

# Saint Mary School

## Student Handbook 2022-2023 Preschool - Grade 6



*The mission of St. Mary School is to provide a Catholic education in a Christ-centered environment, which enables students to attain religious and academic excellence*

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# Mission, Philosophy, Goals

## Mission

The mission of St. Mary School is to provide a Catholic education in a Christ-centered environment, which enables students to attain religious and academic excellence.

## Philosophy

St. Mary School exists as part of the Catholic school system of the Diocese of Sioux City, Iowa, to offer a program of elementary Catholic education, which serves parents in their responsibility of providing for their children's faith, growth and development. The school religious education dimension is built on the pillars of Message, Community, Worship, and Service (To Teach As Jesus Did) and is comprised of daily religion instruction and prayer, sacramental and liturgical participation and involvement, and permeation of the entire curriculum with Catholic Church teachings, values, attitudes, and beliefs.

Flowing from the belief that each child is created by God to be a unique person with individual talents, potential, and destiny, the learning program is designed to maximize the development of intellectual, moral, spiritual, social, and physical growth with a focus on deepening one's faith relationship to God and one's personal respect and responsibility toward self, others, and society.

## Student Learning Goals

Religion	Students demonstrate knowledge of God and of the Catholic religion and verify development of their spiritual lives.
Communication	Students effectively communicate for a variety of purposes.
Analysis	Students observe, infer, analyze, and evaluate ideas, processes, structures, and organizations.
Problem Solving	Students solve problems and resolve conflicts individually and cooperatively.
Value Judgments/Decision Making	Students make decisions based on gospel values.
Aesthetics/Fine Arts	Students apply creativity and skill in the performing and fine arts.
Civic Responsibility	Students will be responsible members of local and global communities.
Environment	Students will be responsible and respectful of the environment.
Wellness	Students formulate and achieve healthy lifestyles.
Technology	Students effectively and morally use technology.
Life and Career Planning	Students develop lifelong goals and strategies for living.

## **Policies and Procedures**

St. Mary School reserves the right to adjust policies and procedures during the course of the school year as mandated by the Diocese of Sioux City.

## Achievement Goals for 2022 - 2023

Faith Dimension	Develop faith formation among students and staff
Achievement	Increase student performance in reading, math, science
Inclusion Areas	Raise awareness and value diversity among people and cultures based on Christian respect and stewardship. Enable students to understand and respect human life development stages from conception to natural death. Develop student respect and responsibility toward self, others, and world.

# **SECTION 1: ACADEMICS**

## **Accreditation**

St. Mary Catholic School is a fully accredited school by the Iowa Department of Education. Additionally, St. Mary is a member in good standing with the National Catholic Education Association (NCEA), a voluntary Catholic accrediting agency of elementary, middle, secondary schools and colleges throughout the United States.

## **Admission Into Kindergarten & First Grade (Diocesan Policy 511.2)**

The Diocese of Sioux City and the St. Mary School System follows State of Iowa law for the admittance of students into kindergarten and first grade.

### *Iowa Code 1999: Section 282.3*

“No child shall be admitted to school for the year immediately preceding the first grade unless the child is five years of age on or before the fifteenth of September of the current school year.

No child shall be admitted to the first grade unless the child is six years of age on or before the fifteenth of September of the current school year; except that a child under six years of age who has been admitted to school for the year immediately preceding the first grade under conditions approved by the Department of Public Education, or who has demonstrated the possession of sufficient ability to profit by first-grade work on the basis of tests or other means of evaluation recommended or proved by the Department of Education, may be admitted to first grade at any time before December 31.”

## **AEA - Prairie Lakes**

AEA 8 serves St. Mary Catholic School students. The testing services provided by the AEA include speech and language, hearing, and psychological testing. The parent, or classroom teacher, through the principal, can initiate requests for these services. Testing services require parental and school approval.

## **Classroom Diocesan Policies**

Diocesan policies 611.51, 611.52 state that every classroom is to have a crucifix and an American flag.

### **Homework**

Daily homework is intended to be a student practice or extension of daily class work. Parents are asked to review the child's homework upon completion but not act as the teacher. Homework varies depending on student age. For younger children, it usually includes religion prayers, reading practice or being read to, math facts, and spelling words. Older students often have assignments from other subjects. Parent letters at the beginning of the school year give the details for students in each grade.

### **Homework for Absentee Students**

Homework may be sent home for a one-day student absence. For absences of two or more days, a request for homework for same-day pickup must be made before 8:10 a.m. and student homework will be available in the office after dismissal.

**Make-up work is the student's responsibility at all levels of St. Mary Catholic School.**

### **Library**

The library is open on school days from 7:45 a.m. to 3:00 p.m. Library rules include:

1. No candy, gum, pop, or food is permitted in the library.
2. Library passes will be issued at the discretion of the teachers
3. Classes will be supervised by library staff
4. Library is intended to be a quiet work area

Failure to comply with library rules may result in loss of library privileges, and/or other disciplinary actions as determined by the library staff, classroom teachers, and the Administration. If a student has lost his/her privileges to the library, it is for all class periods during the specified time unless an entire class, in which this student is enrolled, has reserved the library. Multiple behavior infractions in the library may result in loss of privileges for the semester or remainder of the year and possible suspension/expulsion.

Library circulation policies are:

Books from the general collection: Two weeks

Reference books: No checkouts

Magazines/information file: Two weeks

Reserve books/materials: Overnight

Library fines:

Overdue book/magazine: Return item or replacement cost

Lost book/magazine: Replacement cost of book/magazine

### **Music**

Vocal or classroom music is provided as part of the school curriculum for students in Grades Preschool - grade 6. This includes training in liturgical music and participation.

### **Physical Education Class**

Physical Education classes are required. Every student, regardless of grade level, not able to participate must bring a written note from a doctor or parent/guardian explaining the request for non-participation.

