

**Saint Mary's Catholic School
Handbook
2018-2019 School Year**

**ST. MARY'S
CATHOLIC SCHOOL**



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www.stmarys-boise.org

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ABOUT ST. MARY'S CATHOLIC SCHOOL

PHILOSOPHY

The St. Mary's School Faculty and Staff aim to influence the intellectual development of each child in addition to the development of his or her moral and spiritual values within the context of the Catholic faith's historical traditions. Our school environment encourages academic excellence with the faith and moral foundation necessary for successful Christian living in a contemporary world.

The development of the whole individual is not accomplished by the school alone: the home, the parish, and the community share in the responsibility for the spiritual and developmental growth of our children. Accordingly, parental involvement in the greater St. Mary's Parish Community is critical to the School's success.

VISION

Academic Excellence in a Catholic Community

MISSION

Our Mission at St. Mary's School is to provide a Catholic environment that instills academic excellence while preparing the whole child for life-long personal and spiritual growth, empowering them to become global citizens.

GOALS

St. Mary's School has four core goals for the 2018-2019 school year:

- To develop and foster our Catholic identity.
- To continue integration of our Spanish Literacy Program
- To utilize best practices in curriculum design and implementation
 - Use curricula in core academic areas. Include standards and curriculum maps/scope and sequence in the integration
- To develop skills for classroom teachers in the area of data driven instruction

YOUR ROLE AS A PARENT OF A ST. MARY'S STUDENT

We believe parents are the primary educators of their children. To assist in the spiritual and academic development of each student, we encourage parents to:

- Celebrate Mass together on Sundays and Holy Days.
- Talk to your children about God and faith.
- Pray together.
- Assist your children in finding an age appropriate Individual Community Service Project.
- Be informed about the religious concepts your children are learning at school.
- Support your children by establishing a structured homework time, reviewing assignments, and encourage regular reading time.
- Volunteer at least 20 hours per year per family.
- Be aware of your student's progress and any missing assignments by reviewing your student's online Rediker/Plus Portals account weekly.
- Participate in parent/teacher conferences.

- Celebrate your children’s successes.
- Support the school rules and encourage your children to follow school rules.
- Always read the school’s weekly Newsletter.
- Be sure your children are here at school and arrive on time.

HISTORY

St. Mary’s Catholic Parish School (St. Mary’s School) is located in Boise, Idaho and has been educating Idaho’s youth since September of 1949. The first teachers at St. Mary’s School were Benedictine nuns from the Monastery of St. Gertrude in Cottonwood, Idaho. The nuns were active teachers in the school for over thirty years ensuring the roots of Catholic values, religious education, respect, honesty, integrity and personal responsibility were firmly ingrained to provide for future generations to flourish with a Catholic identity. Their vision of Academic Excellence in a Catholic Community has never wavered, as the staff, parents, parish and community of St. Mary’s School progresses through the ages.

St. Mary’s School takes pride in its historical identity and long-standing traditions, but also maintains a watchful eye on current and future needs and challenges access. St. Mary’s School students and faculty use web-based teaching tools to improve skills and master academics.

Leadership is a central theme for the students and faculty at St. Mary’s School. Our foundation is grounded within the premise of leading by example.

Parents and students tell us that they select St. Mary’s School because it is community-based; instills academic excellence with small class sizes; and provides students with security and a feeling of belonging because of the traditions and Catholic values that are modeled as a way of life. For those who find their home in the halls at St. Mary’s School, it is a haven where families unite, students excel, and communities are energized.

ACCREDITATION

St. Mary’s Catholic School is fully accredited by the Western Catholic Education Association (WCEA), and participates in the WCEA accreditation process each year. Each contracted faculty member has a current teaching certificate.

DIOCESE OF BOISE

St. Mary’s School complies with the regulations and policies of the Office of Schools of the Diocese of Boise including those published in the Diocesan Handbook of Policies, and those which may be adopted by the Diocesan Superintendent of Schools.

ADMISSION POLICY

Priority for admission will be given as follows:

1. Siblings of students currently enrolled at St. Mary’s School, whose parents are registered and contributing members of St. Mary’s Parish.
2. Children of parents who are registered and contributing members of St. Mary’s Parish.
3. Children of registered and contributing members of other Catholic parishes.
4. All other children.

During the school year, parents who wish to enroll children at St. Mary's School may do so on a space available basis, according to the above priorities.

To expedite this process, a Waiting List will be initiated when a grade level has reached the maximum number of students. Openings will be filled based upon the placement of the child's name on the list and according to the above priorities.

A Special Enrollment Period will be conducted for Kindergarten according to the following priorities:

1. Siblings of students currently enrolled at St. Mary's School, whose parents are registered and contributing members of St. Mary's Parish.
2. Children of parents who are registered and contributing members of St. Mary's Parish.

Upon conclusion of the Special Enrollment Period, the following priorities will be honored.

3. Children of registered and contributing members of other Catholic parishes.
4. All other children.

REGISTRATION

Registration packets are made available online to current students' families in the spring. Parents are asked to complete the packet in a timely manner. This affords prospective students time to apply, and allows the office staff to process the forms, notify families who are on the Waiting List, as well as to plan staffing and scheduling for the following school year.

Because it is necessary for the faculty and staff to contact students' parents, it is essential that you notify the School Office of any change in address and telephone numbers, or of any change in your family circumstances throughout the year.

TRANSFER

Students requesting to transfer to St. Mary's School are required to submit copies of a recent report card and latest test scores. Upon admission to St. Mary's School, the student's cumulative folder will be requested from his or her previous school. Students cannot be admitted if there is an outstanding balance at the previous school.

WITHDRAWALS

Students withdrawing from St. Mary's School should give written notice to the School Office as soon as the withdrawal date is established. They must return all books and school property.

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month for grades K through 8. The School reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Student Handbook Agreement [or the initial Application for Enrollment or an Application for Reenrollment], you are authorizing St. Mary's School to withhold report cards and other records until tuition and other fees have been paid in full.

SPECIAL ACADEMIC SERVICES

St. Mary's School strives to provide for each student's educational needs. Therefore, the admission of a student will be considered on an individual basis after conducting an evaluation of his or her needs. St. Mary's School will then determine whether enrollment is in the best interest of the student.

NON-DISCRIMINATORY POLICY

St. Mary's School affirms that all students, faculty members, and staff without exception are granted all rights, privileges, and activities generally available at the school without discriminating on the basis of race, sex, color, national, and ethnic origin in its programs and activities, or its employment and admission policies.

ARRIVAL AND DISMISSAL

All Students: 8:00 a.m. until 3:15 p.m.

- At 8:00 a.m., students meet in the school gym for Prayer, Announcements, Birthday Recognition and the Pledge of Allegiance.
- At 3:15 p.m., students meet their parents outside the front of the school building at the bottom of the stairs.
- Wednesday is late start day and students should arrive in the gym by 8:20 a.m. – This delay of start affords our teachers valuable meeting time.

The school calendar will indicate any days of early dismissal. Students should not arrive in St. Mary's School Gym before 7:40 a.m., or remain at school past 3:30 p.m., unless the student is enrolled in the Student Enrichment Program/After school care. We request that parents be prompt in both drop off and pick up. Students who are not picked up by 3:30 p.m. will be charged \$20.00 each time they are picked up late. The school provides supervision at 7:30 a.m. in the gym and after school until 3:30 p.m. Once at school, no student may leave the school grounds without permission from the principal.

