

**POLICIES AND PROCEDURES  
HANDBOOK  
2011- 2012**



**SAINT MARY ACADEMY**  
**11311 St. Mary Lane**  
**Prospect, KY 40059**  
**(502) 315-2555**

**Website:** [www.saintmaryacademy.com](http://www.saintmaryacademy.com)

August 1, 2011

Dear Parents/Guardians and Students:

Welcome to a new school year at Saint Mary Academy! We look forward to another great year and we ask that you please join the faculty, administration, and our Board of Directors in making our school the best, both spiritually and academically, in the Archdiocese of Louisville.

At Saint Mary Academy, parents are recognized as the first and the most important educators of their children. We believe that Saint Mary Academy shares with the home, the church, and the community, the responsibility for the total development of the student.

As the most important educators of your children, we ask that you take the time to review the Saint Mary Academy Policies and Procedures Handbook, which is on our website at [www.saintmaryacademy.com](http://www.saintmaryacademy.com). By doing this together as a family, we hope that your family will have an understanding of the expectations here at Saint Mary Academy. The Handbook is designed to clarify the policies, and procedures at our school.

Once you have read the handbook, please sign the Agreement Form and turn it into the school office by August 24, 2011. All families must have a signed Agreement Form prior to attending Saint Mary Academy.

It is our privilege to serve as your Principal and Board of Directors Chairperson and we are looking forward to a fantastic school year.

May God bless you and your family.

Sincerely,

Julie Tobbe, M.Ed.  
Principal

Tony Hans  
Board of Directors Chairperson

## **FOREWARD**

This Policies & Procedures Handbook has been prepared by the Saint Mary Academy Board of Directors for the purpose of informing parents, guardians and students of the philosophies, policies, practices, and goals of our school. The Saint Mary Academy Board of Directors welcomes inquiries and suggestions regarding this handbook.

## **MISSION STATEMENT**

The mission of Saint Mary Academy is to educate students spiritually, academically, emotionally and socially through a curriculum rooted in the Roman Catholic faith. Students are educated in a manner which fosters academic excellence, provides a supportive atmosphere and develops students to be responsible, moral members of their church and community.

## **VISION STATEMENT**

Saint Mary Academy is a school where each child's academic, spiritual and emotional needs are met at the highest level possible. In partnership with parents, Faculty and Administrators support students in their academic efforts and model Christian behavior and values each day. Students feel safe emotionally and physically and are encouraged to develop creative expression and pursue individual talents. Saint Mary Academy maintains a model Catholic community that encourages each member to grow toward fulfillment as a total person and a child of God.

## **PHILOSOPHY**

Saint Mary Academy is a Regional Catholic School under the guidance of the Archdiocese of Louisville. As members of the Catholic community that brings us together, we operate with the philosophy as stated below.

At Saint Mary Academy, we believe education is a process of holistic development, strengthening and enriching each person's unique gifts and talents to develop spiritually, academically, physically, emotionally and socially. We further believe that education involves the whole person in the course of his/her entire life. It is a process which is carried out with a community in which each member promotes the growth of the other, growing in an atmosphere of respect, mutual help, collaboration and communion.

We believe that Catholic education begins, as with life, in the heart of the family. Parents, the primary educators of their children, instill and nourish values deeply human and deeply spiritual. It is parental commitment to their faith that makes Catholic education possible.

We believe that by integrating religious truths and values within the entire educational program, Saint Mary Academy students develop a sense of commitment to community, as well as to peace and justice for all God's children.

At Saint Mary Academy we believe education in a diverse community offers unique opportunities. It inspires justice, compassion, and respect for the dignity of others and an appreciation for the celebration of diversity. We believe students seeking a Catholic

education should have equal access to the school regardless of race, gender, ethnicity, learning style, physical challenges or economic limitations.

Finally, we believe every person is a unique creation of God, is redeemed through Jesus, is filled with the Holy Spirit and has eternal destiny. We believe all people are called to the service of others for their own development and in response to Christ's call to "love one another as I have loved you." Therefore, we believe that by proclaiming, celebrating, and living the message of Jesus, we lead each child to a deeper sense of self-acceptance, love of God and love of others.

## ADMINISTRATION

### ADMISSION POLICY

For the purposes of the Saint Mary Academy Admission Policy, "Covenant" parishes are defined as Immaculate Conception and Saint Bernadette. The term "parishioner" is defined as an ACTIVE member of one of the Covenant Parishes. An ACTIVE parishioner is one who has a Stewardship Intention card on file with the respective parish office AND demonstrates regular attendance at Mass by putting a weekly envelope in the collection basket at the home Parish **twenty six times or more during the fiscal year**. Monetary contributions are NOT required in the weekly envelope; rather the emphasis is on regular attendance at Mass. When questions concerning ACTIVE status arise, the Saint Mary Academy Admissions Committee will make the determination of status. For purposes of this policy, fiscal year means July 1 through June 30.

Q: When do you start counting envelopes for incoming kindergarteners?

A: You are assumed to be an active parishioner for the first year that you have your first child starting kindergarten if you have a stewardship intention card on file with a covenant parish. Thereafter, your envelopes will be counted in accordance with the policy and you will be subject to the admissions policy.

Q: What about families that start at SMA and just joined one of the covenant parishes? How are they treated when they start at SMA?

A. Same as question above. You are assumed to be an active parishioner for the first year that you have your first child at SMA as long as you have a stewardship intention card on file with a covenant parish. Thereafter, your envelopes will be counted in accordance with the policy and you will be subject to the admissions policy.

Q: What about preschool – does this policy apply to preschool?

A: The admissions policy does not apply to preschool at this time.

Q: Who should I contact to find out how many envelopes I have turned in or to inquire about the envelope counts?

A: The SMA Board of Directors does not track these numbers but receives summary information from the business manager at Saint Mary Academy. The Board does send out quarterly reports to school families who are parishioners at Immaculate Conception or St. Bernadette.

Q: Why do we have this policy anyway?

A: First, one of the main goals of Catholic education is to deepen our children's Catholic faith. By taking them to church each Sunday, you are reinforcing these goals and helping them take their first steps in their own spiritual journey. Second, each covenant parish (IC and St. B) generously support SMA as a regional school. This support is both spiritual (sacramental life of the parishes) and financial (significant percentage of the total weekly collection). In short, each student at SMA receives a portion of his or her tuition from money contributed to SMA by each parish. As such, the SMA Board of Directors adopted this policy to encourage our school families to support their respective parish by having a stewardship intention card on file and by attending mass on the weekends. Counting envelopes is the easiest way to track attendance at Mass on the weekends to show that families are fulfilling the requirements of this policy. As you have heard at mass over and over, your presence makes our worship more complete.

Q: What happens if I do not turn in at least 26 envelopes in a year?

A: You will be charged the full tuition rate during the following school year instead of the Active-parishioner reduced rate and you will be treated as a non-active parishioner for admissions purposes.

### **ORDER OF ADMISSION**

Saint Mary Academy will use the following order of priority for admission to the school. Once a grade level is full, all remaining pre-registered students will be placed on a waiting list and will be admitted as openings become available. The order of priority in admission is as follows:

1. Children currently enrolled at Saint Mary Academy (Preschool – Grade 8) and their siblings;
2. Parishioners of Covenant parishes with children not yet attending Saint Mary Academy;
3. Parishioners of parishes other than Covenant Parishes;
4. Families who are not Catholic.

All enrollment deposits will be applied to the first year tuition bill upon attendance at Saint Mary Academy. Funds contributed to Saint Mary Academy as an enrollment deposit are non-refundable.\* Failure to remit the deposit annually each calendar year will result in forfeiture of the priority in the Order of Admission.

For students enrolled at Saint Mary Academy, the above priority for admission will be followed until March 1<sup>st</sup> of each year. After that date, admission will be based on the date of pre-registration. Openings will be filled on a first-come, first-served basis, regardless of religion, race, color, disability, ethnic origin or status of parishioner.

A student entering Saint Mary Academy in grades K-8 may be evaluated through a skills assessment, a conference with the parent, and/or reports from the previous year's teachers. Students will be admitted on a probationary basis for a period of one year. Regular examinations will determine if the student is making satisfactory academic, behavioral, and social adjustment.

### **ADMISSION OF SPECIAL NEEDS STUDENTS (Archdiocesan Policy 6430)**

Prior to admitting a student with a diagnosed disability, Saint Mary Academy must consider:

- B: The severity and degree of the disability;
- C: The level of support needed from special services and/or special equipment the student may require;
- D: The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in any one classroom;
- E: The school's resources such as available support personnel, class size, accessibility of school facilities, etc.

Saint Mary Academy officials have the right to decide if its program will best meet an individual child's special learning needs.

### **AGE OF ADMISSION**

Children shall be five years of age by October 1 of the current school year to enter Kindergarten. Children shall be six years of age by October 1 of the current year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

## **REGISTRATION**

At the time of initial registration, the parent or guardians must provide a baptismal certificate (if applicable), and a birth certificate (from the Office of Vital Statistics). If a certified birth certificate is not provided within 30 days of registration, the school must refer the family to the Kentucky State Police Missing Child Center and local law enforcement officials for a missing person investigation.

Pre-registration is held for all new students grades Pre-K through Eight. Students currently enrolled in school may pre-register via a form which is distributed prior to the pre-registration date confirming re-enrollment intentions. **A non-refundable pre-registration fee per child is due at the time of the pre-registration.**

Registration Packets containing the necessary forms and information are distributed prior to the beginning of school. Forms and fees are to be returned to the school office prior to the first day of school. Additional information is also distributed to parents and guardians via the Registration Packets.

## **TUITION & FEES**

### **TUITION**

Tuition is charged for all students. Families interested in enrolling students at Saint Mary Academy will receive notification of tuition rates. A school budget is set and approved by the

Board of Directors. This budget is regulated by the Archdiocese of Louisville Chart of Accounts and monitored by the Saint Mary Academy Finance committee.