### **RECESS**

Recess is provided to all students in Preschool through Grade 6. If a child cannot participate in recess, the parent/guardian must send a note dated for the days the student stays inside.

### **Report Cards and Mid-Term Reports**

Report cards are given at the end of each quarter. Mid-term reports are mailed to parents of students whose progress is of concern.

Grading scale for students receiving letter grades

<b>A</b> 100,	<b>A</b> 97, 96, 95	<b>A-</b> 94, 93
<b>B+</b> 99,91,90	<b>B</b> 89, 88, 87	<b>B-</b> 86, 85
<b>C+</b> 84, 83, 82	<b>C</b> 81, 80, 79	<b>C-</b> 78, 77
<b>D+</b> 76, 75	<b>D</b> 74, 73, 72	<b>D-</b> 71, 70

### **Grading for Music, Art and PE**

E – Enthusiastic P – Participates S – Satisfactory U – Unsatisfactory

### **Standard Based Grading**

S – Satisfactory N – Needs Improvement I – Improving  
3=Proficient 2= Developing 1=Emerging NA=Not Assessed

### **Curriculum**

The learning experiences for students at Saint Mary Catholic school are provided through the Iowa Core, [Sioux City Diocese Curriculum Standards](#). The curriculum is regularly reviewed and revised. A variety of teaching strategies and materials are used to meet the different learning of students.

### **Diocesan Policy**

Saint Mary School is governed by the Diocese of Sioux City as well as the local board of education. Any policy/regulation not specifically mentioned may be referred to in the Diocese of Sioux City Policy Manual or Saint Mary policies. According to the Sioux City Diocesan policy, the school reserves and retains the right to modify or eliminate school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including in the planner and all handbooks.

### **Student Records**

Individual student records shall be kept and maintained according to the policy of the Sioux City Diocese. [Diocesan policy 5125](#)

### **Special Services**

#### **Title 1 and Special Education**

A Title I reading teacher offers a program to give additional assistance to younger children with reading needs. These classes are held in St. Mary School. Special Education Services are also offered either at St. Mary School or the public school based on availability and needs of the student.. Both Title 1 and Special Education services are funded by the public school system.



### AEA

The Prairie Lakes Educational Agency provides media and related services for students, including those of a school psychologist, social worker, speech therapist, and hearing screening.

### Testing

Standardized testing used at St. Mary School includes Iowa State Assessment of Student Progress (ISASP) in Grades 3-6, FastBridge Reading and Math assessments Grades K-6 given fall, winter, and spring, Assessment of Catholic Religious Education (ACRE) is given in Grade 5, MAP reading and math assessment given in grade 6.

### Textbooks

Textbooks and materials are provided for student use. If a book or instructional equipment is damaged or lost, payment is required for replacement.

## **SECTION 2: ACTIVITIES**

### Band

Band is available for students in Grades 5-6 through the shared time program. Individual lessons and group practices are held at Humboldt Middle School. Students are responsible for their own instruments at all times.

### FIELD TRIPS

When field trips are planned, the purpose must be to enhance the educational program. Field trips are encouraged when they fit into the course of study. A note explaining the site, date, time, and costs, if any, will be sent home with your child before the outing. The **signed permission slip must be returned to school before your child will be permitted to leave the premises. Telephone calls will not be accepted to satisfy the required permission regulation.**

Participation in field trips is a privilege. The school reserves the right to deny participation to students who do not meet academic or behavioral requirements. Although not customary for field trips, some payment may be required.

If a parent/guardian uses their private vehicle for transportation, they must be Virtus trained, be subject to a background check, possess an acceptable driving record and complete and sign the form provided by the Diocesan insurance company regarding their insurance coverage.

### **Catholic Mutual Online Drivers Training**

The selection of chaperones for field trips is at the discretion of the grade level team or department.

### Parties/ Classroom Treats

Because of the importance of careful use of instructional time and professional responsibility for the learning program, school parties are not an ordinary practice during school time. Class parties will be at the discretion of each classroom teacher. Special treats will be shared either at lunchtime, classroom break

time, or end of the day. Such treats are not to substitute for or interfere with a regular healthy noon lunch. All classroom treats should be pre-wrapped or store purchased.

Boy-girl parties of any kind for students through grade 6 are not sponsored by St. Mary School.

#### **School Events**

Students are expected to participate in school events such as music programs, Too Good for Drugs Program, class trips, etc. When a student must be absent from these events, the parents must notify the school.

#### **Shared Time**

A shared time program exists with Humboldt Community Schools for Grades 5-6 students who participate in band.

On days of early dismissal, students are dismissed from the building at which they are in attendance at the time of the dismissal.

#### **Special Occasions**

Flowers and special deliveries for students are highly discouraged. Because of the interruption caused in classroom learning, any such deliveries will be kept in the school office for the student to pick up at dismissal. Parents are asked to pick such deliveries up from the school office as they are not allowed on the bus.

#### **Due to allergies .....ABSOLUTELY NO LATEX, INCLUDING BALLOONS**

#### **Translation**

If any parent or guardian needs assistance in translating school documents. They may request a translated copy and an interpreter at conferences.

#### **Special Attire**

When students are traveling for field trips, conducting all-school activities, or attending Mass they may be asked to wear a Saint Mary themed shirt. When 5th grade is attending the Bishop's Mass they are required to wear a Saint Mary Shirt and dress pants.

## **SECTION 3: STUDENT LIFE**

#### **Student Expectations**

Character growth requires that students learn individual responsibility for behavior and its consequences. Students need to handle situations with respect for self, others, and property. At any time in which student behavior prevents that student or other students from learning in a safe and healthy environment, the student may be removed from the classroom. If reoccurring, harmful, dangerous, or disrespectful behavior continues after initial warning/removal from the classroom a student's parents/guardians will be notified and may result in suspension or expulsion.