EARLY CHECKOUT

During school hours, if your child has a doctor's appointment or other reason to make it necessary to check him or her out before dismissal, please notify the front office and teacher of your intentions by calling, sending a written note or e-mail specifying the time and reason for early check out. This will ensure that your child has ample time to receive notices and assignments for the next day. If someone other than a parent will be checking your child out, please also specify that fact and the person's name in the note. In every instance, early-departing students must be picked up from the School Office and checked out by the secretary.

ATTENDANCE

Regular and consistent attendance at school is vitally important for students to excel and be successful. Days lost from school cannot be "made-up". There is no substitute for uninterrupted personal contact between teacher and student. Carefully planned classroom lessons cannot be replaced by homework assignments, or individual work by the student without the aid of the teacher. Parents have more influence on a student's attendance than anyone. Parental support can cause a child to have a desire to go to school. **We strongly encourage you to keep your child in school on days prior to and after holiday breaks.** The school calendar is available to assist you in vacation planning and special family events.

All students are required to attend school daily and arrive on time: 8:00 a.m. (8:20 a.m. on Wednesday mornings). All absences from school are counted against a student's attendance record. Students who arrive more than 1/2 hour late may be counted absent for the entire school day.

If a student missed more than nine (9) school days per semester in any one class, an administrative review of academic progress will be required. Parent, teacher and principal will meet to discuss reason for absence -Students may be required to repeat course if attendance is excessive.

In order for a student to participate in an after school event, he or she must attend school all day on the day of the event, unless arranged with the administration. Administrative decisions will be final.

Tardies will be recorded for any child not in his/her classroom and ready to learn by 8:00 a.m. (8:25 a.m. on Wednesday mornings). Student absences must be reported to the School Office by 8:30 a.m. - either by phone or email to the school secretary. Students who leave the school premises, without being officially signed out, will be considered truant. Consequences for chronic tardiness will be determined by the principal and discussed with the parents.

Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary. When medical or family events arise which preclude attendance at school, please make every effort to notify the School Office by phone or email as soon as possible.

If you are in a position to anticipate absences, it is helpful to request schoolwork the day before it is needed. Keep in mind, however, that students are responsible for school matters covered in his or her absence. Teachers are not obligated to provide make-up tests, instruction, or assignments unless the student's absence is due to illness or other grave reason.

If your child becomes ill with an infection or communicable disease, he or she will be welcomed back at school with doctor's note affirming his or her return to health. Should a lengthy absence become expected, please notify the school staff and arrange for makeup work. Please keep in mind that students must wait for fevers, vomiting, diarrhea to be resolved for 24 hours before returning to school. Please see the Health Information Section for more information.

If the reason for a student's absence is unknown, the office will email or call the child's home.

USE OF SCHOOL FACILITIES

All use of the school facilities during non-school hours may be scheduled through the St. Mary's Parish Office Secretary at 344-2597.

TUITION POLICY

The purpose of the St Mary's School Tuition Policy is to detail the requirements for registration fee payment, tuition payment, volunteer hours and parish participation. In addition, this policy details the process for tuition refunds, delinquent tuition, and defines the qualifications for tuition waivers. Tuition policy is directed by the pastor and principal, with guidance from the School Advisory Board, School Finance Committee, and Financial Aid Committee.

For families in need of financial assistance, please refer to the "St. Mary's School Financial Aid Policy".

St. Mary's School tuition goals are:

- To make Catholic School education affordable to all families.
- To foster a relationship between the community, the school, and our parish.

- To fund the operation and sustainability of the school, as well as forming the foundation for growth.

REGISTRATION FEES

Registration fees are due in the spring of the current school year for enrollment for the subsequent school year – yearly due date will be announced. If a student is not registered by the due date, with registration fees received, enrollment in the school is not guaranteed. After that spring deadline, students on the Waiting List will be taken in preference to those who have not completed registration by paying the registration fee.

TUITION PAYMENT OPTIONS

Tuition is payable, per signed tuition contract, according to one of the following schedules:

1. Monthly payments need to be set up through FACTS a contracted tuition collection service, as determined by St. Mary's School.
2. One payment due on August 1st, to cover the entire year tuition.
3. Two payments due on August 1st and January 3rd, covering the entire year tuition.

LATE OR DELINQUENT TUITION

Late or delinquent tuition is defined as tuition payment that has not been received on time. The following details the process when accounts are not up-to-date.

1. Late payments will be assessed a fee of 1.5% per month or \$20, whichever is greater.
2. A fee will be charged for returned EFT and check payments, equivalent to any bank or EFT service charge.
3. Post-dated checks are not accepted.
4. Families in a delinquent tuition status will be contacted by a representative of the school to inquire about the status of payment and request payment in full.
5. Accounts must be current within 60 days of initial notification.
6. If an account is over 60 days delinquent the school may un-enroll the student(s).
7. The school may send delinquent accounts to a collection agency.
8. Registration for the next year is not guaranteed for those students who have delinquent accounts.
9. For families in need of financial assistance, please refer to the "St. Mary's School Financial Aid Policy."

PARISH PARTICIPATION

Each family is strongly encouraged to be actively involved at the parish or church to which they belong. This involves the contribution of time, talent and treasure to their parish or church. The following defines the requirements for Category I and Category II tuition:

1. **St. Mary's Parish - tuition** is defined as tuition paid by families that are members, in good-standing, at St. Mary's Parish. Prior to the start of each school year, the school may verify parish membership for qualification of **St. Mary's Parish - tuition**. If families do not meet criteria for **St. Mary's Parish - tuition**, they will be contacted, consulted, and may be moved to **Other Parish - tuition**. There may be exceptions for families that are members of a parish without an associated Catholic school. All families are encouraged to join the St. Mary's parish, as the reduced **St. Mary's Parish - tuition** is subsidized by St. Mary's Parish.

2. **Other Parish - tuition** is defined as tuition paid by families that are not members of St. Mary's Parish.

VOLUNTEER HOURS

Each family is required to give a minimum of 20 hours per school year, 15 of which to help with various tasks as identified by the principal and staff, and five of which to contribute to the success of one of our major fund raising events. If a family does not complete the required 20 hours, a financial contribution of \$25 per hour is required. A financial contribution does not replace or reduce tuition. See the section entitled PARENTS: VOLUNTEER OPPORTUNITIES AND HOURS below for more information.

WITHDRAWING

1. A student withdrawing from St. Mary's School, either voluntarily or involuntarily, who paid tuition in one or two pre-payments (see TUITION PAYMENT OPTIONS above), will receive a tuition refund for the months in which the student(s) will not attend the school.
2. If a student attends school for any portion of the month, tuition for that month will not be refunded.
3. **All fees are nonrefundable.**

TUITION WAIVER

1. Diocesan employees working for the Roman Catholic Diocese of Boise, and working at least three-quarters of full-time are eligible for waived tuition. These include staff members of Catholic schools (for example, St. Mary's School and Bishop Kelly). Note: Diocesan employees working at the Roman Catholic Diocese of Boise offices, are eligible for tuition supported by the Diocese.
2. Those receiving waived tuition are responsible for all non-tuition fees, including registration fees, graduation fees, and after- and before- school care.
3. Registration of employee children is not guaranteed unless all fees from prior years are paid in full by the spring deadline.

FINANCIAL AID POLICY

As of March 4, 2013

The purpose of the St. Mary's School Financial Aid Policy is to detail the guidelines for Financial Aid applications. The policy includes information on eligibility, structure of the Financial Aid Committee and parameters by which decisions are made. The Financial Aid Policy is established and overseen by the School Advisory Board, with assistance from the Principal, Pastor, School Finance Committee, and Financial Aid Committee.