**TUITION CATEGORIES**

Tuition rates will be established annually. The four Tuition Classifications are as follows:

- Tuition rate for registered, active parishioners of Covenant parishes;
- Tuition rate for registered, active parishioners of parishes other than Covenant parishes;
- Tuition rate for parishioners who do not meet the requirements for ACTIVE parishioner status
- Tuition rate for families who are not Catholic.

**TUITION RATES FOR THE 2011 -2012 SCHOOL YEAR**

**Covenant Parishes: St. Bernadette and Immaculate Conception**

<b>Active Parishioners</b>	<b>TUITION</b>	<b>FEES</b>	<b>TOTAL</b>
One Child	\$5,125.00	\$ 430.00	\$ 5,555.00
Two Children	\$7,365.00	\$ 785.00	\$ 8,150.00
Three Children	\$8,745.00	\$1,140.00	\$ 9,885.00
Four or more Children	\$9,270.00	\$1,495.00	\$10,765.00

**Non Active Parishioners**

One Child	\$5,385.00	\$ 430.00	\$ 5,815.00
Two Children	\$7,735.00	\$ 785.00	\$ 8,520.00
Three Children	\$9,185.00	\$1,140.00	\$10,325.00
Four or more Children	\$9,735.00	\$1,495.00	\$11,230.00

**Non Covenant Parishioners**

One Child	\$5,640.00	\$ 430.00	\$ 6,070.00
Two Children	\$8,100.00	\$ 785.00	\$ 8,885.00
Three Children	\$9,630.00	\$1,140.00	\$10,770.00
Four or more Children	\$10,200.00	\$1,495.00	\$11,695.00

<b>Non Member</b> (per student)	\$7,030.00	\$ 430.00	\$ 7,460.00
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**Preschool Tuition**

<b>Half Day</b>	<b>\$3,000.00</b>	<b>\$ 220.00</b>	<b>\$ 3,220.00</b>
<b>Full Day</b>	<b>\$4,930.00</b>	<b>\$ 270.00</b>	<b>\$ 5,200.00</b>

### **AFTER SCHOOL CARE TUITION RATES FOR 2011 - 2012**

\$65.00 per week for the first child

\$55.00 per week for additional children

\$50.00 registration fee per child.

\$20.00 per child per day drop-in rate

Please note there is a \$1.00 per minute charge on children that are picked up after 6:00 p.m.

There is teacher supervised homework help during After School Care.

### **TUITION PAYMENT OPTIONS**

The following options are available for tuition payment:

Monthly for 10 months

Quarterly

Semi-annually

One-time payment (Payment in full at the beginning of the year)

Parents or guardians must submit the pre-authorization form along with a voided check.

### **LATE TUITION**

If tuition payment is overdue in excess of ten days, the family will be notified. Parents or guardians are expected to contact the school Business Manager in advance if unable to meet financial obligations to the school.

### **PROCESS FOR LATE TUITION NOTICE**

- The business manager monitors reports for delinquent accounts;
- If a payment is reported 20 days late, the parents or guardians will receive a phone call from the business manager requesting immediate payment or a plan of repayment of the past due account;
- If the tuition obligation is not fulfilled by the agreed upon terms, penalties up to and including the removal of the student(s) from class will be implemented;
- The commitment to pay tuition is a binding agreement. Saint Mary Academy will take all necessary action to collect indebtedness.

### **PENALTIES FOR LATE TUITION**

- Student will be unable to graduate with class; Student will be removed from enrollment roster;
- Student will be removed from class and subsequently dismissed from school; Student will not be allowed to attend class until all financial obligations are met;
- Student records will not be forwarded to another school until all financial obligations are met.

All families must be current with tuition and fees before a child can register for the school year. All fees of exiting students and graduates must be paid in full before records will be transferred to other schools. Tuition for eighth grade students must be completed in May for students to participate in graduation ceremonies.

### **BOOK RENTAL**

A fee covering the cost of classroom supplies and book rental will be assessed yearly. Students are held responsible for the careful handling and use of rented books. Lost books must be replaced, and damaged books repaired or replaced. Report cards will be held until lost or damaged books are replaced or repaired.

### **OTHER SCHOOL FEES**

Additional fees such as snack fee or House fees will be assessed at the beginning of school.

## **PROMOTION POLICY**

When students have completed grade level work satisfactorily, they are promoted. If the required levels for that grade are not completed, students may be required to attend summer sessions, participate in tutoring, or be retained in the present grade level. Students are promoted when the teachers, parents, guardians, and the principal feel that retention in the present grade would not benefit the student. The student may still be required to attend summer school or have tutoring. Parents and guardians will be notified in advance of the end of the school year if a child is to be retained, transferred, or needs to attend summer sessions.

### **TESTING**

Testing is one component of the Saint Mary Academy's overall academic program. It can provide invaluable insights to teachers and parents about a child's academic success. Testing is used in conjunction with personal observation, daily work and parental insight to develop the best possible academic program for students. Saint Mary Academy participates in the testing program utilized by the Archdiocese of Louisville. This testing program includes readiness testing, academic aptitude and achievement tests, mastery tests and teacher designed tests.

School readiness protocol shall include ample time for gathering student information from a variety of sources such as teacher observation, family interviews, student work samples, valid readiness test, etc. School readiness and placement decisions shall be based on multiple factors and consultations with a variety of individuals including, but not limited to parents, teachers, administrators, counselors, etc. Specific programs shall be ever changing, based upon the developmental levels of incoming students, and include instructional plans to address those students who may be considered at risk for early school success.

Standardized tests are administered in accordance with State and Archdiocesan guidelines. The standardized tests are administered to students in grades three, five, six, and seven. Students are assessed in the areas of reading, math, science, social studies, etc. Assessments of academic potential will also take place as part of the testing. Results of the testing are shared with parents prior to the end of the school year.

Mastery tests are given to determine the extent to which students have learned or mastered a given unit, concept or level. The mastery tests are assessment instruments basic to the various

adopted programs. They are not meant to differentiate among individuals or to determine standing with respect to a “norm” group, but are designed to determine whether or not a student has achieved a predetermined level of proficiency in an adopted program.

Teacher designed tests, inclusive of verbal assessments, and written assessments are administered to assess a student’s progress toward specific objectives that have been covered in a particular lesson or unit.

## **STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.), Saint Mary Academy presumes that either parent of a student has the authority to inspect and review the education records of the student unless the school has been provided with evidence that there is a legally binding instrument, or a state law or court order granting such matters as divorce, separation or custody, which provides to the contrary. In accordance with the Buckley Amendment, Rights of Non-Custodial Parents, non-custodial parents have the following rights:

- They will be given access to their child’s school records unless there is a Court Order to the contrary.
- Generally, the non-custodial parent has the right to talk to the school personnel.
- For other rights, the education institution is to refer to the custody section of the divorce decree. It is the responsibility of the custodial parent to provide the school with a copy of the official custodial document.
- Students will not be released to non-custodial parents without the consent of the custodial parent.

## **COMMUNICATION POLICY**

Saint Mary Academy strives to provide a healthy, spiritual learning environment for the school faculty, students, parents and guardians. A principle element of this environment is open communication among all people associated with the school. In instances where misunderstandings or disagreements occur, it is expected that all involved will follow the School Communication Procedure stated below.

The faculty of Saint Mary Academy knows that all information relating to each student is confidential. Information regarding students is kept confidential unless permission is given by parents to share information with other teachers relating to the child’s education. Student information will not be shared with other students or their families. Teachers have the legal responsibility to break confidentiality only when it regards the safety of the child.

### **SCHOOL COMMUNICATION PROCEDURE**

If questions arise regarding routine classroom procedures such as homework, class assignments, classroom or playgroup behavior, parents or guardians should contact the student’s teacher with a written note or e-mail explaining the concerns or by calling the school office and requesting the teacher return your call. Discussion of concerns while the teacher is conducting morning

business or while the students are being dismissed from school is inappropriate. Teachers are responsible for preparing their classroom and students for the school day as well as making sure students get to their cars safely and should not be distracted from their responsibilities. Parents and guardians are asked not to enter the school halls after the start of school or prior to dismissal.

Informal conferences may be requested by the teacher, the parent or guardian at any point in the school year. Notes to the teacher, phone messages, or e-mails to the teacher are the most effective means of scheduling an informal conference.

### **GRIEVANCE PROCEDURE**

Saint Mary Academy strives to facilitate a spirit of willing cooperation between staff, students, parents and guardians. However, honest disagreements can and sometimes do occur at various levels. For those instances when the persons involved cannot reach an agreement, the following procedure is to be followed:

- A. Student and parents or guardian meet with the teacher.
- B. Principal meets with student, teacher, and parents or guardian.

*Faculty, Staff and Administration are not at liberty to discuss disciplinary situations with anyone beyond their own child. Faculty, Staff and Administration may not release names or disciplinary measures related to other students involved.*

### **WEEKLY SCHOOL INFORMATION**

Weekly correspondence between school and home is facilitated by e-mail and in the folder that goes home with each child on Tuesdays during the school year. The weekly folder contains general communication from the school, P.T.O., Athletic Organization and the Archdiocese. By signing and returning the folders each week, the parents or guardians are communicating the information has been received and reviewed. Folders are to be returned to the classroom teacher each Wednesday.

### **BOARD OF DIRECTORS**

The Saint Mary Academy Board of Directors is a Board of Limited Jurisdiction. The Board of Directors develops and defines the policies which govern the operation of the school and promotes the implementation of said policies. Board of Directors meetings are held the fourth Wednesday of each month at 6:00 P.M. Those wishing to place an item on the Board of Directors agenda must contact the Chairperson at least ten days prior to the meeting. Board of Directors meetings are closed except by invitation. A summary of meeting minutes can be viewed in the school office.