Students are expected to conduct themselves according to the Saint Mary School PRAY expectations  
**Positive and polite behavior**  
**Respectful and Reverent**  
**Act like Jesus**  
**Yes to God**

### **Cosmetics**

We believe in the natural beauty God has bestowed upon all children, because of this, students are not to bring or wear visible make-up or cosmetics to school. A comb, brush, chapstick, and deodorant may be kept in lockers for school-day needs.

### **Suspension**

Suspension of a student occurs for a serious disciplinary offense. It involves a conference with the student, with the parent, and with the student and parent prior to suspension. A written record of the reason for the suspension and a summary of the parent conference will be kept in the student file.

### **Expulsion**

Expulsion of a student occurs for conduct, which threatens the physical and moral welfare of other students. It requires a conference with the student, with the parent, and with the student and parent prior to expulsion. A written record of the reason for the expulsion and a summary of the parent conference will be kept in the student file.

### **Dress Code**

St. Mary School has established the following guidelines for student dress:

#### **Shirts/Tops**

Shirts are to be clean and neat.

- \*No thin “spaghetti straps” for students in grades k-6
- \*All shirts for students in Grades 4 - 6 must have sleeves.
- \*Shirts may have numerals, school names, and pictures appropriate for school attire in the designer label, applique, or part of the woven or print pattern of the materials.
- \*Shirts advertising alcoholic beverages, tobacco, drugs, gangs or cult styles are not acceptable.
- \*Tops that display the “tummy” are not allowed at St. Mary School.
- \*Shirts that have a sexual connotation and that are distasteful are not allowed at St. Mary School.
- \*Sweatshirts with no cut off parts may be worn.

#### **Pants/Shirts/Dresses**

Girls may wear slacks, dressy jeans, dresses or skirts of appropriate length. All skirts must have tights, leggings, or shorts worn underneath them. Leggings and fitted yoga pants may only be worn as long as the shirt is modest in length. Boys’ pants, including jeans, should be dressy in appearance. Jeans or slacks are to be worn at the waist and are not to be “hanging down” over the hips.

#### **Shorts**

During warmer weather, long-length shorts may be worn by boys and girls. Shorts must be modest in length. Clothing that is extremely tight and the short-shorts may not be worn at St. Mary School.

### **Advertisement**

Jackets or clothing worn to school may not contain inappropriate advertisement including, but not limited to, alcoholic beverages, tobacco, drugs, gangs or cult styles. The drug and alcohol statement of St. Mary School recognizes the adverse effect of chemical abuse. Therefore, the school prohibits clothing – shirts, hats, jackets, jeans – or any other clothing worn that contains messages of gangs, alcohol, cults, and other forms of violence, as well as messages contained on duffel bags, trapper keepers, folders, pencils, or any other school supply.

### **Tattoos/Piercings**

No visible tattoos and no body piercing jewelry, except on the ears will be allowed.

### **Dress Code Violations**

Please watch the clothing and the materials that your children wear or bring to school. Violation of the dress code and school supply rules will result in the following:

1<sup>st</sup> offense - The student will receive a warning and/or may be asked to remove jacket or turn shirt/sweatshirt inside out

2<sup>nd</sup> offense - Parents will be notified to bring to school attire that is appropriate immediately following the notification.

### **Mass Attire**

When students attend an all-school liturgy, the students are to be dressed appropriately. As Saint Mary Shirts are issued throughout the year all students are asked to wear their St. Mary shirts to mass. The all-school liturgy is usually on Friday mornings unless a holy day or Ash Wednesday, and then the all-school liturgy is moved to that day. Parent notes carry the schedule for school liturgies.

### **Socks and Flip-flops**

For reasons of hygiene and safety, socks must be worn at all times. Flip-flops are not allowed. Shoes must be safe, comfortable, and laced and tied if so styled.

### **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, violate Diocesan policies or the views of the Catholic Church or cause a disruption to the overall environment. The Administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the school. Students who violate this policy may be subject to disciplinary measures.

### **Gum and Candy**

Chewing gum is prohibited at all times on school premises. Candy is allowed only with teacher permission, and not before or after classes on school premises.

**Iowa Nondiscrimination Policy**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

**USDA Nondiscrimination Statement**

All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: 202-690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**[Declaración de no discriminación del Departamento de Agricultura \(USDA\)](#)****Learning Environment / Distractions**

For the purpose of maintaining a conducive learning environment, students may not have items on school grounds or at school activities that interfere with or distract from appropriate attention to the class or activity at hand. This includes having cell phones/smart watches turned on or visible, electronic or other

toys in view, etc., during school hours or activities. The items may be taken away from the student and returned at dismissal time. Personal items not needed for a class or school activity need to stay at home. After verbal warning, if a student continues to have toys, electronics, cell phones, or other distractions, such items may be taken to the school office and parents will be notified and asked to retrieve items from school.

#### **Lockers**

Student lockers for Grades k-6 are small and limited to school day essentials including deodorant for the older students. Extra items that are a distraction may be sent home. Students are expected to keep lockers and the area around the locker neat and tidy.

#### **Mass**

Students in Kindergarten through Grade 6 participate in the weekly all-school Mass. Mass will be held most Friday's in the Saint Mary Church beginning at 8:45 a.m. Parents, families, visitors, and parishioners are encouraged to join our students in worship. All students are encouraged to wear their PRAY, or other St. Mary shirt for Mass. Each week a different class will participate in the mass. Students will serve as lectors, song leaders, altar servers, gift bearers, and greeters. Please check with the office or on our website for any changes to the Mass schedule. Students may also be asked to participate in a weekend liturgy.

#### **Sacramental Program**

Reconciliation and Eucharist are first received by students in Grade 2 at St. Mary Parish. Saint Mary Faith Formation and Religious Education department will host a parent meeting and student camp prior to receiving each sacrament. Classroom instruction centers on preparation for the sacraments.

Students in Grades 2-6 have the opportunity for the Sacrament of Reconciliation two times a year with special classroom preparation during school. Students may also be given the opportunity to participate in a Mass of Healing/ Anointing of the Sick.

