage exemplary behavior. When students are seen going above and beyond to help peers, faculty, and/or administration, WOW awards are issued, and the recipient's name is entered in a monthly drawing. At the end of each month, the WOW award recipients will be recognized following Children's Liturgy, their names will be listed in the principal's weekly email, and two grand prize winners will be drawn, one child each from upper and lower school. Each winner will receive gift cards.

STUDENT HARASSMENT and BULLYING

St. Mary Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest), face demerits, 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 demerits, detention, suspension, and/or expulsion.

INTERNET USE POLICY

Each student must sign the St. Mary Catholic School Acceptable Use Policy for Internet Usage agreement in order to be permitted to access the internet for school work.

SOCIAL MEDIA

Engagement in online social media by students such as, but not limited to, Facebook, Instagram, Snapchat, and Twitter, which includes defamatory comments regarding the school, faculty, administration, or other students will result in disciplinary action determined by the principal.

SCHOOL PROPERTY

A student who destroys or damages furniture, equipment, buildings, or personal property of others will be obligated to pay the full amount of repairs/replacement and labor. This behavior will result in demerits, detention, or suspension. School textbooks which travel between school and home must have a proper book cover. Writing is permitted only in consumable textbooks. The student will pay a fine or replacement for lost or damaged books.

STUDENT UNIFORM POLICY

A uniform policy is intended to promote unity and eliminate distractions. St. Mary Catholic School has adopted a uniform that is comfortable and appropriate. Parents play a major role in helping the school enforce the uniform code.

All uniforms must be clean, in good repair, and properly fitted. Shirts will be tucked in and buttoned, except for the top button. Skirt/jumper length must be to the knee. Belts are to be worn at all

times with shorts or slacks. Uniform infractions will be enforced through the demerit system on the Student Discipline Record.

Students are expected to be well-groomed and maintain a neat appearance. No makeup is permitted. Girls may wear clear nail polish (no false nails or painted tips), a simple gold or silver chain with a religious medallion, a wristwatch, and one pair of small post earrings. Hair accessories are limited to headbands, clips, pins, elastics, and scrunchies which match the school uniform. Girls are not permitted to wear oversized bows. Boys may wear a wristwatch and a simple gold or silver chain with a religious medallion. Boys are not permitted to wear earrings.

For all students, the style and cut of hair must be conservative. Boys' hair length should be cut above the shirt collar and above the eyebrows. For boys and girls, hair must be the student's natural color (no streaking, tipping, highlighting, dyeing, bleaching, or otherwise altering the natural hair color). Hair color that has been altered will be required to be changed back to its original color. Extreme styles or fads (shaving or cutting designs into the hair) will not be permitted. Semi-permanent tattoos and/or transfers are not acceptable. Children may not write on themselves or one another. Violations of the uniform policy will result in demerits and/or detention.

In any questionable instance of uniform policy, the principal's discretion will be used. These guidelines are set to avoid distractions from school work.

ST. MARY CATHOLIC SCHOOL UNIFORM

- ⊕ All school uniforms must be purchased through Schoolbelles
- ⊕ Find Schoolbelles at www.schoolbelles.com (School 1712) or dial 1-888-637-3037
- ⊕ No substitutions are permitted.

GIRLS BASIC UNIFORM

All items apply to grades K-8 unless otherwise noted:

- ⊕ Plaid v-neck jumper (grades K-5)
- ⊕ Plaid inverted v-pleated skirt (grades 6-8)
- ⊕ Navy blue pants or shorts
- ⊕ Khaki pants or shorts
- ⊕ Navy blue, brown, or black belt
- ⊕ Maroon pullover knit collared shirt (long or short sleeved) with St. Mary School logo

- ✦ Maroon v-neck cardigan sweater with St. Mary School logo; SMS sweatshirt (no hoodies) with knit shirt collar worn out; Navy SMS fitted polar fleece jacket with St. Mary logo
- ✦ Navy blue or white knee socks, white crew socks, or navy blue tights (no logos)
- ✦ Tights (no leggings) worn only with skirts or jumpers
- ✦ Sneakers can be worn daily (no light-ups or neon colors)
- ✦ Hair accessories should match the uniform.
- ✦ Refrain from wearing large, sparkly bows, headbands, and ponytail holders.

GIRLS PE UNIFORM (GRADES K-5)

- ✦ Grades K-5 will wear the basic uniform (shorts, pants, or jumper) to PE.
- ✦ Grades K-3 may wear any shorts under their jumper.
- ✦ Grades 4 and 5 must wear PE uniform shorts under their uniform on PE day.

GIRLS PE UNIFORM (GRADES 6-8)

- ✦ Navy blue PE shorts with St. Mary School logo
- ✦ Gray pullover PE t-shirt with St. Mary School logo
- ✦ Gray PE sweatshirt with St. Mary School logo
- ✦ Black or white PE shoes

BOYS BASIC UNIFORM

All items apply to grades K-8 unless otherwise noted:

- ✦ Navy blue pants or shorts
- ✦ Khaki pants or shorts
- ✦ Navy blue, brown, or black belt
- ✦ Maroon pullover knit collared shirt (long or short sleeved) with St. Mary School logo
- ✦ Maroon v-neck cardigan sweater with St. Mary School logo
- ✦ SMS sweatshirt (no hoodies) with knit shirt collar worn out
- ✦ Navy SMS fitted polar fleece jacket (NEW) with St. Mary logo
- ✦ Navy blue, black, or white crew socks (no logos)
- ✦ Black **LEATHER** oxford with rubber sole
- ✦ Sneakers can be worn daily (no light-ups or neon colors)
- ✦ See acceptable uniform shoe examples below.