### **PARENT-TEACHER ORGANIZATION (P.T.O.)**

The Saint Mary Academy P.T.O. is a service organization which provides many benefits to the students of our school. The following is a partial list of the services rendered by our P.T.O.: funds to provide for various school needs, first aid supplies, classroom supplies, etc. The P.T.O. organizes Room Parent Committees to assist teachers with field trips, parties, and various other activities. The P.T.O. also organizes various volunteer opportunities within the school, such as Library Aides, special events, programs and speakers.

## **VOLUNTEERS**

Volunteers are encouraged and welcomed by school staff. In order to offer our students every possible advantage for a basic and innovative educational program, we depend on parent volunteers. The Saint Mary Academy P.T.O. coordinates our volunteer program. Be assured that your offer to volunteer is greatly appreciated.

## **FUNDRAISING**

The P.T.O. sponsors fundraising projects for the school each year. Proceeds from these fundraising events directly benefit the students of Saint Mary Academy. Fundraising efforts are critical to the financial success of the school and make it possible to provide Catholic education at a reasonable cost. All fundraising activities must be approved by the Board of Directors Fundraising Coordinator and the Principal.

## **ENVIRONMENT**

### **EMERGENCY PROCEDURES**

In order to protect the lives of our students, parents, guardians and faculty, Emergency procedures are designated in the event of fire, tornado, earthquake and other disasters according to the directives of the State of Kentucky, Jefferson County, and the Archdiocese Office of Lifelong Formation and Education. Teachers will follow the procedures set forth in the Saint Mary Academy Crisis Management Plan. Teachers will remain with students until they have been picked up by a parent, guardian or other designated adult or dismissed by the principal. The school assumes in cases of disaster there will be no phone service. In the case of emergency, parents and guardians are directed to listen to local radio stations for directions regarding picking up students.

In the event of an earthquake, students will be taken outside the building and away from trees and power lines. After the earthquake, they will remain under supervision of their teachers until they have been released to a parent, guardian or a designated adult. After an earthquake, the school building must be inspected before it can be re-entered. Therefore, the school will be closed until parents and guardians are notified of a reopening date. Saint Mary Academy will follow the State of Kentucky's decision to make up days resulting from an earthquake.

### **EVACUATION PROCEDURE**

In the event of natural disasters, environmental hazards, or on-site emergencies, it may become necessary for Saint Mary Academy to evacuate and supervise students for several hours.

Depending on the nature of the emergency, the faculty, staff, and students may be found at the following locations:

- A. School building;
- B. School grounds;

- C. Location in Norton Commons;
- D. Unknown site to be assigned and publicized by emergency officials.

Proper authorities will direct and guide parents or guardians in the event they need to pick students up from Saint Mary Academy or an alternate site.

### **INCLEMENT WEATHER (SNOW/ICE)**

There are some Snow days built into the yearly school calendar. If school is cancelled for inclement weather, days missed will be made up during the school year or they may be added to the end of the school year. When school is cancelled, the announcement will be made on radio and television (WHAS 840AM/WHAS 11, WLKY 32, WAVE 3). In the event that Jefferson County Catholic Schools are cancelled, this will include Saint Mary Academy.

One of the following announcements will be made:

- A. All Catholic Elementary schools in Jefferson County are OPEN.
- B. All Catholic Elementary schools in Jefferson County are OPEN BUT ON DELAYED SCHEDULE (Saint Mary Academy will begin at 10:00 a.m. with doors opening at 9:30 a.m. Dismissal will be at the regular time.)
- C. All Catholic Elementary schools in Jefferson County are CLOSED.

**NOTE: If there is no weather announcement, schools are open.**

### **STUDENT HEALTH**

State law requiring immunization of all children less than 18 years of age against diphtheria, tetanus, polio, measles and Hepatitis B requires immunization certification for all children entering school for the first time and those who transfer from other school districts to schools in this county. Original immunization certificates are kept on file with the child's health record. ***These must be kept current at all times.*** All students entering kindergarten, or students new to Kentucky, must have a complete physical within one year prior to entering that grade. Physician documentation of that physical must be turned in to the school office prior to the start of the school year. Students entering sixth grade must have an updated immunization certificate and a sixth grade physical exam turned in by the start of school. Failure to provide evidence of compliance with Kentucky State Statutes concerning health requirements will result in exclusion from school.

If a child has a chronic illness or is highly allergic to any insects or foods, this should be recorded on the child's permanent health record.

Proof of a vision examination by an optometrist or ophthalmologist must be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled. Vision examination information may be reported on the Kentucky/Archdiocese of Louisville Eye Examination Form for School Entry.

## **HEALTH ROOM**

A Health Room is maintained for the purpose of minor first aid, isolation, and observation of an ailing child. Saint Mary Academy is forbidden by law to supply students with over-the-counter medication. Over-the-counter medication may be administered to students only when a parent provides the medication and completes the necessary paperwork.

Students who must take prescription medication during the school day must have their parent or guardian bring the medication to the school office in the original pharmacy container with label noting child's name along with a note signed by **both** a parent or guardian **and** the prescribing physician to the office (see form provided in registration packet). See medication section below for more information concerning both prescription and OTC medications.

Parents or guardians will be contacted when a child needs to be sent home. To enable the office to reach parents in an emergency situation, special forms listing phone numbers are on file in the school office. However, if you are out of town or will be away from home or work on a particular day, please let the school office know your whereabouts. ***Please be sure someone is designated as an emergency contact in your absence.***

**IMPORTANT:** In the event of extended parental business trips or vacations, please send a written note with names and phone numbers of those caring for your children in your absence. ***The school office must have written documentation of who will legally be responsible for your child/ran in the event that a parent or guardian is not available.***

Please notify the school office of any changes in phone numbers, emergency contacts, etc. It is imperative that our school files be kept up to date. ***A parent, guardian or other designated adult must be available in case of student illness.***

School personnel will take precautions against the spread of illnesses. These precautions may include the use of protective thermometer covers, the wearing of plastic gloves, the use of disinfectant spray, the periodic checking of children for reported ailments (i.e. head lice, chicken pox, etc.), etc. **DO NOT SEND ANY CHILD TO SCHOOL WHO IS ILL IN THE MORNING. CHILDREN ARE TO BE FEVER FREE FOR 24 HOURS BEFORE THEY RETURN TO SCHOOL.**

## **MEDICATION**

Medication should be given at home when possible. If school personnel are giving medications, it will be administered in the school office and documented on the medication log. Students may not keep any medication, including cough drops, in the classroom. ***If a student requires medication during the school day, parents or guardians must complete a medication form (available in the school office) for each child, complete with a physician's signature.***

Prescription medication should be sent to school in its original container with the prescription label attached, which includes the physician's directions for dispensing the medication. KRS 218A.210 states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter,

may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

All medications must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel. If a child must carry a prescription medication at all times, this must be cleared with the school office and the required form must be kept on file in the school office. Over-the-counter medications must be held in the school office with a note from the parents or guardians.

Non-prescription (over -the-counter) medications may be accepted on an individual basis as provided by the parent or guardian provided a completed authorization to give medication form is on file. Physician or health care provider approval is not required for use of non-prescription medication. *The medication should be in the original container and brought to the school office. Parents must then complete the required paperwork so that the medicine can be dispensed to the child. Students are not to self-medicate or give medications to another student.*

### **HEAD LICE**

Head lice are a concern in every school. Saint Mary Academy staff will check students for head lice given the following criteria:

- A. When notified a case of head lice has occurred in the classroom;
- B. When a teacher suspects head lice may be present in the classroom.

When checking for head lice, the student's privacy and dignity are the highest priority.

### **COUNSELING PROGRAM**

A counselor is on staff to serve the needs of students, parents, and teachers. The counselor provides classroom guidance sessions and small group and individual counseling. Referrals may be initiated by parents, teachers, or the students themselves. Following a referral, a student may meet with a counselor one time without parent permission. Additional meetings are scheduled with parent permission.

### **REPORTING CHILD ABUSE**

Kentucky law is explicit on the subject of child abuse. Any teacher or school administrator shall report or cause reports to be made:

1. If there is reasonable cause to suspect that a child under the age of eighteen has had serious injury inflicted upon him/her other than by accidental means;
2. If there is reasonable cause to suspect that a child's health appears to be endangered from malnutrition, sexual abuse or gross neglect which would affect either the physical, mental or emotional well-being of the child.

Kentucky law provides immunity from any liability, civil or criminal, to the person or persons acting upon a reasonable cause in making the report.

The Catholic schools of the Archdiocese of Louisville are bound by the state and local laws for reporting child abuse and neglect.

1. Failing to report is a Class B misdemeanor punishable by law. KRS 620.990 Anyone acting upon reasonable cause in the making of a report in good faith shall have immunity from civil or criminal liability. KRS 620.050 (1). No privilege, except attorney-client or clergy/penitent is grounds for failing to report.
2. KRS 620.030 of Kentucky law states that “any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the cabinet or its designated representative, the Commonwealth’s attorney by telephone or otherwise. Any supervisor who received from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report for investigation.”
3. A **dependent child** is one who is under improper care, custody and control due to no fault of the parent. An **abused child** is one who is physically, sexually or emotionally abused or exploited or at risk of being physically, emotionally or sexually abused or exploited. A **neglected child** is one who is not provided with adequate care, supervision, food, clothing, shelter, education and medical care necessary for his/her well-being. KRS 600.020
4. A report may be made to the Crimes Against Children Unit, (502) 574-2465, the Child Protective Services in Louisville, (502) 595-4550, or the Abuse Hotline at 1-800-752-6200. Individuals may also call 911.
5. A report may be followed by a visit to the school from Child Protective Services if the agency personnel determine there is enough information to investigate. A principal must cooperate with the investigator. A principal should request to see appropriate identification. If a child gives permission, a principal may remain in the room while a student is interviewed. A principal is not required to inform the child’s parents of the interview by Child Protective Services.
6. A principal must report unprofessional behavior or comments from a CPS Investigator to the director of the Child Protective Services Agency.