## **SECTION 4: HEALTH AND SAFETY**

#### **Fire, Tornado, and Crisis Procedures:**

Regular fire, tornado, and crisis practices are held bi-yearly. The fire drill is sounded by the alarm system. The tornado practice is announced through the P.A. system. Teachers are notified when threatening weather conditions occur. A hand bell is used if the electricity is cut off. Crisis drills are announced by the staff. Safety routes and student name lists are posted in the classrooms. Teachers are responsible for the presence of all students in the designated area. The absence of any student is to be reported to the principal or secretary.

Fire, Tornado, and Crisis procedures require students to walk and be silent in lines. Tornado procedures require that students sit on the floor and cover their heads with their hands. Teachers will take roll-call and students are asked to respond when their name is called.

Fire drill routes below will be reviewed every August during teacher workshop:

Grade	Fire Exit
PS	Exit North Door and proceed to Church Parking Lot
PK	Exit (East) Main Door and proceed to Church Parking Lot
K	Exit North Door and proceed to Church Parking Lot
1	Exit North Door and proceed to Church Parking Lot
2	Exit (East) Main Door and proceed to Church Parking Lot
3	Exit (East) Main Door and proceed to Church Parking Lot
4	Exit (East) Main Door and proceed to Church Parking Lot
5	Exit through parish center and proceed to church parking lot
6	Exit through parish center and proceed to church parking lot
Music	Exit through parish center and proceed to church parking lot
STEM/ Library	Exit North STEM Doors and proceed to church parking lot

If normal exits are blocked, use the exit windows in each classroom. The north door of the gym needs to be open for the firefighters and equipment.

### **Tornado**

All students and staff will gather in the designated storm shelter area. This is located in the center hallway and main bathroom area. Tornado safety procedures require students to be silent. Students cover heads with arms and hands.

### **Fire Safety**

Lighted candles may not be used in classrooms or anywhere in the school facility at any time for student functions and activities unless needed as part of a controlled science experiment in which all safety precautions are taught and utilized or as part of our Mass and worship service.

### **Emergency Codes**

**Code Intruder** - Code Intruder is announced over the PA system. The teacher pulls the classroom door and blinds shut, turns the lights off and moves the students away from windows and doors. Teachers barricade the door shut. Teachers in the gym or other open area will evacuate students to the Methodist Church when possible.. All Teachers will move their students to the Methodist Church as quickly as the opportunity arises by exiting through the hallway or classroom window. The staff will be notified of the all clear sign with an email/text message/Remind note from the Principal. The teachers may also be notified of an all-clear sign from a member of the Humboldt County Sheriff's department.

**Code Classroom** - Code Classroom is announced class by class or over the PA system. The teacher needs to keep all students in the classroom and pull the blinds shut. Principal will go door to door to notify

teachers of the all-clear sign or utilize the PA system.

**Code Evacuate** - Code Evacuate will be announced over the PA system. The teacher will evacuate the students like he/she would in a fire drill. a roll call will be taken in the church parking lot or other designated safe place. When all students are accounted for in the class the teacher and students will walk to the Methodist Church or other designated safe area.

**Code Lock-In** - Code Lock-In will be announced by the administration to the teachers when circumstances outside of the school involve safety concerns for the students and staff. All students will be kept in the building and visitors may not be allowed in. Teachers will be notified of an all-clear sign from the administration.

#### **Health and Illness**

Parents are asked to contact the office with confirmed cases of highly contagious diseases/conditions. The school will consult Public Health and follow guidance of Public Health to determine if/when it is necessary to contact parents/guardians regarding confirmed cases of a highly contagious disease in the classroom.

#### **Exemption from Physical Activity**

Student exemption from participation in physical education class or any other class/school activity requires a written request from the parent along with an attached written note from the doctor.

#### **Health and Medication**

It is expected that each student attend school when in good health. Please consider the health of your child and others before sending your child to school with symptoms of cold or flu.

#### **Children with any of the following symptoms should remain out of school for 24 hours:**

1. Temperature of 100 degrees or higher. Temperature should be normal for 24 hours without the benefit of aspirin or other fever altering medications before returning.
2. Nausea, vomiting, or diarrhea within the last 24 hours.
3. Unexplained skin rash or eruptions, especially with other physical complaints.
4. Constant cough, sore throat, nasal congestion/discharge, or red eyes with drainage present.
5. On antibiotics for less than a full 24 hours before returning to school. If your child is taking antibiotics for an infectious disease, doctor approval for return to school is recommended.

#### **Drug and Alcohol Free**

Students and adults may not use or have possession of alcoholic beverages, tobacco, electronic cigarettes or of a controlled substance, as defined by the Iowa Code.

#### **Medication**

Any medications, including over-the-counter types, are not dispensed at school without written permission from the parent. It is required that:

1. The medicine must be brought to the office in the original container with administration instructions attached.
2. The parent must send an accompanying signed note with the medication to give permission for dispensing the medication.



Note: If the possibility is foreseen for a child to have an extended need for over-the-counter medication and require a particular brand parents may send the medication (e.g. Tylenol, chewable non-aspirin, cough drops, eye drops, etc.) in an original container with a signed note giving written dosage directions. This needs to be done as needed only and on a day-by-day basis.

### **Safety and Security**

The main entrance doors are unlocked from 7:45a.m. until 8:20a.m. Classroom doors are kept locked. As a safety precaution, all persons other than employed staff members who come into school while students are in the building are asked to park on the street, ring the buzzer and wait to be allowed in through the main entrance. Once in the building please check-in at the main office. Visitors are asked to check out at the front desk when leaving the building.

Students are under teacher/adult supervision inside the building and outside from arrival time (7:45 a.m.) until daily dismissal. When in the building outside of regular school hours, children must be accompanied by an adult in the same room at all times.

### **Late Arrivals**

Parents/guardians are asked to notify the school office if a student will be arriving after the 8:10 a.m. tardy bell. All students who arrive late are asked to check in with the main office.