St. Mary's School financial aid goals are:

- To make Catholic School education affordable to all families.
- Implementation of a fair and equitable process of financial aid support.

ELIGIBILITY

All enrolled students are eligible to apply for financial aid, with priority given to St. Mary's parishioners. An enrolled student is one who has completed registration and whose registration fee has been paid. Refer to St. Mary's School **TUITION POLICY** for guidelines on the payment of registration fees.

Financial aid is awarded based primarily upon financial need and the availability of school funds. Eligibility for financial aid is limited to one academic year. A family may or may not qualify for financial aid in a subsequent year, and if the family does qualify, the amount may be more or less than in the first

year. The availability and amount of financial aid depends upon a number of factors, including but not limited to: costs of operating the school; tuition revenues and other sources of funds for the school; the financial ability of a family to pay tuition; as well as other factors.

FINANCIAL AID COMMITTEE

The Financial Aid Committee is a sub-committee of the School Advisory Board. The School Advisory Board is responsible for the approval of St. Mary's School budget, and helping determine the amount of aid available for financial aid. Once the Board has approved the budget, it is submitted to the Pastor for his final review and approval. An annual review of all applications is made by the Financial Aid Committee (FAC). In its discretion, the Financial Aid Committee may accept and consider completed financial aid applications received during the school year. Decisions made by the Financial Aid Committee are guided by determining factors, listed below, by input from the Principal and the Pastor, and within the approved budget from the School Advisory Board. The Financial Aid Committee is comprised of:

1. At least three (3) members, appointed annually by the School Advisory Board (SAB)
2. One (1) shall be a member of the School Finance Committee (SFC)
3. One (1) shall be a member of the SAB

APPLICATION PROCESS

1. Complete the "Financial Assistance Application," which is available on the St. Mary's School web-site under FACTS. Properly completing all sections of the application allows the committee to identify those most in need.
2. For divorced or separated parents, a financial aid application may be submitted by either parent who has custody. Tax returns of both parents must accompany the application unless only one parent has responsibility to support the child.
3. Financial Aid applications made during the school year, due to a change in circumstances, will be taken on a case by case basis.
4. Annual financial aid applications must be completed and received by April 16th for the following school year.
5. Financial aid is not guaranteed to any applicant.
6. Annual Financial Aid applicants will be notified by May 31st.
7. Applicants may appeal the results of the financial aid process, by contacting the Financial Aid Committee.

An appointed member(s) of the School Finance Committee or Financial Aid Committee will notify applicants of financial aid awarded. Note: All financial aid information is confidential. Records are maintained by the Financial Aid Committee and school accountant. If necessary, the School Advisory Board may review financial aid information.

The Financial Aid Committee aims to grant up to 75% of financial aid prior to the fall semester for new and returning students. The remaining percentage of the available funds will be reserved for a second semester review.

DETERMINING FACTORS

The Financial Aid Committee will weigh a number of factors in determining the amount of aid to be offered per family. These determining factors include, but are not limited to the following:

1. **Household income** – to include both parents even if one parent is not the biological parent. Copies of previous year’s state and federal income tax returns are required to support this information. Copies of current year tax forms are due no later than April 30th.
2. **Number of children attending Catholic elementary and secondary schools.**
3. **Extenuating circumstances affecting household income** – loss of job, change in income, long-term medical issues, etc.
4. **St Mary’s Parishioners** – Families who are registered and financially supporting St. Mary’s Parish.
5. **Involvement with school and/or parish** – Consideration is given to those who provide their time, talent and treasure to the parish and school. Financial support for the parish and service hours donated to the school may be verified.

FULFILLING FINANCIAL AID AGREEMENT

Once a financial aid determination has been made, the financial aid amount will be included in a written tuition contract between the School and the parents, which will be subject to the St. Mary’s School Tuition Policy.

1. Students are required to remain in good standing academically and comply with the School’s policies of behavior, dress, and discipline during the school year in which financial aid is received.
2. The School Finance Aid Committee (FAC) will review the tuition payment records from time to time for all financial aid recipients. Families will need to make arrangements with the Financial Aid Committee to pay any unpaid tuition and fees in order to continue to receive financial aid. Financial Aid Committee recommendations will be submitted to the School Finance Committee and the School Advisory Board for final review and approval. Any arrangements should be in writing and included in the Tuition Contract.

PARENTS’ ROLE IN EDUCATION

Parents are the first teachers of their children. They should take an active interest in each student’s day-to-day progress, and should provide a suitable condition for home study. Regularly check your child’s planner and grades online to ensure homework is being completed.

PARENT-TEACHER CONFERENCES

Parent-teacher Conferences will be scheduled at the end of the first quarter, at which time you will receive your child’s report card. Parents are expected to attend these conferences in order to discuss a variety of concerns with your child’s teacher. Conferences will be scheduled at the end of the second quarter if either teacher or parent wishes to meet. Please feel free to schedule additional meetings with the teacher concerning your child.

Since there is a direct correlation between student progress and his or her parents’ interest in that progress, these conferences are of vital importance to your child’s success in education.

APPOINTMENTS WITH TEACHERS/PRINCIPAL

Faculty and staff at St Mary’s School are always available to talk with you about your child or any other concern. In order to ensure there is adequate time to meet with you, please make an appointment.

The problem-solving model at St. Mary's School is for the parents to address issues with the teacher first. If they are not satisfied, they may make an appointment to meet with the principal.

- Appointments with the teacher may be made by sending a written note or e-mail, or by leaving a telephone message with the School Office.
- Appointments with the principal may be made by calling the School Office during school hour or by sending an email.

PARENT-TEACHER ORGANIZATION

The function of the Parent-teacher Organization (PTO) is to raise funds to bridge the gap between tuition revenue and the operating budget of St. Mary's School. Entrusting this effort to the PTO rather than raising tuition keeps the St. Mary's School tradition of academic excellence affordable for all families and presents an opportunity for each family to contribute to the good of the greater school community.

Parental involvement in the PTO is a vital link between the school faculty and staff and the families they support. It allows parents to be involved in a real, tangible way through various volunteer activities and fund-raising efforts to enhance our students' learning environment and opportunities.

VOLUNTEER OPPORTUNITIES AND HOURS

Parents are expected to be involved with their children's school community. Each family is required to volunteer at least 20 service hours to the school per school year to help with various tasks as identified by the principal and staff. Fifteen hours of time may be given by serving on various school committees, helping with school functions, working on PTO committees, working on fundraisers for the school, attending PTO meetings, and working with parish committees, et cetera. The remaining five hours of time must be served volunteering your time and talent to the annual Ball and Auction or other major fund raiser. These are St. Mary's School's biggest fundraising event and your help to make this event a success is crucial. You may contact the current Auction Chair to determine what services are needed and volunteer accordingly.

Log your hours in the school Google Form – information will be sent out in the Spartan Spotlight

A direct financial contribution to the school is required if a family is unable to volunteer. At a minimum, each volunteer hour is equivalent to \$25, or \$500 per school year. A financial contribution does not replace or reduce tuition.

PARENTS AND VISITORS IN SCHOOL

Classroom visitation by parents is encouraged. Please arrange a time in advance with your child's teacher, and check in with the School Office at the appointed time. Remember that all parents and volunteers in contact with students must attend the Safe Environment Training. Parents are also encouraged to participate in Morning Prayer at 8:10 in the school gym, and to attend St. Mary's School Mass scheduled on Friday mornings at 8:30, unless otherwise scheduled due to Holy Days of Obligation.