## DISCIPLINE

The goal of Christian discipline is self -discipline. The student freely chooses one form of behavior over another. Students must learn to accept the consequences of that chosen behavior. The student who chooses specific actions which violate the rights of the school community must be dealt with in Christian justice.

It is essential that there be a classroom atmosphere conducive to learning. Students must come to class with an attitude that respects the desire to learn. They must convey that attitude by being prepared with necessary materials (including homework) and by paying attention and allowing other students in the room to pay attention also.

To encourage the individual student's contribution to the school atmosphere, opportunities are provided:

- to enable the student to develop respect for other persons such as fellow students, priests, teachers, and other school personnel;

- to help the student to appreciate and respect the possessions of others and all school materials and furnishings;
- to show respect toward those who serve him/her throughout the school day.

### **BULLYING**

Because the community of Saint Mary Academy attempts to be a community based on respect for others as children of God, there is no place for bullying behavior. A person is bullied when he/she is exposed, repeatedly and over time, to negative actions and/or words on the part of one or more persons. Bullying is intentional and repetitive.

Bullying can be verbal (name-calling, threats, spreading rumors, teasing, insults, etc.), non-verbal (insulting gestures or looks, etc.) or relational (ostracizing, exclusion, undermining other relationships, etc.)

All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to the following uses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful email messages, instant messages, text messages, digital pictures or images or Website postings (including blogs). Neither the school's network nor the broader Internet (accessed on campus or off campus or during or after school hours) may be used for the purpose of harassment.

It is expected that students will not become involved in bullying incidents or be a bully. It is also expected that they will report honestly and immediately all incidents of bullying involving themselves or others to a faculty member and that they will share in the responsibility of creating an environment where all children can feel respected and safe.

Those students who engage in acts of bullying will be disciplined. Consequences may include verbal warnings and parental notification, denial of activity or privileges, detention, probation, suspension, or expulsion.

### **DISCIPLINARY ACTIONS**

In guiding the student's growth in habits and in Christian attitudes, it is important to emphasize positive approaches. Well prepared and conducted classes reduce disciplinary problems, particularly when positive motivation for conduct and achievement are apparent. The following procedure will be followed when discipline action is necessary. (Unusual circumstances might warrant a more immediate and direct contact with administration.)

Any effective disciplinary action must be:

1. deserved, and the student must understand what he/she has done and the consequences thereof.
2. constructive and proportionate to the act.
3. applied as soon as possible after the act, but with careful deliberation.

All students are to exhibit respect for teachers, staff members, other students, visitors, school property and the property of others. When a student's action does not conform to these

general guidelines, a teacher will provide appropriate guidance and consequences. If effort toward conformity is not evident, the teacher may confer with the Principal and/or parents. Parents are expected to encourage the desire for appropriate and productive behavior on the part of the student.

### **DETENTION**

Teachers reserve the right to issue a detention when normal classroom interventions fail to correct improper behavior. Teachers may provide classroom rules and guidelines outlining expected classroom behavior and consequences for failure to conform.

When issued a detention, students are to bring the detention form to the office to be signed by the Principal. Detention forms must also be signed by parents and returned to the school office the following day. During detention, students will be given an appropriate assignment to be determined by the teacher in charge or the teacher issuing the detention. In the event that it is determined by the administration that weekly detention is not effective, students may be issued a Saturday Detention to be held from 8:00 a.m. to Noon.

Students who are removed from class for inappropriate behavior will remain in the school office until a school administrator determines the student is ready to return to class and a phone call will be made to notify the parents.

### **PROBATION AND SUSPENSION**

Probation, in school suspension, and suspension from school will be used only when other disciplinary measures have failed or in cases of exceptionally severe breaches of disciplinary code. Definitions and procedures of probation and suspension as outlined by the Archdiocese Office of Lifelong Formation and Education are on file in the school office. Students on probation, suspension or in-school suspension are not allowed to participate in school sponsored extra-curricular activities. **PARENTS ARE EXPECTED TO INFORM COACHES AND UPHOLD THIS POLICY.**

### **INDEFINITE SUSPENSION (EXPULSION)**

Indefinite Suspension (Expulsion) will be used in extreme disciplinary situations. The following specific violations, whether on school grounds, at school sponsored activities or activities at other Catholic schools, may result in immediate dismissal from Saint Mary Academy.

- a. Use or possession of illegal drugs or alcohol.
- b. Use or possession of weapons (KRS-527 – felony punishable by a maximum of five years and \$10,000 fine).
- c. Destruction, vandalism or theft of school property or the property of others.
- d. Threatening behavior.
- e. Persistent disobedience.
- f. Persistent fighting or striking other students or adults.
- g. Leaving school grounds without permission during school hours.

The Principal has the right to determine the appropriateness of a disciplinary action or dismissal of a student from school. ***Students expelled from school are not allowed to participate in school sponsored extra-curricular activities.***

## **OTHER POLICIES**

Students are not allowed to bring, be in possession of, or use the following items on school property or at any school-sponsored activity:

- a. Illegal drugs or alcohol.
- b. Weapons of any kind (KRS-527 – felony punishable by a maximum of five years and \$10,000 fine).
- c. Tobacco and all tobacco products, lighters, matches, fireworks

The school office personnel and staff have the discretion to take from any student any item deemed by staff to be potentially harmful or inappropriate for the school environment.

## **HARASSMENT**

The Schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

**Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

**Verbal harassment**: includes derogatory comments, jokes, or slurs: can include belligerent or threatening words spoken to another individual.

**Physical harassment**: includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Visual harassment**: includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

If a student is named (guilty) in the above behavior, the consequences may include one or more of the following: required counseling, suspension, probation from Saint Mary Academy.

## **THREATENING BEHAVIOR**

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Threatening behaviors may be to oneself or to others. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent or guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.

4. School officials apprise the Archdiocese Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonable expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents or guardians, are to be notified as soon as possible.
6. Parent or guardian of student is required to seek and secure a mental health assessment conducted by a professional with appropriate credentials. Parent or guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

### **FALSE THREATS**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

## **SCHOOL DAY**

### **ATTENDANCE, ABSENCE & TARDY**

In compliance with Kentucky State Law, Saint Mary Academy follows compulsory attendance laws (see 159.150 below). The school calendar is published prior to the start of each school year. Parents and guardians are expected to honor the school calendar when planning vacation and medical appointments.

159.150 Definitions of truant and habitual truant – Adoption of truancy policies by local school boards.

1. Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
2. Any student enrolled in a public school who has attained the age of eighteen (18) but has not reached his or her twenty-first birthday, who has been absent for school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
3. Any student who has been reported as a truant two (2) or more times is a habitual truant. A local board of education may adopt reasonable policies that:
  - a. Require a student to comply with compulsory attendance laws;
  - b. Require truants and habitual truants to make up unexcused absences, and
  - c. Impose sanctions for noncompliance.

The school day is from 7:55 am – 2:45 pm. Students should not arrive earlier than 7:20 a.m. The doors to the school will open at 7:20 a.m. each day school is in session. Supervision will be provided in the cafeteria. Saint Mary Academy cannot accept responsibility for students arriving before or staying beyond designated times unless the student is involved in a school sponsored, supervised activity. Students not picked up by 3:15 will be sent to the After School Care Program. Parents must pay a fee for this service.

### **VACATION**

It is not advisable for students to miss school or leave early for vacation (i.e. Thanksgiving, Christmas, Spring Break, etc.). Middle School students who want to shadow at a high school should make every effort to do so on days when Saint Mary Academy is not in session.

If a family must take vacation while school is in session, written notification must be submitted at least one week prior to the student's absence. Students will be allowed the same numbers of days as are missed to turn in make-up assignments.

### **POLICY FOR ABSENCES**

An absence may be due to a variety of circumstances such as injury, illness, or death in the family. Parents or guardians must call the school within 30 minutes of the start of the school day if the student will not be in attendance that day. If the school office has not been notified within 30 minutes of the start of the school day, office personnel are required to call to verify the absence.

When returning to school, students must submit a written explanation of the cause of the absence. This note must be signed by the parent or guardian and will be kept on file for the school year. An absence of five or more school days must include a physician note. Excessive absence will require a parent conference and may result in the involvement of the Department of Child Safety and Welfare. Three parent notes will be allowed per grading period. After the third parent note in a grading period, a written excuse from a physician is required for the absence to be considered excused.

It is expected that if students are ill and absent from school for a half day or more, they DO NOT participate in or attend any extra-curricular school sponsored activity that same afternoon or evening.

### **POLICY FOR TARDY OCCURENCES**

Saint Mary Academy discourages excessive tardiness. Repeated tardiness implies a lack of responsibility. Students arriving tardy to school disrupt the classroom and result in loss of instructional time for all students. A student who arrives in the classroom after the 7:55 a.m. bell has rung is tardy. If the school determines a child has had excessive occurrence of tardiness, a conference will be called with the student, the parents or guardians and the teacher to ensure the student's academic needs are being met.

A child who arrives tardy must report directly to the school office to obtain a "tardy slip" which is to be given to the student's teacher. A student will receive detention after the third unexcused

tardy/early dismissal and after each subsequent third unexcused tardy/early dismissal. Detentions are held at 7:00 a.m. Parents or guardians will be notified prior to the detention and will be responsible for making sure their child arrives promptly for the detention.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

Students may be dropped off at school no earlier than 7:20 a.m. The students will go directly to the cafeteria where they will be supervised.

### **Morning Drop-Off**

Enter the parking lot off St. Mary Lane. **Do not use the driveway in the back of the school. That driveway is an emergency lane for fire trucks.**

1. As you enter, stay to the right of the main lot and travel along the parking lot to the end of the sidewalk. Students are to exit the car only on the right side, and enter the building through the front door using the sidewalk.
2. Please pull forward as far as possible to the end of the sidewalk to allow the maximum number of vehicles to drop off at one time.
3. Exit the parking lot through the north exit onto St. Mary Lane.