### **Early Release**

Parents/guardians are asked to notify the school office if a student will be leaving school prior to the 3:05 dismissal. If a student needs to be released from school early due to appointments or other special circumstances a parent or guardian is asked to come into the school and sign their child out.

### **School Cancellations and Late Start**

When the Humboldt Community School District cancels classes for weather conditions, St. Mary School does the same. The Humboldt Schools hotline phone number is 332-9700. The Humboldt radio station carries the notification of late starts, early dismissals, or cancellations. Saint Mary school will also notify families via School Messenger (phone call, text, or email). Please have a plan made with your children in the event of such an announcement.

- **Rising Stars PreSchool and Shining Stars PreKindergarten**
  - 2-hour delay – no morning session
  - Early out due to bad weather – no afternoon class
- **Afternoon classes WILL meet as scheduled in the event of a late start**

### **St. Mary School Cancellation**

In the event of an emergency or other circumstance that calls for Saint Mary to cancel school, families will be notified via School Email and School Messenger, (text, email or phone). We will also utilize social media when appropriate.

### **Weapons/Guns**

Weapons and other dangerous objects will be taken from students if brought onto the bus and/or school premises. Parents/Guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects may be reported to law enforcement officials and the student will be subject to disciplinary actions. Students in possession of a firearm/weapon while on school property, coming to and from school or participating in any school-related activity away from school premises shall be suspended from school and bus transportation.

### **Weather/Recess**

Every effort will be made to ensure students receive at least 30 minutes of outdoor recess daily. In the event of cold temperature or wind chill reading of 5 degrees or below, teachers may opt for inside recess. . Inside recess will be held when cold weather or other dangerous weather conditions occur. On warmer winter days students will need to dress appropriately to go outdoors for at least a few minutes to get some fresh air. Cold weather requires coats, snow pants and boots, mittens or gloves, hats or hoods or caps. When warmer weather or hot conditions occur students will be given water breaks and encouraged to seek shade and drink plenty of water.

## **SECTION 5: ARRIVAL/DISMISSAL ATTENDANCE**

### **Attendance**

Daily attendance is necessary for learning progress. State law requires that “Children between the ages of 6 and 16 are compelled to receive education, and each child’s parent, guardian, or legal custodian is the person held responsible in the law for compelling the child’s education.”

### **Tardy**

School hours are from 8:10 a.m. – 3:10 p.m. Students who arrive in the classroom after 8:10 a.m. are counted tardy unless the cause is a school bus delay

### **Absent**

Students who do not attend school for illness or other reasons will be counted absent. We ask that parents/guardians please contact the school office prior to 9:00 a.m. if a student will not be attending school. If a student is unaccounted for after 9:00 a.m. the school office will make contact with the parent/guardian of the student. If no contact is able to be made, the school office will notify authorities.

### **½ Day Absent**

Students who miss classes for one hour or longer during a half day (morning or afternoon) are recorded absent one half day.

### **Attendance policy and procedures:**

When a student is absent from school, the parent/guardian must notify the school office between 8:00-9:00 a.m. If no contact is made regarding the absence, the parent/guardian will be called from school to verify the reason for the absence. If no contact is able to be made school officials may contact authorities for a well-child check.

### **Scheduled Leave**

Parents who foresee their child’s absence are asked to notify the school office as soon as possible or two weeks prior to the absence.

### **Steps in addressing absences are:**

1. Teachers/office staff monitor student attendance and make a referral to the principal after the 7<sup>th</sup> absence during the semester.
2. After review of the attendance record, the parent/guardian will be notified. Documentation of the notification will be placed in the student’s cumulative record.

3. Following the 15<sup>th</sup> day of absence in a semester, a review of the student's attendance record is conducted by the local school staff; as per policy 299.1 of the Iowa Code, the County Attorney's office may also be notified.

### Letter of Absenteeism

### **Transportation**

#### **Bicycles**

It is recommended for safety reasons that students in Grades K-1 not ride bicycles to school unless accompanied by an adult. Students in Grades 2-6 are welcome to ride bikes to school with parent permission. Students who ride bicycles to school are not to ride them on school premises before school or during recess. As a safety precaution, students need to walk their bicycles as soon as the student arrives on school property and at dismissal time from the parking spot until leaving school grounds. At no time may a student touch or use another person's bicycle. These same guidelines apply to scooters, skateboards, or similar items.

#### **Bus Transportation**

Bus service to St. Mary School students is available through the Humboldt Community School District. The phone number to contact is 332-1330. Leo Reigelsberger <leoreigelsberger@humboldt.k12.ia.us>

The following regulations are in regard to bus behavior:

1. The driver is in charge of the bus. Students must obey promptly.
2. Students may never stand in the roadway while waiting for a bus.
3. The bus will not wait for tardy students.
4. All students must be seated before the bus will move and remain seated while the bus is moving.
5. Students may not put arms or head out the bus window.
6. Students must observe instructions from the driver when leaving the bus.
7. Any damage to a bus by a student must be paid for by that student.
8. No beverages, food or candy are permitted on the bus.
9. Students must not try to get on or off the bus while it is in motion.
10. Screaming or loud talking will not be allowed on the bus.

If a student breaks any of the rules, the student may be issued a conduct report. Principal, Director of Transportation, and/or Superintendent of Public School may determine consequences for violation of bus rules.

#### **Arrival**

The main doors will be opened for students at 7:45 daily. Students are asked to arrive no earlier than 7:45 when supervision will be provided. Students will wait in the hallway or gym until 8:05. The tardy bell will ring at 8:10.