SCHOOL CALENDAR AND NEWS

The current school year calendar is located in the School Office and on the School website. It shows scheduled days off, teacher in-service, vacation, and other important dates. The School faculty, staff and the classroom teachers will periodically send home notices and/or accumulated school work. Please check your child's backpack for his or her folders, paperwork, and/or school planner daily. The St. Mary's School newsletter, the Spartan Spotlight, is published weekly and sent electronically to parents' e-mail addresses, listed in the Registration Packet.

SCHOOL DIRECTORY

A School Directory, which includes contact information for the faculty and staff of St. Mary's School, in addition to students' and parents' names, addresses, and phone numbers, is published on our Plus Portals system. Parents must opt-in for their information to be included.

USE OF THE TELEPHONE

Messages

Telephone messages to students are strongly discouraged since it is impossible to deliver messages without disrupting the entire class. Therefore, only messages of vital importance will be relayed to students.

If it becomes urgent for you to come to the school to deliver a message or object to a student, please come to the School Office. Please do not go directly to your child's classroom under any circumstance.

Students are permitted to use the classroom or office telephone only in cases of extreme need and only with permission from the teacher.

Cell phone

If a student has a cell phone on St. Mary's School grounds, it is to be turned off and kept inside his or her backpack during school hours. If a cell phone is seen or heard at school, first offense, phone will be given to the principal and in turn will be returned to the student. On the second offense, phone will be taken away and parent must retrieve it from the principal's office.

PHOTOGRAPHY AND PUBLICATIONS

Throughout the school year, we take a variety of photographs of our students in their day-to-day class settings as well as at special school and Mass events. Our students also participate in a variety of art projects. There are times we would like to use these photos and works of art to promote St. Mary's School, celebrate our successes and share our students' faces and talents with others. The Registration Packet includes a Photo/Artwork Release which provides you the opportunity to permit that your child's image and/or artwork be published, or request that your child's image and/or artwork be kept private.

CLASSROOM PARTIES AND BIRTHDAY CELEBRATIONS

Classroom Parties

Celebrating important Liturgical feasts and holidays are an important part of our Catholic culture. In an effort to ensure a balanced education, classes will celebrate with a simple classroom party. Many grades celebrate an Advent Party; Easter Egg Hunts are limited to Kindergarten and 1st Grade. Additional parties may be held with the consent of the principal.

Birthday Celebrations

At St. Mary's School, we enjoy celebrating students' birthdays as a school community. We acknowledge each student's special day during Morning Prayer. Parents may send a birthday treat to share with the class. The treat must be prepared into individual servings. Good treat ideas include cupcakes or cookies.

Please do not hand out party invitations at school unless all students in the class are invited. School Directories can be purchased in the School Office to find mailing addresses for your child's classmates.

EMERGENCY SCHOOL CLOSURES

In case of snow or inclement weather, St. Mary's School will close school in accordance with the Boise School District.

EMERGENCY PROCEDURES

The school will conduct regular fire and safety drills, and will instruct students on the procedures to follow in case of an emergency. The cooperation of all students is required in order to practice exiting the school grounds in a quick and orderly fashion.

In case of an actual emergency, the school's emergency management procedures will be followed. Parents should not come to school unless they are called to pick up their children.

HEALTH AND SAFETY

HEALTH INFORMATION

St. Mary's School participates in the St. Alphonsus School Health Program and shares a nurse with the Boise-area Catholic Schools. The nurse is in the St. Mary's School Office one day per week.

Determining Illness

It can be hard to decide whether your child is too sick to attend school: the following parameters provide a general guideline. Your child should stay home if he or she experiences...

- **Fever** A
fever of 100 degrees and he or she looks or acts sick. Please call the doctor if your child has a fever with pain, rash, weakness, vomiting, or diarrhea.
- **Diarrhea and/or Vomiting**
More than one event of watery diarrhea or an event of vomiting.
- **Contagious Disease**
Chicken pox and other diseases which could spread to other students.

- **Scabies and Head Lice**
- **Pink Eye/Conjunctivitis/Cold in the Eye**
One or both eyes appearing red (very bloodshot) with cloudy or yellow drainage. The usual treatment is prescribed, medicated eye ointment or eye drops.
- **Sore Throat**
A sore throat with a fever, or a very sore throat without a fever.
- **Cough**
A cough that is worse than is expected with a cold. Please call the doctor if he or she has difficulty breathing or has a fever. Coughs can linger for two to three weeks before resolving, but they should not be so severe so as to interfere with most activities.
- **Stomach Ache**
Complaint of a stomach ache, especially if he or she says it hurts to move and does not want to eat.

Returning to School

For your child's health and safety, and for the health and safety of the St. Mary's School students and staff, your child may return to school when he or she

- is free of fever, vomiting, and diarrhea for 24 hours without the aid of fever-reducing and other medications.
- has received appropriate prescribed antibiotic medications for contagious diseases like pink eye, strep throat, etc. and has been taking the medication for 24 hours.
- has received an appropriate course of treatment for scabies or head lice.

Illness and Emergencies during the School Day

Students who become ill or injured during the school day are sent to the School Office where the nurse or office staff can provide minor first aid (in the case of cuts or scrapes) or pain-reliever, as directed by the parents. As part of the Registration Packet, parents may provide authorization to administer Acetaminophen or Ibuprofen, as needed, for minor aches and pains. On the same form, parents must also alert the school to any medical issues of concern, together with instructions on how to care for the child.

If it becomes necessary for your child to receive medication at school, and if you are unable to arrange to administer it yourself, you are required to provide specific directions to the St. Mary's School Staff. Please fill out the **Medical Authorization Form**. Oral medications, which are prescribed by a physician, may be administered at school but only in cases when failure to take a medication during school hours could jeopardize the student's health. Any medication sent to school must be in the original, current, properly labeled container.

Food Allergies

For the safety of food allergic students at St. Mary's School, there is a designated Allergy Free lunch table where food containing neither peanuts nor tree nuts is allowed. To further protect students with severe contact and inhaled food allergies, we strongly urge you to send peanut-free and tree nut-free lunches. Peanut and tree nut products are not allowed as snacks in any of the classrooms.

IMMUNIZATIONS

According to State Law, all students enrolled in school must be properly immunized against the following. (Please see Idaho Code § 39-4801 and IDAPA 16, Title 02, Chapter 15, or go to www.healthandwelfare.idaho.gov.)

- DTaP (Diphtheria/Pertussis/Tetanus)
- MMR (Measles/Mumps/Rubella)
- Polio
- Hepatitis B

In addition, students are required to receive the following vaccinations, based upon his or her age:

- Varicella (Chicken Pox)
- Hepatitis A
- Meningococcal

If your child is participating in the Student Enrichment Program (SEP), he or she is required, by law, to meet the Idaho State Daycare Standards, which include additional doses. (See Idaho Code § 39-1118 and IDAPA 16, Title 02, Chapter 11, or go to www.healthandwelfare.idaho.gov.)

- 5 DTaP
- 4 Polio
- 2 MMR
- 3 Hep B
- 2 Hep A
- 4 Pneumococcal
- 2-3 Rotavirus
- 2 Varicella

The Idaho State Board of Health requires that students who have not been properly immunized, or properly exempted from the requirements, be excluded from school. It is necessary to present your child's immunization record with his or her registration.