### **Dismissal**

Dismissal time is 2:45 pm. No child will be dismissed early without written request or a request made in person by the parent. Parents are required to sign the student out in the office. Children will not be released to persons other than their parents or guardians without a prior written request signed by a parent or guardian. Phone calls will be allowed only on an emergency basis.

Students are to leave school grounds promptly at their dismissal times. Students delayed in leaving school are to report to the school office. If students are consistently late in being picked up, their parents or guardians will be contacted to remind them of the school's dismissal time. If the problem persists after parental contact, the student will be required to enroll in the Saint Mary Academy's After School Care Program.

### **AFTERNOON CARPOOL**

The dismissal procedure is designed to protect our children and is planned to be controlled and safe. It is imperative that all adults and students observe the school dismissal process. Attempting to "circumvent the system" in order to get away more quickly could seriously endanger the lives of others. Parents are asked to comply with the procedure

1. Enter the parking lot off St. Mary Lane at the North entrance. **Do not use the driveway in the back of the school. That driveway is an emergency lane for fire trucks.**
2. As you enter, stay to the right of the main lot and travel along the parking lot to the far lanes.

3. Please pull forward as far as possible to the cones to allow the maximum number of vehicles to get into the lot. After each row is filled, drive to the front of the next row.
4. When Students are dismissed, all traffic will come to a stop. There will be no movement in the lot until all children are in their cars, or back on the sidewalks.
5. When students have either found their rides or moved back to the school doors, a teacher will begin releasing the rows of cars, one at a time.
6. If you have your students, you will be released by the teacher. If not, circle around and get back into the carpool line. Do not stop at the school doors to pick up students.
7. Do not allow your child to climb on top of a vehicle.
8. Please keep all pets in your car.

### **BUS RIDERS**

School bus transportation is provided for a fee to families within certain geographical boundaries. Students must obey all school bus rules as directed by the bus driver and the principal, or risk losing the privilege of riding the bus indefinitely or for a determined period of time. If this occurs, it is the parents' responsibility to provide transportation, and no money is refunded.

### **HOMEWORK**

Formal home study is assigned to help individual students become self-reliant and self-directed, to develop initiative, to facilitate independent thinking and to develop perseverance. When subjects are departmentalized, teachers are encouraged to coordinate assignments for the benefit of the child.

Home assignments may take the form of reading, studying or writing and are given at the discretion of the teacher. All students work at different speeds. If your child is spending what you consider to be an excessive amount of time on homework, please see the teacher(s) concerning possible remedies and adjustments.

Written or study assignments will focus on skills and concepts already taught and understood. The student should be able to complete these assignments independently. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Normal time allotments for grade levels usually are:

- Grade: K: 15 minutes
- Grades 1, 2: 30-40 minutes
- Grades 3, 4: 40-50 minutes
- Grades 5, 6: 60-75 minutes
- Grades 7, 8: 75-90 minutes

Extra time should be allotted for tests and/or long-range assignments.

Homework should be done neatly and handed in on time. Teacher directions for the assignment should be followed carefully. Homework may focus on studying for tests and quizzes, research, preparation for projects, background for upcoming lessons, skill reinforcement, as well as written assignments. It is important that the student work on long-range assignments a little each day so that they will be completed on time.

### **MISSED ASSIGNMENTS**

Class and homework assignments may be requested as follows:

- |                         |   |
|-------------------------|---|
| One day absence         | No homework pick up is necessary. Assignments may be collected on the next school day.  |
| Two or more days absent | Homework may be requested through the office <b>PRIOR to 9:00 a.m.</b> Homework may be picked up in the office <b>AFTER 2:45 p.m.</b> |

### **LUNCH**

Children are encouraged to participate in the lunch program provided by the school. A monthly menu is sent home to keep families informed of what will be served each day. Lunches are paid for in advance through the Cafeteria Manager. Children who bring their lunch may purchase milk each day. Because we have a government subsidized lunch program, **NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL LUNCHROOM** without permission from the Principal.

Saint Mary Academy has a quality lunch program. To insure its continued success, parental involvement is essential. Volunteers sign-up sheets are available at Meet Your Teacher Day in August or you may contact the cafeteria office to schedule your time to work. Hours for working are 10:45 am – 1:30 pm.

### **CLASSROOM RULES**

Each teacher makes clear the rules and procedures that are to be followed in that classroom and the consequences for failing to keep classroom rules. Classroom behavior expectations are posted in the classroom. Expectations are established at the discretion of each individual classroom teacher. Examples of consequences include: time-out area in the classroom, loss of recess, extra assignments, and loss of privileges. In an emergency, if it is necessary for a teacher to leave the room, it is expected that all children remain in their seats until the teacher returns to the room.

### **GENERAL SCHOOL RULES**

- A. Students must act respectfully at all times. This means treating fellow classmates and persons in authority (i.e. teachers, substitutes, aides, office staff, cafeteria staff, volunteers, parents, bus drivers, maintenance staff, and school visitors) in a respectful manner.
- B. Disruptive behavior in class such as comic remarks or actions, ridicule, disrespectful language, name calling, note writing, etc. is inappropriate.
- C. Appropriate manners and courtesy are to be used in the cafeteria. Making a mess, cutting in line, throwing food, pushing, not sitting in designated areas, not following the directions of the monitor, etc. are prohibited and may result in disciplinary action.

- D. Students are to follow their individual class schedules at all times. Wandering away from the class without the permission of an adult presider is forbidden. Students are never to leave the school building or school property without the knowledge and permission of school personnel. Departure from school grounds is a major infraction and is cause for suspension from school.
- E. The use, possession, or distribution of illegal drugs, alcohol, tobacco products, weapons, or fireworks at school or at any extracurricular activity sponsored by the school will not be permitted, and will warrant immediate indefinite suspension from school with all proper authorization being notified (police, superintendent, etc.) Reason for suspension/dismissal from school will be noted on student's permanent record.
- F. Fighting is deemed inappropriate and will not be tolerated. Students participating in fighting will be removed from class, the parents will be called, and the students may be sent home for the remainder of the day. In-school suspensions will be issued to those participating in fights, and repeated fighting is cause for suspension from school.
- G. Stealing is considered a major infraction and will be dealt with by the teacher and principal. The stolen item is to be returned, replaced, or reimbursement is to be made. Stealing is cause for suspension from school.
- H. Students are expected to do their own work. Cheating will be dealt with by the teacher and principal and is considered a major infraction. All students participating in cheating will receive zeros on the assignment, test, project, etc. involved. Repeated cheating is cause for suspension from school.
- I. All property, personal and school, is to be treated with respect.
- J. Deliberately damaging any property will require reimbursement, repair, and disciplinary action such as detention or suspension from school.
- K. Student smoking is never permitted on school property
- L. Reverence and proper conduct at Mass and prayer services are expected.
- M. Personal items, such as electronic games, radios, and toys are not permitted in school. If a student has a need to carry a cell phone, it must be turned off, and kept in the student's locker during the school day.
- N. No make-up may be worn by students. This includes foundation, blush, mascara, eye liner, eye shadow, lipstick and nail polish.
- O. The school uniform code is to be followed at all times. Special out-of-uniform days will be designated throughout the school year, and appropriate clothing is to be worn on those days.

P. No visible tattoos are permitted.

Q. Students are to travel through school hallways in a quiet and orderly fashion. Loud talking, running, etc. will not be tolerated.

R. Playground rules are determined by the classroom teachers, and their rules and directions are to be followed at all times.

S. The chewing of gum is not permitted.

T. Any unacceptable behavior not detailed here, but considered by the teacher or principal to be against the school philosophy, will be dealt with accordingly.

### **TELEPHONE**

It is necessary that we limit the use of the office telephone to EMERGENCY CALLS only.

*Students will not be permitted to call home for forgotten items.* Parents should not bring items forgotten by the student unless they are of an absolute necessity (such as medication), as this practice discourages growth in student responsibility. If brought to the school by the parents, these items must be taken to the school office and not to the student's classroom. In case of a forgotten lunch, a child may buy their lunch from our cafeteria and repay the money the following school day. Students must have permission from a teacher or the school office to use the phone.

### **CELLPHONES**

Students should not bring cell phones to school unless absolutely necessary. The school cannot be responsible for cell phones lost at school. If it is absolutely necessary for a student to bring a cell phone to school, it must be turned off and left in the student's locker while school is in session.

If a student is found with a cell phone during school hours, the following actions will occur:

- 1<sup>st</sup> Offense - the cell phone is taken and returned to the student at the end of the school day.
- 2<sup>nd</sup> Offense - the cell phone is taken and parents must pick up the cell phone and meet with the principal.
- 3<sup>rd</sup> Offense or more - Further disciplinary action will take place.

### **INTERNET AND ELECTRONIC MAIL USE**

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

- A. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research with others with the approval of the teacher. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
- B. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.
- C. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
- D. The following are not permitted:
  - a. Revealing personal information online (name, phone number, address)
  - b. Sending, receiving, or displaying offensive messages or pictures
  - c. Using obscene language
  - d. Harassing, insulting or threatening others
  - e. Damaging computer systems or computer networks
  - f. Changing network or system settings
  - g. Violating copyright laws
  - h. Submitting documents from the Internet as personal work
  - i. Using another person's password
  - j. Trespassing in someone else's folder, work or files
  - k. Intentionally wasting limited resources
  - l. Using the network for commercial purposes
  - m. Propagating chain messages
  - n. Making unauthorized downloads
  - o. Participating in personal chat or instant messaging
- E. Violations may result in loss of access as well as other disciplinary action.

As users of Saint Mary Academy's computer network, students must comply with its Internet and Electronic Mail rules and must communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions. Parents (legal guardians) of the students give permission for their child(ren) to access networked computer services such as Electronic Mail and the internet.