#### **Dismissal**

Students will be dismissed following 3:05 end of day announcements. Dismissal will begin with bus riders at approximately 3:05, followed by bike riders, walkers and lastly car riders at approximately 3:10 p.m. daily. Students riding in a car will line the sidewalk in front of the school. Cars are asked to enter the parking lot through the East entrance off of 3rd Street North and exit to the South. PLEASE come to a

complete stop and then students will be dismissed from the sidewalk to your vehicle. In order to avoid going between cars we ask that students enter your vehicle on the passenger side

### **Daily Dismissal Procedure**

Teachers take students to exits and dismiss them at designated locations. Students stay with the teacher and remain under the supervision of staff until dismissed.

- Students who ride buses exit the building through the main entrance and proceed down the sidewalk to the bus loading zone
- Students with bicycles are dismissed to get their bicycles after the bus students have been loaded. Bikers need to walk their bicycles until they leave school property.
- Walkers will be supervised as they leave the school property
- Car riders will be the last to be dismissed and will wait for their ride along the sidewalk as cars enter the parking lot.

### **After-School Arrangements**

Students need to make after-school arrangements with their parents before leaving home in the morning. Students are not allowed to make after-school plans during the day that differ from the parent plan given to the school. Parents/Guardians are asked to send a written note to the teacher or phone the office if a child is going home with someone other than the regular situation. Please notify the office at least ½ hour in advance, or prior to 2:30 p.m. (1:30 p.m. on Wednesday) if after school arrangements are altered.

### **Daily Schedule**

School doors open and supervision begins at 7:45 a.m. The school is not responsible for students unsupervised or on school premises prior to 7:45 a.m. or after regular school dismissal. Students will remain under the supervision of Saint Mary staff until they are dismissed. If a student remains at school longer than ten minutes after dismissal parent contact will be made by office staff.

### **Entering School**

After the first 2 weeks of school, Kindergarten – Grade 6 students are expected to enter and leave the building **without an adult escorting them**. In an effort to encourage student independence only students will enter the school. Adults are encouraged to drop students off at the outside door.

### **STARS Arrival (3 and 4 year old students)**

After the first two weeks of school parents of PS and PK students are allowed to accompany their students into the building as necessary. As students feel more comfortable allowing them to enter on their own is a great way to encourage them to assert their own independence. The Saint Mary Stars teachers will offer guidance and recommendations for students entering and leaving the building

### **Parking Lot/Playground**

**The parking lot/school playground is reserved for school use on school days from 7:45 a.m. – 3:30 p.m. Parents and all visitors who come to pick up their children or make deliveries are asked to use street parking and enter through the main entrance.**

### **School and Lunch Visitors**

Parents are welcome to visit school. If parents wish to visit classes, they are asked to call the school office to arrange for a convenient time and day for the visit. On the day of the visit, parents sign in at the

school office. If parents or other special guests wish to join a student for lunch we ask that you notify the office 24 hours in advance.

#### **End of Day Pick-up**

Parents of students in all grades are asked to meet children outside at dismissal time. Those parents with scheduled teacher meetings are welcome to come in after students are dismissed from the building. Other visitors need to make arrangements through the principal. Children ordinarily are not allowed to visit classes unless considering enrolling in future.

## **SECTION 6: TECHNOLOGY AND INTERNET USAGE**

The use of school technology, computers, and the internet is a valuable teaching and learning tool at Saint Mary School. Students are exposed to and given the opportunity to utilize a variety of learning devices. While we value this opportunity we also believe that this is a privilege. Teachers reserve the right to forgo a student's use of technology if inappropriate usage occurs and parents/guardians will be notified if such a problem arises.

#### **Technology**

Students are allowed to use desktops, laptops, iPads, and Chromebooks in the classroom and STEM Lab. A signed parental permission slip is required for student use of technology items. Parental permission for home use includes responsibility for damages or loss.

#### **Children's Internet Protection Act- CIPA**

Note: The following Internet Safety Policy was developed by E-Rate Central solely to address the basic policy compliance requirements of CIPA and NCIPA for E-rate funding. Schools and libraries adopting new or revised Internet policies may wish to expand or modify the sample policy language (as suggested in the accompanying Primer) to meet broader policy objectives and local needs. Neither the FCC nor the SLD has established specific standards for a CIPA-compliant Internet Safety Policy and neither has reviewed, much less endorsed, this sample policy.

#### **Internet Safety Policy For St. Mary School**

##### **Introduction**

It is the policy of St. Mary School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

##### **Definitions**

Key terms are as defined in the Children's Internet Protection Act. [CIPA](#)

##### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter internet, (or other forms of electronic communications), access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual

depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of St. Mary School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Online Education, Supervision and Monitoring**

It shall be the responsibility of all members of St. Mary teachers and staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Coordinator or designated representatives.

The Technology Coordinator or designated representatives will provide age-appropriate training for students who use the St. Mary School Internet facilities.

The training provided will be designed to promote St. Mary's School commitment to:

- a. The standards and acceptable use of Internet services as set forth in St. Mary School Internet Safety Policy;
- b. Student safety with regard to:
  - i. Safety on the Internet;
  - ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. Cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of St. Mary School acceptable use policies.

### **Internet Agreement**

An Internet use agreement is signed by parents and students at the beginning of the school year. The agreement defines privileges and responsibilities concerning use of the Internet in the computer lab.

### **Cell Phones**

Cell phones are to remain in a student's backpack throughout the entire school day. If a student chooses to disregard the rules and proceeds to use their cell phone during the school day, said student will be asked to leave their cell phone at the front desk and a parent/guardian will be notified. Parents or guardians may be asked to come to school to regain access to the student's cell phone.

### **Smart Watches**

Smart Watches are allowed to be worn responsibly and are not to be used as a phone during the school day. If a smartwatch is a distraction to learning, students will be asked to remove the watch and/or refrain from wearing it to school.

*The use of technology and the internet is a privilege for students and staff. If misused, mishandled, or used inappropriately school personnel maintain the right to limit access to technology and the internet. Parents will be notified if this occurs. A plan will be devised to reinstate students' internet and technology usage.*

## **SECTION 7: LUNCH**

Hot lunch is available to purchase at school or students may bring cold lunch from home and purchase milk. Students are not allowed to have pop, fast food, or other meals that differ from the regular hot lunch menu. Adults coming to eat with the children are asked to follow the same guideline.