SAFE ENVIRONMENT TRAINING

All volunteers must take the Safe Environment Training course before volunteering with the classes. The Diocese of Boise, in compliance with the U.S. Bishops' "Charter for the Protection of Children and Young People," has established this training program for employees, parents, and volunteers who work with youth. A small fee to cover the cost of a background check is required for the course. Training is offered across the Diocese. After the initial class, parents need to update their training online yearly at: <https://cmgconnect.org/>.

PLAYGROUND RULES

1. Students must stay in designated areas. If play equipment should go out of the play area, an adult on duty should be asked for permission to retrieve it.
2. Games of physical contact, such as tackle football, are not permitted.
3. No obscene language is permitted.

4. No play related to weapons, pretend or otherwise, is permitted.

TRANSPORTATION SAFETY RULES

Please use the driveway in front of the school and the playground area to drop off and pick up your children. In the interest of safety, and out of respect for our neighbors, please do not use the alley behind the school to drop off or pick up your children. If you do choose to use the driveway, please do not stop outside of a parking spot; traffic can back up into State Street. All doors are locked, except the main entry.

MORNING DROP OFF

Before school, please come in through the alley off of 27th street, drop students off and exit the gate on 27th street – please be cautious as students are out playing.

PTO LUNCH AND MILK PROGRAMS

St. Mary's School participates with the State Milk Program; please make sure you sign up during enrollment or in the office if you want your child to have milk. Students may order a sandwiches on Tuesdays and pizza on Fridays. Each meal is ordered a month in advance. Order forms will be sent home to be filled out and returned, with payment, prior to the first Friday of the month (possible online option for sign up). This is sponsored by our school PTO.

For the safety of food allergic students at St. Mary's School, there is a designated Allergy Free table where food containing neither peanuts nor tree nuts is allowed- if necessary. If someone in your child's class has a food allergy and to further protect students with severe contact and inhaled food allergies, we strongly urge you to send peanut-free and tree nut free lunches.

DRESS CODE

The St. Mary's School Student Dress Code Policy is developed by a committee of teachers, parents, students and the principal. St. Mary's School believes the use of a Dress Code Policy promotes respect for self and one another, eases the strain on parental budgets, lessens socioeconomic differences and encourages students to concentrate on learning rather than on what they are wearing.

- Students will come to school ready to start the day dressed in proper attire.
- Students will respect the dress code policy and serve as examples to one another.
- Students understand there are disciplinary actions for dress code violations.

Parents are encouraged to call the School Office if a particular item of clothing is in question.

Student Overall Appearance Guidelines

General

- Clothing must be clean, hemmed, pressed, and free of holes, rips, or tears.
- Hair must be clean, neat, and trimmed. (See *Accessories* for hair guidelines.) Kindergarten through 5th grade students may not wear nail polish or make-up.
- 6th - 8th grade ladies may wear a minimal amount of make-up and nail polish, the latter of which is limited to pastel pinks and white.
- Students must practice good hygiene habits.

Shirts

- No visible layering of shirts.
- Undergarments must not be visible: lettering and designs on undergarments, as well as colored undergarments are visible through white shirts, and should not be worn with the uniform.
- Navy blue (logo required), hunter green (logo required) and white polos are required except for Mass day and Spirit day.
- Shirts are to be tucked in at all times so that the waistband is visible all around the body: no bare midriffs.
- Young ladies' blouses are to be plain with no trim, ruffles, or lace. No capped sleeves.
- No sweatshirts or sweaters, other than those noted in the Uniform Dress Code Brochure are allowed in the classroom.

Pants

- Pants are to be uniform style and no longer than the top of the foot; not be capris-style.
- K-5th grade students wear navy blue uniform pants – 6th – 8th grade students wear khaki uniform pants.
- No oversized or baggy, low-rise, skinny, or pull-on, full elastic-waistband-type pants are allowed.
- No outside-sewn labels, pockets or zippers
- Skirts, skorts, jumpers, and shorts are to be no shorter than three inches above the knee from a kneeling position. Shorts may not fall below the knee.
- Generally, shorts may be worn until Thanksgiving Break and after Spring Break, **at the discretion of the principal.**

Socks

- Socks must cover the ankle: socks need to be visible. All socks must be solid white, black, or navy blue with no trim, ruffles, or lace.
- Young ladies may wear leggings or tights instead of socks under their skirts. They must be solid white, navy, or black. Leggings must reach the ankle so that the sock covers the cuff. No three-quarters length leggings.

Shoes

- Appropriate footwear should be worn at all times. All shoes, including slip-on shoes, must cover the arch, the toe, the top of the foot, and the heel; all shoes must have a rubber sole similar to a tennis shoe.
- No open toe, and/or open heeled shoes, like sandals or flip-flops, are allowed. Neither are shoes with cleats, nor shoes with excessive platforms.
- "Slick" soled dress shoes are not appropriate.
- Snow boots are allowed, but only when it is snowing, and only outside. Students must bring a pair of regular shoes to wear inside the buildings.
- Tennis shoes must be worn on PE days.

Accessories

- Some jewelry is allowed: jewelry is limited to watches, rings, and chains with crosses, crucifixes, or religious medals. Young ladies may wear a single pair of stud earrings. Only one religious bracelet and/or one single religious necklace may be worn as a necklace. A watch may be worn on the wrist, as may a single rubber band for a ponytail.

- Belts worn by both young men and young ladies must be solid brown or black leather or leather-like. Sparkle or patterned belts are not acceptable.
- Hats and caps are not to be worn inside the buildings.
- Headbands may be no wider than one and a half inches.
- All hair bows, ribbons, etc. must fit in the palm of the young lady's hand, and headbands may be no wider than one and a half inches. Hair accessories (for young ladies) must remain in the hair.
- Hair wraps, beads, and unnatural and artificial hair coloring are not allowed; minimal highlights of a natural hair color are the only exception. Haircuts including zigzagging and mohawks are not allowed.

Uniforms

All pants, shorts, skirts, skorts, jumpers and items with the St. Mary's school logo should be purchased from one of the following:

- Educational Outfitters (local store or online)
- Dennis Uniforms: www.dennisuniform.com – school code is IDASMB
 - Uniform Style pants and polos may be purchased from other uniform vendors such as JC Penney, Target, Old Navy, Sears, etc.
- Idaho Sporting Goods has our St. Mary's Logo-Polos can be purchased through them as well.

A limited number of used uniforms are available through the school. Please contact the School Office for more information.

Mass Dress

Young Ladies' Mass Dress

- White/cornflower blue, button-down blouse – logo required in 2019-2020 unless under a jumper
- Skirt, skort, or jumper only
 - plaid only for K-5th grade
 - khaki skirts/skorts may be worn for 6th-8th grade
- No shorts or pants

Young Men's Mass Dress

- White/cornflower blue button-down dress shirt- – logo required in 2019-2020
 - Shirt must be tucked in
- Solid, striped or patterned tie – school plaid tie required in 2019-2020
 - Pants—no shorts allowed - khaki pants may be worn for 6th-8th grade; navy blue for K-5th grade
- Black or brown leather-like dress belt (grades 2 through 8)

Spirit Dress

Spirit Dress days are scheduled on Fridays. Students may wear colored jeans (in good condition without holes/tears) with a St. Mary's School Spirit t-shirt (long- or short-sleeved) rather than a regular uniform shirt. Weather permitting, students may wear St. Mary's uniform style shorts. Spirit shirts may be ordered through Educational Outfitters.

CODE OF CONDUCT

STUDENT CODE OF CONDUCT

Central to the mission of St. Mary's School is to have a Gospel-based education system that nurtures young people and gives them the skills and attitudes to develop them into happy, respectful, and contributing members of society. Our school expectations, regulations, and rules help students to be aware of, and respect, the rights of others.