Parents understand that some materials on the Internet may be objectionable; however, they accept responsibility for guidance of Internet use by setting and conveying standards for their children to follow when selecting, sharing, researching, or exploring electronic information and media.

## UNIFORMS

The purpose of the school uniform is to eliminate competition in dressing so as to focus attention on education, to insure the safety of students, and to promote a community spirit.

### GIRLS

**Jumper/Skirt/Skort** Jumpers, Skirts and Skorts must be Saint Mary Academy plaid in the style available at Shaheen's. Jumpers, Skirts and Skorts may be no more than 4" above the crease of the knee.

**Tights/Leggings** Solid navy or white opaque or cable knit. Leggings must be full length, not cropped. Sweatpants may **NOT** be worn with uniform jumper or skirt during the school day.

**Shirt** White, yellow, or green long or short sleeve polo, broadcloth or oxford cloth shirt with no colored trim or initials.

**Undershirts** If undershirts are worn, they must be solid white. No colored or stamped undershirts may be worn.

**Sweatshirts** Only forest green crewneck Saint Mary Academy sweatshirts may be worn with uniform shirts during the school day. A uniform shirt/blouse must be worn underneath the sweatshirt or sweater with the shirt collar showing.

**Sweaters** White, navy or forest green crew neck, V-neck pullover, or cardigan with no colored trim or initials. No hoodies are allowed.

**Slacks** Kindergarten to fifth grade: Navy blue uniform style with belt loops. Sixth to Eighth grade: Khaki uniform style with belt loops. No jeans, corduroys or cargo pants.

**Shorts** Shorts may be worn year round. Kindergarten to fifth grade: Navy blue uniform style with belt loops. Sixth to Eighth grade: Khaki uniform style with belt loops.

Pants and shorts must fit properly, especially at the waist and ankles. The "baggy" and sloppy look is not appropriate for school. Clothes that are

frayed or have holes, even if purchased that way, are not appropriate for school.

Socks Solid navy or white knee socks, crew or sport socks; no logos. Socks must be visible over the top of the shoe.

Shoes Dress shoes or sport shoes may be worn. No cleats, clogs, mules, roller skate shoes, flip flops, boots, Uggs, or sandals are permitted.

Belts Solid navy, brown, or black **required** with all pants.

Hair Hair should be neat with bangs not covering the eyes. No beads should be worn in the hair. Unnatural hair color is unacceptable. The general policy discourages unusual or attention-getting accessories or bizarre hairstyles. Hair fads, deemed by the Principal to be extreme, are unacceptable (this includes color, cut, and/or style).

Make-up Make-up of any kind is not permitted. No nail polish is permitted. Tattoos must be covered.

Jewelry For safety reasons, girls are not permitted to wear dangling earrings or hoop earrings; stud earrings only. The earrings should not be bigger than a nickel.

Students may wear a religious cross or medal to school, along with a watch. No other jewelry should be worn to school, including bracelets.

## **BOYS**

Shirt White or forest green, long or short sleeve polo, broadcloth or oxford shirt having no colored trim or initials.

Undershirts If undershirts are worn, they must be solid white. No colored or stamped undershirts may be worn.

Sweatshirts Only forest green crewneck Saint Mary Academy sweatshirts may be worn with uniform shirts during the school day. A uniform shirt must be worn underneath the sweatshirt or sweater with the shirt collar showing.

Pants Kindergarten to fifth grade: Navy blue uniform style with belt loops  
Sixth to Eighth grade: Khaki uniform style with belt loops. No jeans, corduroys or cargo pants.

Shorts	Shorts may be worn year round. Kindergarten to fifth grade: Navy blue uniform style with belt loops; Sixth to Eighth grade: Khaki uniform style with belt loops.  Pants and shorts must fit properly, especially at the waist and ankles. The “baggy” and sloppy look is not appropriate for school. Clothes that are frayed or have holes, even if purchased that way, are not appropriate for school.
Belts	Solid navy, brown, or black <b>required</b> with all pants.
Socks	Solid navy or white crew or sport socks; no logos. Socks must be visible over the top of the shoe.
Shoes	Dress shoes or sport shoes may be worn. No cleats, clogs, mules, roller skate shoes, flip flops, boots, Uggs, or sandals are permitted.
Hair	Boys must wear hair cut off at the collar, above the ears, and out of the eyes.  Unnatural hair color is unacceptable. The general policy discourages unusual or attention-getting accessories or bizarre hairstyles. Hair fads, deemed by the Principal to be extreme, are unacceptable (this includes color, cut, and/or style). The Principal determines if specific hairstyles are inappropriate.
Jewelry	Boys are not permitted to wear earrings. Students may wear a religious cross or medal to school, along with a watch. No other jewelry should be worn to school, including bracelets. Tattoos must be covered.
Facial Hair	No facial hair; boys must be clean shaven.

### **PHYSICAL EDUCATION DRESS CODE**

T-Shirt	Gray t-shirts purchased from the Saint Mary Academy supplier.
Shorts	Navy shorts purchased from the Saint Mary Academy supplier.
Sweatpants	Solid gray, navy or forest green sweatpants <b>OR</b> school logo sweatpants purchased from the Saint Mary Academy supplier.
Sweatshirt	Green sweatshirts purchased from the Saint Mary Academy supplier.
Shoes	Athletic shoes with non-scuffing soles must be worn for P.E

### **SCOUTS AND CLUB MEMBERS**

Scout Troop Members: Scout uniforms may be worn on meeting days.

Club Members: Approved club attire may be worn on meeting days.

### **FOR ALL STUDENTS:**

**All uniform shorts/pants and skirts are to be of appropriate size and are to be worn at the waist.** Shirts and blouses are to be tucked in. Skirts and pants are not to be rolled up. Uniforms are to be neat, clean, worn appropriately at all times, and properly mended. **PLEASE LABEL ALL CLOTHING WITH STUDENT'S NAME.**

Writing or doodling on any clothing or skin is unacceptable and will be considered out of uniform.

Parents are expected to monitor the dress of their child(ren) prior to leaving for school. Please keep the weather in mind.

The Principal will make the final decision as to the appropriateness of dress items.

### **SCHOOL SPIRIT DAYS**

On these days, the students may wear Saint Mary Academy team uniform shirt or SMA logo wear T-shirt or sweatshirt with uniform pants, uniform skirts, uniform skorts, or uniform shorts.

### **OUT-OF-UNIFORM DRESS CODE**

On certain occasions, students will be allowed to be out of their normal uniform clothes. Students must comply with a few sensible guidelines in determining what clothes to wear on these days. The out-of uniform dress code implies comfortable, casual, and neat clothing. Jeans and slacks are permitted on out-of-uniform days.

- Dresses and skirts must be of appropriate length.
- Skirts, skorts and shorts may be no shorter than 4 inches above the knee.  
Dress jeans that are free of holes and fit properly.
- Spandex and cutoffs of any style are not permitted.
- Shirts, tops and blouses must have sleeves and be of appropriate length. Tank tops, net shirts, spaghetti straps, muscle shirts, body suits, crop tops, etc., are not permitted.
- T-shirts are permitted if they are of the type appropriate for Church. T-shirts referring to alcoholic beverages, tobacco products, or that contain inappropriate language, or convey openly or covertly unacceptable sentiments or themes are not permitted.
- Flip flop sandals, backless shoes, or overly high heels are not permitted. All shoes must be worn with socks.
- Rules for makeup and jewelry apply for out-of-uniform days.

***Any clothing deemed inappropriate by the Principal, or her designee, will be grounds for the student to phone his/her parent or guardian to bring a change of clothes.***

## **CLASSROOM PARTIES**

Parties are held at the discretion and direction of the classroom teacher and principal. P.T.O coordinates Halloween, Christmas and Valentine's Day classroom parties. Parties may not be held to acknowledge individual student birthdays. School parties and celebrations strive to be inclusive of all students. Therefore, invitations and/or gifts for parties and special occasions outside school hours may not be exchanged on the way to school, during school, or on the way home from school.

## **HIGH SCHOOL SHADOWING (Grades 7 & 8)**

Students in Grades 7 and 8 may take two days (excused absence) for shadowing. It is desirable that students take this opportunity on days Saint Mary Academy is not in session. After the initial two days, a student's absence will be unexcused. In order to qualify for the excused absence, the official shadowing form must be used (if shadowing at a Catholic High School). 7<sup>th</sup> Grade students may shadow in Catholic high schools in the spring; eighth grade students may shadow in the fall. "A Guide to Shadowing for Students and Parents," published by the Archdiocese, is available in the fall. A form is included that must be filled out by the parents each and every time the student shadows. The form must be signed by the parent, student, current principal, and an official at the school being visited. Upon returning to school, the student must return the Shadowing Verification form to receive an excused absence. Please refer to this guide for further information and the necessary forms.

## **SCHOOL VISITORS**

Saint Mary Academy welcomes parents, guardians, parish members, and community visitors. **ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE OFFICE.** All parents or guardians who are in the building to work in the cafeteria, health room, library, classroom, or for any other purpose, will sign their name, time in, and reason for visit. These individuals will receive a visitor's tag to wear while in the building. Upon departure, the individual must sign out with the time and return the visitor tag. This policy applies to all individuals who come into the school building for a specific purpose. Former students are asked to visit after school hours.

## **USE OF SCHOOL GROUNDS**

When school is dismissed for the day, all students should be either going home or under the supervisory care of the Saint Mary Academy After School Care Program, various coaches, tutors, or special extracurricular activity moderators. Any students not participating in an approved, supervised activity on school property must be picked-up by a parent, guardian or designated adult.

# **CURRICULUM**

Saint Mary Academy complies with regulations specified by the Kentucky State Department of Education and the directives of the Archdiocese of Louisville's Office of Lifelong Formation and Education. Saint Mary Academy faculty utilizes remedial or enrichment resources in order to meet student needs. Our goal is for each and every student to progress according to the best of

his/her ability. An in-depth description of the curriculum utilized by Saint Mary Academy is available in the school office.