Forms and requirements to apply for free and reduced cost lunch are available to all families at enrollment time and from the school desk during the year. It is most helpful to the school to have all families who qualify for free and reduced cost lunch complete the application because this statistic is used in various state reports and grant applications throughout the school year. The application information is always confidential.

A deposit into the family lunch account is requested at the beginning of the school year. The family lunch account combines all student lunch charges and SNACK FEES into one billing account. Notices of account balances are emailed monthly to the family lunch contact, and LOW BALANCE notices will be emailed weekly.

**TUITION AND LUNCH FEES will be posted to the St. Mary School website when updates are available:**

[https://www.stmaryhumboldt.org/enrollment\\_tuition/tuition\\_and\\_lunch\\_fees\\_2022-23/](https://www.stmaryhumboldt.org/enrollment_tuition/tuition_and_lunch_fees_2022-23/)

### **Lunch Guests/Visitors**

Occasionally students are allowed to have a special guest eat lunch with them. If you plan to eat lunch with students please notify the office by 8:30 a.m. so that sufficient notice may be given to our head cook. We ask that no fast food or pop be brought into the lunch room.

### **Diet Modification**

Students who require a gluten free, dairy free, or other special diet must have a doctor's note and a diet modification form on file in the office.

### **Snack Fees**

Daily snacks are provided to students in 3 year-old Rising Star, 4 year-old Shining Star, and kindergarten. Students are asked to pay a snack fee. The snack fee will be assessed as part of their lunch dues.

## **SECTION 8: TUITION and SCHOLARSHIP ASSISTANCE**

### **Tuition**

St. Mary School continues to achieve excellence in all academic areas. As a school, we also take great pride in providing a strong faith-based learning environment for all students in preschool through grade six. We strive to create life-long disciples of the faith. Incorporating faith-based learning across the curriculum enables our students to see God in all aspects of their lives. Our goal is to create the future learners of our schools, community, state, and nation; leaders who will serve the greater good with justice, integrity, and equity for all of mankind.

Accomplishing this requires strong financial support. The tuition schedule is reviewed annually by the St. Mary School Board. Student enrollment measured against the operating budget provides a per pupil actual cost to educate a student at St. Mary School. The revenue needed: tuition, fundraising, and financial support from St. Mary's Parish.

The first source of revenue for St. Mary School is tuition payments. The tuition you pay covers approximately 39% of the cost to educate a student. Many families receive assistance in tuition payments through the Diocese of Sioux City Scholarship program and other sources. Online tuition management has strengthened the partnership between St. Mary School and school families. We are grateful for this.

Our second source of revenue for the school comes through fundraising. All St. Mary School students benefit from fundraising efforts, and this helps to minimize tuition increases. Fundraising covers about 17% of our per-pupil cost. This is why we ask that each family with students at St. Mary School help with our fundraising efforts, whether through the Gala, Scrip sales, or Fall Fundraiser activities. All families, parishioner and non-parishioner, are encouraged to participate in fundraising activities. ALL FAMILIES benefit from this!

Our third source of revenue comes from St. Mary's Parish. St. Mary's Parish supports 44% of the "per pupil cost" for each student at St. Mary School, both parishioner and non-parishioner. This is through donations that come in our weekly collections and other fundraising efforts of the parish. This is why we ask that all parents of St. Mary School students, parishioner and non-parishioner alike, support the parish in whatever way they can, whether through donations to the parish or the school, or with other opportunities.

TUITION AND LUNCH FEES updates will be posted to the St. Mary School website when final approval is given each year:

[https://www.stmaryhumboldt.org/enrollment\\_tuition/tuition\\_and\\_lunch\\_fees\\_2022-23/](https://www.stmaryhumboldt.org/enrollment_tuition/tuition_and_lunch_fees_2022-23/)

St. Mary School contracts with TADS (Tuition Aid Data Services) for tuition management. Through TADS St. Mary School can offer a variety of payment plans with options for online and/or recurring payments. Timely payments are encouraged by the use of late fees.



### **Scholarship Assistance**

**Grades K-6:** A variety of scholarships are available for Grades K-6. The Diocese of Sioux City offers Grades K-6 opportunities to help ease the financial commitment of educating children in a diocesan Catholic school.

Scholarships offered through the Diocese of Sioux City are funded by either a State of Iowa income tax credit program or parishioner participation in Together as One or the Catholic Schools Foundation. The differing scholarships address the needs of Catholic and non-Catholic families alike and target varying income levels.

All scholarship applications are completed early in the calendar year through TADS.

### **Shining Stars 4-Year-Old :**

Students who are age 4 on or before September 15 each year qualify for a state grant for 4 year old preschool. The grant is equal to the tuition cost.

**Rising Stars 3-Year-Old Preschool:** Building Families, serving Hamilton, Humboldt, and Wright Counties, offers preschool scholarships for families at income levels up to 200% poverty. Students must be enrolled in and attending St. Mary School's 3-year-old preschool program. Building Families will pay up to \$90 a month for each scholarship. Applications are available each year at the St. Mary School desk.

**Carol Davidson Tuition Fund:** St. Mary School is the beneficiary of the Carol Davidson Tuition Fund for use at the discretion of school administration for parish or non-parish families who could not otherwise attend St. Mary School. Please see the principal for more information.

**Tuition Assistance and enrollment information may be found on the [Saint Mary School Website](#)**

## **SECTION 9:** **Admission and Tuition/ Fees** **Stars, Kindergarten and Grade 1-6**

**Admission** St. Mary School is comprised of students in 3 year-old Rising Stars PreSchool, 4 year-old Shining Stars Early Childhood, and Grades K-6.