1. Love your neighbor as yourself.
 - Be respectful and courteous at all times.
 - Make appropriate choices and practice safety.
2. Always come prepared to learn.
 - Have assignments, binders, books, and supplies ready.
 - Be dressed according to Dress Code.
3. Provide a study atmosphere at all times.
 - Control your voice and behavior.
 - Follow daily procedure.

Behavior Management/Consequences

St. Mary's community recognizes the family as the student's first and most influential teacher. Through education and personal experience, we build upon that foundation to prepare each student for a lifetime quest to reach excellence.

In an effort to create a Christian environment that is conducive to this, St. Mary's Parish School has established a behavior management process that allows faculty, students and parents to work together to that end. Teachers should be kind, caring, fair and firm in their classroom management. Personal behavior management enables the individual student to develop self-control and also protect the rights of all individuals to pursue their education. The St. Mary's standards of conduct and behavior are based on the principles of Christian morality and the guidance of the Catholic Church. These school standards of conduct apply to student behavior both on and off campus.

All members of the faculty are charged with the responsibility of enforcing the behavior management process.

We believe that:

- Teachers have the right to teach, and students have the right to learn, in an excellent learning environment.
- Parents and teachers should maintain open communication, mutual support, and constructive involvement in the learning process.

- Parents have a responsibility to teach their children basic rules of decency and see to it they follow them.
- St. Mary's has its own behavior management process fully backed by the school administration and the Pastor; this program is communicated to every parent by means of a student handbook.
- All students are required to behave in a positive manner that does not interfere physically or mentally with their own educational welfare or that of others.

St. Mary's implemented TOOLBOX during the 2016-2017 School year. TOOLBOX is a research-based social and emotional learning (SEL) program that fosters the development of resilience, self-mastery and empathy for others. TOOLBOX honors and strengthens children's innate capacity to manage their own emotional, social, and academic success, by giving them tools that empower them. Schools use TOOLBOX to help students increase agency and self-mastery, improve their relationships with peers and family members, and effectively manage interpersonal and intrapersonal conflicts. This methodology will be used in our K-5th grade classrooms.

St. Mary's Middle School Behavioral Plan

- 1) First Behavior issue – includes being disruptive, disrespectful, not ready for class, (dress code violation)
 - Give student a verbal warning (teacher will verbalize infraction to student)
- 2) Second Behavior issue – see above
 - Ask student to go to the hall – when time, go talk with the student in private
 - Say that he/she may return to the class when they are ready to participate fully in the learning environment
 - If deemed necessary by the teacher, parent will be called before the end of the school day
 - Behavior will be documented
- 3) If misbehavior happens again in your class within a two week period
 - Give student a verbal warning – discussion in hall if possible
 - Parent will be called before the end of the school day
 - Behavior will be documented
 - Principal will be notified
- 4) Student will be sent to principal's office on this and subsequent behavior infractions

CONSEQUENCES

St. Mary's School has an established set of logical and reasonable consequences for actions which violate the rights of others, including the right to learn.

Steps and Consequences when sent to principal's office:

- 1st infraction –discussion about issue– phone call or email to parents – documented in Rediker
- 2nd infraction – discussion about issue -- phone call to parents – Consequence - documented in Rediker
- 3rd infraction – discussion about issue –Set up meeting with parents/teacher/counselor/principal – after school - documented in Rediker
- 4th infraction - discussion about issue –meeting with parents -- student will be placed on a Behavior Plan -documented in Rediker

Consequences may include but are not limited to the following:

Miss next recess, clean and mop gym after lunch, give back to school by helping with tasks/jobs, miss recess, apology (either verbal or in writing), behavior plan, ½ day in-school suspension, ½ day suspension, full day suspension, expulsion

If after intervention and appropriate consequences, inappropriate behavior persists, students will be put on a behavior contract in order to continue to be enrolled at St. Mary's School. In extreme circumstances, student may be expelled.

MONEY—VALUABLES—TOYS

Money for school activities and/or fees should be enclosed in an envelope, marked with the student's name and the use intended. Students should present the envelope to his or her teacher in the morning. Students are responsible for money and any valuables brought to school. Students are not allowed to borrow, lend, or give money or any other valuables to any other student.

St. Mary's School cannot assume responsibility for cell phones, toys, athletic equipment, radios, cameras, tape recorders, CD players, electronic video games, iPODs, iPADs, MP3 Players, et cetera, and may not be brought to School without specific permission.

ELECTRONIC READING DEVICES

Electronic reading devices can aid student learning and are permitted on school property. These devices include Kindle, Nook, and other e-reader applications. Devices must have Internet access disabled, and may not be used for any purpose other than to read electronic books at any time. Looking at the Internet or playing games on such devices is strictly forbidden while on school property. They are a distraction and disruptive to other students, teachers, and parents before, during, and after school, and have no place on campus. As stated above, St. Mary's School cannot assume responsibility for such devices. Students are responsible for care and safekeeping while on school property.

WEAPONS

In order to provide a safe environment for all students, the possession, actual or pretend, or use of firearms, other weapons, or explosive devices on St. Mary's School premises is not permitted. The possession of a concealed firearm or weapon at school-sponsored events or on the property of St. Mary's School, including the buildings, parking areas, and other premises is strictly prohibited.

LOST AND FOUND

All found items are placed in the Lost and Found cabinet outside the school gym. At the end of each nine-week quarter, the items left unclaimed will be donated to charity. All books, school bags, lunch boxes, and clothing should be clearly marked with the student's first and last names, not just initials. Purses and wallets should include identification.

ACADEMICS

CURRICULUM

The curriculum offered to all grades at St. Mary's School meets and exceeds curriculum guidelines for the State of Idaho. Curriculum for each subject area is reviewed and revised on a rotational basis in conjunction with the WCEA accreditation requirements. Imbedded in each curricular area are the core Catholic values we hold high at St. Mary's School.

In addition to this academic core, religious education is taught daily in every grade. The religious program, incorporating both coursework and everyday life experiences, prompts discussion and offers opportunities for faith-based responses. The curriculum includes expression of core Christian values; moral decision-making; consideration of world and local events involving Catholic leadership; and preparation of student-focused liturgical celebrations.

SERVICE HOURS FOR STUDENTS

Part of participating in a Catholic School requires us giving of ourselves for the benefit of others. Sharing our time and talent is an integral part of our Catholicism. We want to instill those values in our students as well. Each student will be required to volunteer an appropriate amount of time based on their grade. Some of this time will take place in the school day settings and some time may be required outside of school. This service will be part of students' religion grade:

Service hours required for each grade level

- | | |
|-----------------------------|---------------------------|
| ○ Kinder – ½ hour | 5 th – 5 hours |
| ○ 1 st – 1 hour | 6 th – 6 hours |
| ○ 2 nd – 2 hours | 7 th – 7 hours |
| ○ 3 rd – 3 hours | 8 th – 8 hours |
| ○ 4 th – 4 hours | |

Core Classes

Religion	faith formation, sacramental preparation (grade 2), community service, liturgy
Language Arts	reading, literature, spelling, composition, handwriting, vocabulary, speaking and listening skills

Math	computation, basic facts, problem solving, critical thinking, algebra, calculators, probability, data collection, geometry, time, measurement, money
Science	physical, earth, life, environmental, space, scientific method
Social Studies	citizenship, current affairs, history, world geography, democratic process, American Heritage, societies, economics

Additional Required Classes

Computer Education computer functions, word processing, keyboarding, curriculum support

Fine Arts visual art, aesthetic understanding, art criticism, art and music history, music appreciation, vocal music, theory, rhythm, melody, harmony, expression, performance and production

Health mental/emotional, physical, social well-being; family life; alcohol, tobacco, and other drugs; community and environmental health; consumer health

Media Center instruction of library use; research and use of literature collection; encouragement and support of reading for enjoyment through the Accelerated Reading Program

Physical Education perceptual/motor development; sports skills, rhythmic dance, and lifetime activities; fitness; health; games; personal and social behavior; values; nutrition

Spanish Literacy/Language conversational Spanish with emphasis on common vocabulary and Hispanic culture and history

Each student will participate in the educational learning plan described above, including the full spectrum of academic and religious education provided by the school. By enrolling a child in St. Mary's School, parents fully endorse and support the curriculum taught.