### **PROVISIONS FOR INDIVIDUAL STUDENTS (Archdiocesan policy 6410)**

The Archdiocese of Louisville promotes a model of inclusion for children with mild disabilities in our schools. We believe that children with mild disabilities can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept IEP's (Individual Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Special Education protocol, which induces developing School Strategy Plans and Section 504 Plans in addressing the special needs of students.

### **RELIGIOUS FORMATION**

Parents are the primary educators for the religious formation of their children. There is no greater way to pass on our Catholic lifestyle than through modeling. Parents are asked to play an active role in Family Life and Religious Education.

As a Catholic school, prayer permeates the entire religious program. Educators model prayer for the students. Quiet moments of prayer add serenity and peace to the program. Students participate in daily morning prayer, classroom prayer, grace before meals, prayer composition, and in prayer partners.

Students attend liturgy weekly throughout the school year. When Holy Days of Obligation fall on school days, the children also have the opportunity to celebrate the Eucharist. Time is set aside weekly for non-Eucharistic prayer, preparation, and reflection on the weekend parish celebration of the Eucharist. Students may also gather for special liturgies throughout the school year.

Sacramental preparation is a major focus of our religious formation program. Celebrating sacraments is one of the Church's most important activities. At Saint Mary Academy, our purpose is to initiate our children into celebrations that express and enliven Christian life.

### **FIRST EUCHARIST**

First Eucharist is celebrated in the spring, outside the Lenten season. Children in Grade Two are ordinarily eligible to receive First Eucharist. Arrangements for the initiation of other candidates are considered upon individual requests. Parent meetings are held in conjunction with the parish.

### **FIRST RECONCILIATION**

Catechesis for First Reconciliation is in the fall of the second grade year. First Reconciliation will be celebrated in late fall or early winter. Parent meetings are held in conjunction with the parish.

### **CONFIRMATION**

Confirmation classes are held in eighth grade. Parent and sponsor meetings are held, and at least one interview with a pastoral staff member is held. Service projects and a day of reflection are an integral part of the program. The Archbishop determines the date for Confirmation each year.

### **CHRISTIAN SERVICE**

Integral to our understanding of our Catholic Faith is involvement in Loving Christian Service and Stewardship to others. It is incumbent on us, as a Catholic School, to include service and stewardship opportunities for our children at each step of their educational experience at Saint Mary Academy. To this end, our students are involved in service and stewardship activities in the parish, local, and global communities.

### **LANGUAGE ARTS**

The language arts program develops the basic competencies of communication. These skills are integrated in the teaching of language, spelling, reading, literature, public speaking, and handwriting and are taught as a total language arts program.

### **MATHEMATICS**

The math program is designed to provide a proper balance among the three phases of development: concept development, skill development, and application of concepts and skills to everyday experiences of the student.

### **SCIENCE**

The science program is designed to teach the art of inquiry along with basic scientific concepts. It is designed to give students an appreciation of science and its practical application.

### **SOCIAL STUDIES**

The basic purpose of social studies is to help students understand themselves, their values, the world around them, and to become responsible citizens with an emphasis placed on the dignity and sacredness of the human person.

## **CURRICULUM ENRICHMENT AREAS**

### **COMPUTER TECHNOLOGY**

Computer instruction at Saint Mary Academy has two purposes: to improve and expand activities in the general curriculum that relate to specific areas of instruction as well as the development of problem solving skills and to introduce students to computer technology in order to prepare them for high school. Computer literacy is taught in all grade levels.

### **LIBRARY/MEDIA**

The goal of the library media program is to be a fully integrated part of the school and its curriculum. The media center serves these educational goals and objectives by providing a variety of resources and materials for the entire school community. Students in grades K-8 are offered opportunities and activities to enhance their learning experience through both traditional resources and new technologies. Both print and non-print reference material, i.e. sets of

encyclopedias and encyclopedia on CD-ROMs are available. Enrichment activities are provided to promote literacy and the enjoyment of reading. The facility is arranged so as to accommodate either large or small group activities. The development of independent, lifelong media users is at the core of the program.

### **MUSIC**

The basic knowledge of music and the enjoyment and appreciation of music are cultivated from Pre-School through Eighth grade through such activities as singing, guided listening to all types and styles of music, use of rhythm instruments, recorder classes, instruction in music history and theory, music games, and music writing and reading. Liturgical music is a vital area of our program. Preparation for school liturgies is an important part of our music program.

### **ART**

Art education is a comprehensive program designed to actively involve students in the many processes and materials of art. Exploration of the elements and tools of art, investigation of art history, and art appreciation help the students to express their feelings and ideas artistically. Most importantly, the students are given opportunities through their art projects to learn more about themselves and others. In order to promote a positive experience in the arts, students are encouraged to discuss their own work. Working from live models, on-site situations, or from slides, students are able to use their visual and mental abilities. Development of sensitivity to art is further enhanced by viewing and discussing reproductions of famous artists' works.

### **PHYSICAL EDUCATION**

Students in Pre-School through Eighth grade participate in organized and systematic physical education program. Warm up exercises consisting of isolated movements and stretching begin each lesson. Cool down exercises are used to bring each class to a close. Organized sports are introduced throughout the year as are child centered games and activities. Basic drills and isolated practice sessions begin each sport introduction. Students participate in the Presidential Fitness Challenge.

### **FOREIGN LANGUAGE PROGRAM**

Students in Pre-school through eighth grade participate in Spanish classes. Our children are exposed to the varied cultures of Spanish-speaking countries, and they learn to speak, read, and write Spanish.

### **FIELD TRIPS**

Students may have the opportunity to participate in one or more field trips of an educational or cultural nature. Permission slips signed by parents or guardians are required for each child. A student who does not have a signed permission form will not be allowed to go on the trip. A phone call from the parent will not be accepted in place of the signed form. A fax of the signed permission slip is acceptable.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students will be denied participation if they fail to meet academic or behavioral requirements. Parents or guardians will be informed of the cost of the trip and of transportation arrangements. Students who do not attend the field trip are expected to report to school. Any fee involved in

this activity is non-refundable and will be collected by the teacher. Proper behavior is expected at all times. Preschoolers and siblings may not accompany the parents acting as chaperones. All students will receive a basic course in bus evacuation at the beginning of each school year. An extra copy of the school field trip permission slip is included at the end of this handbook. School uniforms are to be worn on field trips unless permission has been given by the teacher for students to dress out of uniform.

### **THE PEACEBUILDERS PROGRAM**

In order to facilitate a positive school environment, Saint Mary Academy utilizes the PeaceBuilders Program. PeaceBuilders is a simple child friendly curriculum, which helps students to understand and claim responsibility for creating conditions conducive to peace in their school and classroom environments. The PeaceBuilders Program is firmly anchored in its adherence to Christ-centered values. As such, it provides a structure, expectations and a common language utilized by all students and staff for the creation and maintenance of school atmosphere marked by a focus on non-violence, justice, peace, and compassion. Specific guided activities and discussions based upon the values inherent in PeaceBuilders are utilized, in addition to the Archdiocesan Religion curriculum. It is thus hoped that students will more readily take the lessons learned from their studies of peace to heart and practice Christ-centered values in all aspects of their lives.

The PeaceBuilders Program has at its heart a pledge written simply, so as to be understood by all ages. The PeaceBuilders Pledge sets forth a framework by which all interactions at Saint Mary Academy, social and otherwise, are to be guided. The expectations that the Saint Mary Academy staff maintains for student behavior flow from an understanding of the Pledge.

## **CO-CURRICULAR ACTIVITIES**

### **BOOK BEE**

Students form teams to read ten books in grades 4 – 6 and eight books in grades 7 – 8. These teams compete with teams from other area schools on a recall of facts from these books.

### **DRAMA AND FINE ARTS CLUB**

Interested students (Grades 3-5) may join this after-school club.

### **DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (T.I.P.)**

Seventh grade students who qualify by scoring in the 95<sup>th</sup> percentile on any main content area of the previous year's Terra Nova test are given the opportunity to take the ACT or SAT. Their areas of strength are then targeted and tracked by Duke University. At Saint Mary Academy, we have SAT practice software that the children can use to prepare for their testing experience.

### **GEOGRAPHY BEE**

Students in Grades 4-8 participate in a Geography Bee which tests their knowledge of geography skills. Written and oral answers are required.

### **GOVERNOR'S CUP**

A challenging, academic experience set in a competitive arena, allowing students to compete in specialized areas of study.

### **MATH OLYMPIADS**

Students in Grades 5 -6 participate in the Math Olympiads. Subject area knowledge is assessed, and problem solving skills are utilized.

### **QUICK RECALL**

Students in Grades 4-8 participate in Quick Recall Teams which compete against other teams from area schools. Factual knowledge in all subject areas is utilized under tight time constraints.

### **SERVERS**

Students in grades 4 – 8 have the honor of participating as a server in school and parish liturgies. Students must receive yearly training to be servers.

### **SPELLING BEE**

Students in Grades 4-8 compete in the classroom in order to qualify for the School and Archdiocesan Spelling Bee.

### **STUDENT ENRICHMENT AND EXPLORATION OF KNOWLEDGE (S.E.E.K.)**

This program is open to 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who score in the 93<sup>rd</sup> percentile (total score) on their previous year's Terra Nova test. The student attends a three-day session, during school hours, at one of several host schools in the Region 7 area. Topics have included, Mock Trial, Social Justice, Computer Projects, Stage Make-up, The Holocaust, Podcasts, and more.

### **YOUNG AUTHORS**

In the Young Authors Program, students create their own books. Students write their own stories, illustrate them, and bind them in covers. Students in grades 1 – 8 may participate in this program. Class and school winners are determined by the students themselves and the school winners go onto regional competition.