BOYS PE UNIFORM (GRADES K-5)

- ✦ Grades K-5 will wear the basic uniform (shorts or pants) to PE.

BOYS PE UNIFORM (GRADES 6-8)

- ⊕ Navy blue PE shorts with St. Mary School logo
- ⊕ Gray pullover PE t-shirt with St. Mary School logo
- ⊕ Gray PE sweatshirt with St. Mary School logo
- ⊕ Black or white PE shoes

UNIFORM SHOE EXAMPLES

Leather oxfords or Mary Janes with a tie or velcro closure



UNACCEPTABLE SHOE EXAMPLES

Loafers, slip-ons, Toms, athletic shoes, embellished shoes



NON-UNIFORM GUIDELINES

- ⊕ Middle school students will be required to wear PE uniform during PE.
- ⊕ All clothing must display only school-appropriate pictures, symbols, and language.

- ⊕ All shirts and t-shirts must be of modest style and coverage (no tank tops, and no exposed midriffs, waists, hips, or undergarments)
- ⊕ All shorts and skirts must be of modest length and coverage (no short shorts/skirts and no exposed undergarments)
- ⊕ Athletic shoes, sandals, and leather shoes may be worn (no flip-flops or Rainbows)
- ⊕ Student will be sent to the office and parents will be called to bring appropriate clothing for dress-down day if guidelines are not followed.

NOTE: During the pandemic, students in Grs. 6-8 are not changing into PE Uniforms.

During the pandemic, students may wear uniform shoes or tennis shoes daily as we are spending more time outside.

APPENDIX A

FAMILY CUSTODIAL RECORD

St. Mary Catholic School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason, we find it necessary to clarify and restate the procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Mary Catholic School personnel will therefore send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, information will be sent home with the child to the parent who currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Mary Catholic School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only

with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent** has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home or residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services. Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of "joint custody" (shared parenting agreements), entitling both parents' access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Mary Catholic School's legal counsel. Every effort

will be made to keep communication open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for the school responsibilities and homework to be taken care of during the school week.

Thank you for your attention to these matters. If you have any questions concerning these procedures or circumstances you feel necessitate other arrangements, please contact the principal or pastor personally.

*The Custodial Parent is understood to mean the parent with whom the child resides.

** The Non-custodial Parent is understood to mean the parent with whom the child does not reside.

FACULTY LIST

	<u>GRADE</u>	<u>EMAIL</u>
Ms. Molly Hayworth	K	hayworthm@thestmaryparish.org
Ms. Cathy O'Connell	1	oconnellc@thestmaryparish.org
Ms. Heather Lowery	2	loweryh@thestmaryparish.org
Ms. Christina Castorena	3	castorenac@thestmaryparish.org
Ms. Mary Parsell	4	parsellm@thestmaryparish.org
Ms. Laura Moffitt	5	moffittl@thestmaryparish.org
Ms. Shelby Salley	6	salleys@thestmaryparish.org
Ms. Claire Primrose	7	primrosec@thestmaryparish.org
Mr. Paul Price	8	pricep@thestmaryparish.org
Ms. Tracy Geschickter	PreK	geschicktert@thestmaryparish.org
Ms. Eiblis Cazeault	Art	cazeaulte@thestmaryparish.org
Dr. Clark Spencer	Violin	spencerc@thestmaryparish.org
Mr. Connor Gross	PE	grossc@thestmaryparish.org
Ms. Karen Dries	Spanish	driesk@thestmaryparish.org
Ms. Rosemary Jordan	Spanish	jordanr@thestmaryparish.org
Mr. Tom Hogan	Technology	hogant@thestmaryparish.org

**ST. MARY SCHOOL CALENDAR
2021/2022
217 South Fourth Street
Wilmington, North Carolina 28401**

AUGUST 2021

19, 20 Teacher Workdays
23-25 Teacher Workdays
23 PreK, K Orientation 5:30 Cafeteria
24 Grs 1-8 Orientation 5:30 Basilica
26 First Day of School; Noon Dismiss; No After School
27 Noon Dismissal; No After School

SEPTEMBER 2021

6 Labor Day Holiday; NO SCHOOL
16 Picture Day
24 Diocesan Teacher Workday; NO SCHOOL

OCTOBER 2021

4-8 Iowa Assessments/Cogat Grades 2-8
11-15 Iowa Assessments
29 Fall Festival; Noon Dismissal; End of 1st Quarter;

NOVEMBER 2021

5 Report Cards emailed;
11 Veterans Day; NO SCHOOL; Weather Day;
15 Parent Conferences; NO SCHOOL;
18 Picture Makeup Day; Class Pictures
24-28 THANKSGIVING HOLIDAYS – NO SCHOOL
29 Classes Resume

DECEMBER 2021

20-1/2 CHRISTMAS HOLIDAYS – NO SCHOOL

JANUARY 2022

3 Classes Resume
17 Martin Luther King Holiday; NO SCHOOL
24 End of 2nd Quarter
28 Noon Dismissal; No After School
30 – 2/5 Catholic Schools Week;

FEBRUARY 2022

4 Report Cards emailed

MARCH 2022

1 Mardi Gras
2 Ash Wednesday
28 End of 3rd Quarter

APRIL 2022

1 Noon Dismissal; No After School
8 Report Cards emailed;
15 Good Friday; NO SCHOOL
17-24 Easter Holidays; NO SCHOOL
25 Classes Resume

MAY 2022

30 Memorial Day; NO SCHOOL

JUNE 2022

7 Graduation
8 Last Day of School; End 4th Quarter
9, 10 Teacher Workdays
13, 14 Teacher Workdays
16 Report Cards emailed

Weather Day

November 11, 2021

NOTES