TEXTBOOKS

Each student is responsible for the care and maintenance of the textbooks issued to him or her. Textbooks are to be handled with care, and to be kept free from ink and pencil marks. Notations and answers to problems, quizzes, or tests should never be written in them. The use of a book cover protects the textbook from damage and weather. If a textbook is lost or damaged through negligence, the student will be expected to pay for its replacement.

HOMEWORK

With today's concern for higher scholastic standards, more attention is directed toward homework. Homework is a necessary part of a student's education, and is assigned to reinforce material that has already been taught in order to foster independent study habits.

The student should be able to perform the homework tasks with minimal parental help and supervision. Ongoing serious difficulty with assignments may indicate a problem, and your child's teacher should be contacted. Conversely, if your child consistently neglects homework assignments, his or her teacher will contact you in order to work together to remedy the situation.

On average, students should spend approximately 10 minutes per grade level per night on their homework. For example, a third grader should spend about 30 minutes on homework each night.

GRADING SYSTEM

Student grades are a tool to reflect a student's progress. Grades are determined by test scores, daily quizzes, and completed homework assignments. Consistent effort, individual ability, and attitude are other factors that teachers take into consideration when assigning report card grades. Grades of A and B are assigned to students who are achieving above the average. A grade of C is assigned to average work. To view your child's grades between report cards, you may log into your students' Rediker accounts.

The grading system for Kindergarten- 2nd grade is standards based.

The grading system for 3rd through 8th grades is:

- A 90 - 100%
- B 80 - 89%
- C 70 - 79%
- D 60 – 69%
- F below 60%

REPORT CARDS

For all grades, First Quarter Report Cards will be given to parents at their allotted parent-teacher conference time. Second and Third Quarter Report Cards can either be picked up by the parent, or sent home with the student. Fourth Quarter Report Cards will be mailed to the parents' homes. All report cards will appear in the student's portfolio in our Rediker/Plus Portals system.

HONOR ROLL

An Honor Roll awards assembly is held at the end of each quarter. The assembly takes place at the end of a School Mass, at which time students are recognized for achievement in academics in the following categories.

- Certificate of Achievement for all A's in all subject areas
- Certificate of Achievement for all A's and B's in all subject areas
- Top Accelerated Reader Points

PHYSICAL EDUCATION PROGRAM

Students participate in PE each week, frequency depending upon grade level. Tennis shoes are required for PE class. A written note to the PE teacher is required for permission to miss PE due to illness or injury.

MUSIC EDUCATION PROGRAM

Students in grades 1 through 6 participate in Music Class twice per week. They study theory, play rhythm and barred instruments, sing, dance, and listen to classical music. Fourth graders study the recorder, and sixth graders focus on music history.

Students in grades 4 through 8 may choose to participate in the school choir, which sings in the school programs (one in the fall and one in the spring) and visits nursing homes.

Students in grades 1 through 8 may also volunteer to sing in the school Mass choir.

The music teacher offers private piano lessons at an additional monthly fee, and with a limited number of students. Please contact the School Office for more information.

RETENTION

Because not all children progress and mature at the same rate, it is occasionally necessary to evaluate the wisdom of promoting a child to the next grade level. No student should be put in the position of becoming unduly frustrated, of experiencing a feeling of failure, or of undertaking a task for which he or she has not mastered the requisite skills. Facts such as general development and social maturity will be taken into account. If a student is deemed to be immature; has not achieved his or her full ability, or earns a failing grade in the three core subjects, the teacher can and should recommend that the student be retained and repeat the grade. The decision to retain a student who has not acquired the fundamental skills of his or her grade level will be made in consultation with the parents. If a child is in danger of failing, a conference with the parents must occur no later than the end of the third quarter.

TECHNOLOGY PROGRAM

St. Mary's has a computer curriculum for grades K through 8 utilizing ISTE standards.

The mission of the Technology Program is to create an educational environment that is strengthened and supported by information and communications technology. The dual goals of the program are to develop student technology skills while at the same time integrating computers into the K through 8 classroom curriculum. These goals are not mutually exclusive. St. Mary's School philosophy is to view technology as educational tools to be used creatively, responsibly, and collaboratively for teaching and learning in order to solve problems and to access, analyze, present, and communicate information.

TECHNOLOGY: ACCEPTABLE USE POLICY

The St. Mary's Parish School Acceptable Use Policy applies to all technology resources including, but not limited to: personal laptop computers, tablets, iPads, school computers and cell phones used for educational purposes. St. Mary's Parish School students and faculty are expected to use technology resources in a considerate, ethical, moral and legal manner.

St. Mary's Parish School's Technology Resources are intended to enhance educational opportunities, productivity and compliment the other means of communication within the school community. The use of St. Mary's Parish School's technology is a privilege and not a right.

Computer Use Policy

All St. Mary's Parish School technology systems and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on external drives (including cloud drives) brought on school grounds by students or on school owned computers. St. Mary's Parish School reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, stored on laptops/tablets brought onto school grounds or stored on its system to law enforcement officials or others without prior notice. Any student who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

Electronic Devices

The privacy of all students and employees is protected during the school day. Pictures and/or video can only be used with permission from a teacher at any time during the school day. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule.

Acceptable Use on School Network and General Personal Electronic Device Use

St. Mary's Parish School provides network and computer access to students to use in accordance with the mission and philosophy of St. Mary's Parish School. Students agree to the following terms as a condition of having network access.

- **Appropriate Use:** Student use of the St. Mary's computer network must be consistent with the philosophy of St. Mary's Parish School and its educational goals. Misuse includes any internet conduct on or off school grounds that negatively affects the reputation of St. Mary's Parish School including messages sent, posted or received that suggests harassment, racism, sexism and inappropriate language or symbols.
- **Vandalism/Hacking:** Students will not use their St. Mary's access or other Internet access to interfere with or disrupt network users, services, St. Mary's Parish School data or data of another student, or equipment, either locally or off school grounds.
- **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
- **Inappropriate Messages:** Students will not use their St. Mary's access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
- **Inappropriate Material:** The Internet contains certain material which is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their St. Mary's access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.

- **School Personnel:** Students should not take, send, share or post to websites, blogs, images, photos, comments or video of employees of St. Mary's Parish School. This includes the creation of fan pages or groups on social networking sites.
- **Private Use:** Students will not provide their St. Mary's access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the school network as anyone else.
- **Personal Privacy:** Students should not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
- **Unauthorized Programs or Computers:** Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.

Copyright: Students are not to post to websites, blogs any photos or logos that are property (intellectual property) of St. Mary's Parish School.

Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software, personal hot-spots and other technologies.