### **YOUTH CHOIR**

Students who are interested in singing at school liturgies and for school performances may join this after school club.

**SMA LOGO POLICY** - see the policy and approval form at the end of this Policies and Procedures Manual.

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**SMA FUNDRAISING POLICY** - see the policy and approval form at the end of this Policies and Procedures Manual.

## **EXTRA CURRICULAR ACTIVITIES**

### **ARCHERY CLUB**

The Archery Team is open to all students in grades 4 -8 (limited to 48 students). The students practice one day a week, from September through April. The students learn the art of shooting and compete in one to two state tournaments.

### **SCOUTS**

Several scout troops are located at Saint Mary Academy. They include:

- Tiger and Cub Scouts
- Brownies and Girl Scouts

### **SPORTS**

Girls and boys may participate in the inter-school leagues established by the Catholic School Athletic Association (CSAA). Members of the parish volunteer to coach the teams. All teams and squads are open to students of Saint Mary Academy. Fees assigned by the Saint Mary Academy Athletic Board and paid by those participating in the sport finance the purchase of equipment and uniforms and pay for league franchise fees. Please refer to the Athletic Handbook for further information.

GIRLS may sign up for flag football, volleyball, cross country, basketball, soccer, softball, golf, tennis, swimming, field hockey, and track.

BOYS may sign up for flag football, football, basketball, volleyball, soccer, cross country, tennis, golf, swimming, and track.

Participation will depend on coaching availability and student interest.

GIRLS may sign up for one of several CHEERLEADING squads. These squads may participate in city-wide competition. A competition squad for 7th and 8th grade girls may be formed if interest is shown.

### **CONCLUSION**

By reason of the fact that you have enrolled your child/children in Saint Mary Academy, you have agreed to adhere to all policies and rules stated in this Policies and Procedures Handbook. Saint Mary Academy Policies and Procedures Handbook Agreement Form must be executed and returned by all Parents/Guardians.

Since situations can arise that were not foreseen at the time of the writing of this handbook, the Board of Directors reserves the right to amend this handbook. Parents and students will be promptly notified of any amendments.

Your cooperation and support are essential. With parents as partners in education, Saint Mary Academy will maintain its standards of excellence. Together we can accomplish great things!

## SAINT MARY ACADEMY FIELD TRIP PERMISSION FORM

Class \_\_\_\_\_ will be going to \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Cost: \_\_\_\_\_

Transportation: Bus or Car

Appropriate Attire: Uniform or \_\_\_\_\_

Approximate departure time: \_\_\_\_\_

Approximate return time: \_\_\_\_\_

Student needs to bring: \_\_\_\_\_

(Cut and return bottom portion to teacher)

## SAINT MARY ACADEMY FIELD TRIP PERMISSION FORM

I request that Saint Mary Academy allow my child to participate in the following field trip. I give permission

for (child's name) \_\_\_\_\_ to attend and participate in:

Field Trip to: \_\_\_\_\_

Date: \_\_\_\_\_

Cost: \_\_\_\_\_

Approximate departure time: \_\_\_\_\_

Approximate return time: \_\_\_\_\_

I understand that this is an educational field trip and a valid extension of the classroom experience. In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school and any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

EMERGENCY PHONE NUMBER(S): \_\_\_\_\_

I would like to chaperon this trip: YES or NO

I can seatbelt \_\_\_\_\_ students in my car.

## Saint Mary Academy Logo Policy

The Saint Mary Academy logo policy serves as a visual representation of the character of our institution and reinforces our position as a leading educational institution. Consistent, controlled, and correct use of the SMA logos and school name enhances the organization's image.

School logos will be re-evaluated every 3 years and changes may be made at that time. All graphic designs or changes to a logo must be approved by the Board of Directors. Upon the approval of the Board of Directors, logos will be released to the PR Committee.

This policy is specific to the use of both the school logo and school name (the "Marks").

**GUIDELINES:** Usage of the Marks are restricted to Immediate Members of the School Community (as defined below). Notwithstanding the foregoing, immediate members of the school community may not use any of the Marks for personal or promotional use without prior written consent of the PR Committee.

All academic, administrative, and support units of the organization are required to use one of the approved Marks on all stationery, marketing materials, school uniform, athletic uniform or spirit wear item. The organizational logos may not be altered in any way and must be used as the sole logos in all venues.

**WHO SHOULD USE THIS POLICY:** This policy applies to Immediate Members of the School Community, including, but not limited to, faculty, staff, students, parents, academic departments, athletics, PTO and other committees or organizations. This policy applies to suppliers and manufacturers of commercial and non-commercial products.

### **PROMOTIONAL COMPANY APPROVAL PROCEDURES:**

1. The Athletic Board and PTO Board must present to the school Business Manager three bids for possible promotional companies along with their budget proposal in March.
2. The Principal will approve the promotional company based on the recommendation of the committees and bids.
3. The approved promotional company will be used for that calendar year. All spirit wear items and athletic uniforms must be sent to the approved promotional company.
4. The promotional company can be re-evaluated each year or may be re-evaluated during the year if the company has not complied with the policy guidelines listed below.

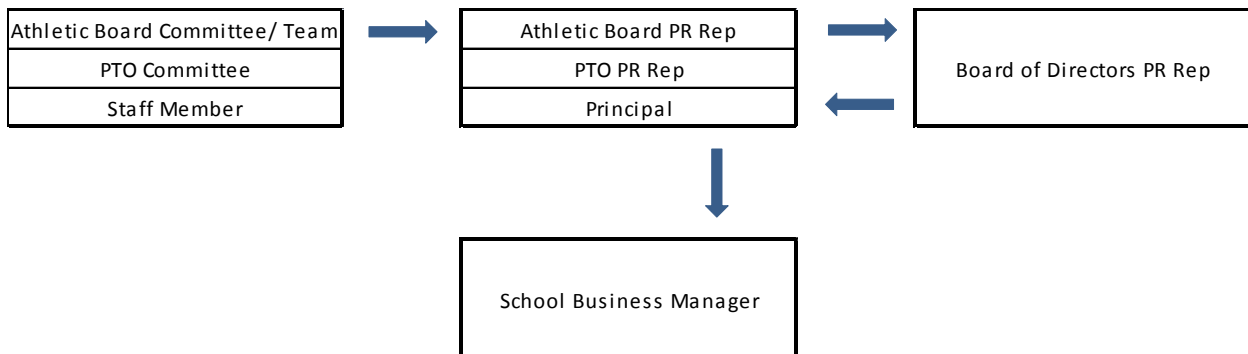
## LOGO/NAME APPROVAL PROCEDURES:

1. A Mark Usage Request Form must be completed and submitted to the PR Committee.
2. Once approved, the requesting individual can obtain a Mark template from the school website or PR Committee.
3. A copy of the final product to be made using the Mark must accompany the **Mark Usage Request Form**, be signed and approved by the individual who completed and signed the request form. (For time sensitive items, email approval will be sufficient. The email stating approval must be attached to the Request Form).
4. All approved request forms must be maintained by the PR Committee. The PR Committee, under the advisory of the Board of Directors, shall maintain all control over the use of the Marks.
5. All promotional companies must use the school approved art and template. Any work that is completed outside of the policy guidelines will be denied distribution (if a promotional company is used, product must be sent back to the promotional company for reissue or reimbursement).

## SPIRIT WEAR/ATHLETIC UNIFORMS PURCHASING PROCEDURES:

1. Any committee, staff member or parent purchasing spirit wear or uniforms must present the Business Manager with the approved MARK USAGE REQUEST FORM.
2. The school Business Manager will be responsible for submitting the Purchase Order to the approved promotional company.

### Approval Flow Chart



## SMA Mark Usage Request Form

**Name of team, club, organization, group individual, or committee:** \_\_\_\_\_

Organization/Group Contact: _____
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Event/Activity title: _____
Purpose: _____
How will the logo/name be used: _____
Start/End Date: _____

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Please attach any correspondence to this form regarding your request. Once approved submit to the school Business Manger for order processing.*

## **Saint Mary Academy Fundraising Approval Process**

Saint Mary Academy will always have ordinary, capital, and practical needs. Meeting these needs falls within the gospel-inspired activity of good stewardship.

Fund-raising efforts must respect the priorities of the school as a whole. They must also honor the donors and the frequency they are called upon. Expanding the list of contributors who embrace Saint Mary Academy's mission is a goal as important as securing funds. Placing specific projects in the context of the total institution is an exercise of good stewardship and community spirit.

Saint Mary Academy wants to make any fundraising effort a positive experience for everyone. In order to properly approve, coordinate, and achieve results for every fundraising program, the following process is to be followed:

1. School organizations should present a list of regular, annual fundraising activities to the school Business Manager with their proposed budget. This list should include the approximate date of each effort. The Business Manager will put together a tentative calendar to be reviewed.
2. The Fundraising Committee will review the calendar and all fundraising proposals. They will decide on the proposed Fundraising Calendar for that calendar year.
3. The Calendar will be given to the Board of Directors for final approval in May.
4. When the calendar has been approved it will be released to all organizations. The leader of each project should inform the Fundraising Committee if there is a change in the project or schedule.
5. All organizations will have an opportunity to propose new fundraising opportunities each calendar year.
6. Organizations requesting exceptions for immediate fundraising, must submit a Fundraising Proposal Form to be approved by the Fundraising Committee and Board of Directors.

The Fundraising Committee will include the following members:

- Fundraising Chairperson
- Board of Director Representative
- Principal
- School Business Manager
- Athletic Board Representative
- PTO Board Representative
- School Staff Member

## SMA Fundraising Request Form

Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone & E-mail: \_\_\_\_\_

Description of Project:

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Statement of Purpose:

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Proposed Benefits to SMA:

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Schedule of Implementation:

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Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Fundraising Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Directors Rep: \_\_\_\_\_

Date: \_\_\_\_\_