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or privacy violation will lead to disciplinary action. Such action can include suspension and or dismissal from St. Mary's Parish School, any may face legal prosecution.

Consequences for violation are as follows:

- **First violation:** Suspension of network access for 24 hours (1 school day).
- **Second violation:** Suspension of network access for one full week (7 school days).
- **Third violation:** Appear before principal and pastor with recommendation for dismissal.

Safety

Fire Drill/School Safety Drills

Monthly, fire drills and/or school safety drills will be held. When the fire alarm rings, the teacher should make sure that all students vacate the building as soon as possible. Once outside, the teacher is to take roll and notify the principal if anyone is missing.

LIBRARY

Grades K-5th are assigned one day each week in the St. Mary's School Library, but it is open to all students during the school day for book check-out. Books are arranged by Accelerated Reading Level, which makes book selection convenient for all students.

Accelerated Reader Program

St. Mary's School requires that students participate in the Accelerated Reader (AR) program, which helps students to

- Make essential reading practice more effective for every student.
- Personalize reading practice to each student's current level.
- Manage all reading activities including *read to*, *read with*, and *read independently*.
- Assess students' reading with four types of quizzes: Reading Practice, Vocabulary Practice, Literacy Skills, and Textbook Quizzes.
- Build a lifelong love of reading and learning.

Students are tested occasionally throughout the school year with the AR STARS Test in order to determine his or her reading level range. With this information, the student reads books within his or her range and then takes comprehension tests. Students accumulate points, which vary from book to book according to difficulty, and gain both confidence and proficiency in reading.

COUNSELING

St. Mary's is now offering a school counseling program supporting the education of the whole child by encouraging all students' academic, social, and emotional development, with possible career development for middle school students. The counselor works with students, teachers, and the principal to provide students with a supportive and safe learning environment. The goal of a school counseling program is to help all students maximize their individual student achievement and assist in removing any barriers to their success. Services provided by the school counselor include: individual and group counseling and responsive services, classroom guidance lessons, consultation with staff members and parents, community referrals, and work on the Student Support Team (developing academic and behavioral support in the classrooms).

In accordance with the American School Counselor Association (ASCA) code of ethics, school counselors understand the complicated nature of confidentiality with minors in school settings. The priority is to maintain students' confidentiality except in the following situations: disclosure of abuse, abandonment or neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; disclosure of the commission of a crime. The counselor will make the child aware of these limits to confidentiality. Students in Idaho are granted "privileged communication" under Idaho Code 9-203.6.

Individual and small group counseling and support is offered on an open-door basis to all St. Mary's students, as well as by self-referral or referral by a teacher or parent. School Counseling services are short term, solution focused services with the goal of more effective education and socialization of the student. These services are not intended as a substitute for

diagnosis or therapy. The counselor offers community referrals to the parents for more intensive therapeutic needs. It is the parent's/guardian's responsibility to determine whether additional or different services are needed. If a student consults with the school counselor more than three times regarding an issue, a parent is contacted to receive permission for further counseling or support. The school counselor provides confidential services while operating with the understanding that parents are the first and primary guides of their children, therefore keeping lines of communication open with parents.

STANFORD EDUCATION PROGRAM FOR GIFTED YOUTH

In an ongoing effort to improve on the school's foundation of Academic Excellence in a Catholic Community, St. Mary's School has formed a strategic partnership with Stanford University to bring the Stanford Education Program for Gifted Youth (EPGY) to the Boise valley. The Stanford EPGY program is a zero-hour class offered Tuesdays and Thursdays. Courses covered are Math, Language, Arts and Writing for Kindergarten through 7th grade, and students are able to participate in challenging courses without requiring them to leave their normal school environment. The program allows for individualized instruction, accommodates individual differences in student learning, and allows students to progress at their own pace and to accelerate their education. Stanford EPGY constantly evaluates new technologies and revises courses regularly based on student-performance data. This program strives to deepen and improve the nature of computer-based distance learning instruction. Stanford EPGY is available with an additional fee above standard tuition rates.

FIELD TRIPS

Field Trips are learning situations which link study within the classroom to the real world, outside the bounds of school. Students benefit from the cultural and educational value they afford. Teachers will provide preparation, follow-up and specific goals for each Field Trip. A reasonable cost extended to parents to help defray the expenses may be necessary.

Field Trips are a privilege. Only students with signed and dated release forms may attend. A student may be denied participation if he or she fails to meet academic or conduct requirements.

Parents are often asked to help transport and chaperone students on Field Trips. All volunteers must be cleared through the Safe Environment Training, and all drivers must provide a copy of his or her current Driver's License and proof of Auto Insurance to keep on file in the School Office; these documents must be submitted two week prior to driving. The insurance of each driver is the primary insurance for coverage. All students must return to school at the conclusion of each Field Trip. Drivers may not make stops between destinations, and may not make phone calls or send text messages while driving. Viewing videos is not permitted during the ride to or from a Field Trip since the appropriateness of viewing material varies from family to family.

If a driver is involved in an accident while transporting students on Field Trips, an **Accident Report Form** must be filed with the School Office immediately.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

AFTER SCHOOL ACTIVITIES PROGRAM

The After School Activities Program (ASAP), sponsored and funded by the PTO, provides St. Mary's students with extracurricular opportunities to grow socially, emotionally, physically, and academically in a non-traditional, activity-based Christian environment. The classes present exposure to specific subject areas that allow students to appreciate, enjoy, pursue, and develop his or her God-given talents through hands-on exploration and experiences.

Classes are offered at specific times throughout the school year, and generally once each week for four to six weeks. Classes which require specific skills and comprehension are restricted to specific grade levels. Class sizes are limited and are filled on a first-come, first-served basis. All participants are expected to follow the Student Code of Conduct. A majority of the ASAP instructors are parent-volunteers with knowledge and expertise in specific subject areas. For the 2011-2012 School Year, classes offered ranged from sports to cooking, from gardening to robotics.

Registration forms and fees are required for each class. The fee assessed for each class is based upon the length of the session period and the materials for that class. All students in 1st through 8th grades are eligible to participate in the ASAP, regardless of the family's ability to pay. You may contact the ASAP Coordinator for special (and confidential) fee arrangements.

The Course Guide and Registration Forms will be distributed in September of each school year, and available in the School Office.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Representing St. Mary's School in the various team sports (such as basketball, football, softball, tennis, track, volleyball, and wrestling) and activities (such as Girl and Boy Scouts) is a privilege extended to students. There are academic and conduct requirements for participation:

Students must maintain a grade average of a 2.0 (C) or above in all subjects, with no failing grades, in order to be eligible for participation in school activities. Eligibility is bi-monthly during the season in which the student is participating.

Students must be recommended by their teachers based on his or her cooperation with school rules and their conduct in class. Students may be removed from activities if he or she does not display a Christian attitude.

AFTER SCHOOL PROGRAM

3:30 – 5:45 PM on regular school days.

Drop-in basis - \$20 per day.

After School Care

During the school year, some of the St. Mary's school staff will be providing after school care for students. Students will have time for a snack -Students should bring a snack and a drink. Students will be given 15-30 minutes of outside time (weather permitting). Students will have time to work on homework, read, and or play board games (if finished with all school work). Care will be in the 1st grade classroom. A student roll sheet will be kept and parents will be billed for child care. **Parents will be**

charged an additional \$10 if child is not picked up by 5:45. An additional fee will be assessed if child is not picked up by 6:00 PM.

After School Care will only be provided on days that school is in session. Care will not be available if students do not have school; ½ days are the exception.