### **[Enrollment Policy](#)**

#### **3 year-old Rising Star**

Admission requirements for 3 year -old Rising Star Preschool include:

- children who are age 3 by September 14 of the enrolled school year
- successfully toilet-trained
- medical examination report on file,
- immunizations up to date,

- enrollment forms completed

The Rising Stars PreSchool program offers a 3-day class on Monday, Wednesday, and Friday and a 2-day class on Tuesday and Thursday. Classes follow the regular school calendar. Quarterly reports will be sent home and conferences may be scheduled upon request.

#### **4 year-old Shining Star Early Childhood Program**

Shining Stars Early Childhood program admits children who are age 4 by September 15 of the enrolled school year. The child is required to have a medical examination report on file, immunizations up to date, enrollment forms completed, and successfully toilet-trained..

The Shining Stars 4 year-old program follows the school calendar. The morning session is from 8:10 to 11:05 a.m.; the afternoon session from 12:10 -3:05 p.m. Saint Mary School is a participant in the State of Iowa preschool grant. Therefore the 4-year old program is free for those that qualify;

Qualification for 4 year-old Rising Star Early Childhood program include:

- 4 years of age on or before Sept. 14 of the year in which they are attending
- successfully toilet-trained
- medical examination report on file,
- immunizations up to date,
- enrollment forms completed

Anyone who repeats the Shining Start 4 year-old program or does not meet the free tuition eligibility is able to apply for scholarships offered through the Diocese of Sioux City. Information for tuition assistance and enrolment may be found on the

[Shining Stars Enrollment Policy](#)

[Saint Mary School Website](#)

#### **Kindergarten**

Kindergarten enrollees need to be five years of age by September 15 of the enrolled school term. This is a full day, every day program. Children who are six years of age by September 15 are eligible to enroll for first grade.

#### **Tuition Rate and Fees**

The St. Mary School Board of Education recommends the annual tuition schedule for parishioner and non-parishioner students. Parishioner student families must be currently registered members of St. Mary Parish. See **section 8** for tuition and scholarship information.

#### **Snack Fees**

Rising Star, Shining Star and Kindergarten students are assessed a monthly snack fee.

## **SECTION 10: OTHER**

#### **Fundraisers**

The major fundraising projects are the Newspaper Drive, 100 Mile Challenge at the beginning of the school year, Spring Gala, and the year-round SCRIP program

### **Mandatory Reporter Policy**

It is Iowa state law and the policy of the Saint Mary School School that any licensed employee, certified instructor employed by Saint Mary School who has a reasonable belief that a child under the age of 18 has been abused, as defined by law, by a person responsible for the care of that child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. In addition, any licensed employee, certified employed by Saint Mary School who has a reasonable belief that a child under the age of 12 has been sexually abused by anyone, shall contact the Department of Human Services and report that suspicion as well. The reporting of suspected abuse by non-licensed employees is encouraged.

It is also the policy of Saint Mary School that all reports of child abuse remain confidential.

### **Telephone Procedures**

Parent messages to students during the day are handled through the office in order to avoid classroom interruptions. This includes bringing lunch, band instruments, and supplies to the student. Parents are requested not to call the school for delivery of messages to children except in emergencies. Neither teachers nor students are called to the phone during school hours except for emergencies. The telephone is not available for the general use of students.

### **Homeroom Parents**

A volunteer sign-up list is available at school registration time. The homeroom parent assists the teacher in various ways, including calling for help with special projects, supplying items for class events, bringing bars for program nights if requested, etc., but not including spending time in classrooms. (See Volunteers)

### **Non-Custodial Parent**

The school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child unless there is a court order to the contrary on file in school. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Parent-Teacher-Student Conferences**

Parent-Teacher-Student Conferences are scheduled two times a year, in the fall and spring of the school year. All K-6 students are expected to participate because of self-responsibility in learning. Parents of older students whose children do not accompany them to conferences will be asked to reschedule at a time manageable for all.

Parents and students are also given the opportunity to conference with teachers in the classrooms prior to the start of the school year.

### **Communication**

Parent notes will communicate important information to parents on a weekly basis. School messenger will be utilized to send reminders and notifications of important events such as school cancellations and early release. Teachers will utilize platforms such as Dojo, Remind, Facebook, and SeeSaw for parent communication.

### **Volunteers**

Just as Jesus calls us all to serve, the faculty and staff at Saint Mary School welcomes volunteers within our school community. There is a sign-up list at registration time or a person may call the school office. Areas of service might include helping children, monitoring learning activities, practicing spelling, oral reading, math facts, hearing prayers, reading tests to students, library time, assisting with playground supervision, field trips, and others. Volunteers are matched to the age of children and type of activity in which they are interested. The mandatory safe environment training is required for volunteers.

### **Virtus Training**

### Virtus Trained

Because the health, well being, and safety of all students is of our utmost concern Saint Mary employees, as well as Diocesan employees, parent transportation drivers and regular volunteers are required to complete Virtus certification and ongoing monthly training.

### Virtus Training

### VISITORS

All visitors to the school are expected to use the main school entrance and be buzzed in by an employee of Saint Mary's.

Students who wish to bring visitors to school shall have previously sought the approval of the principal before being allowed to attend classes or study halls. It will be the responsibility of the student to introduce the guest to each teacher. It is the right of the teacher to dismiss a visitor if she/he should cause a disruption in the class session. The St. Mary Catholic student is responsible for the behavior of his/her guest at all times.

If a parent or visitor wishes to see a student, office staff will escort the parent/visitor to the classroom or retrieve the student to meet the visitor in the office.

If a parent wishes to meet with a teacher they are asked to call or set up an appointment during the teacher's non-teaching time.

Please visit [Saint Mary School website](#) or call the office 515-332-2134 for any questions

*Saint Mary Catholic School is governed by the policies of the Saint Mary Board of Education as well as the Diocese of Sioux City. Saint Mary Catholic School reserves the right to amend this handbook at any time. The administrator reserves the right to waive and/or deviate from any disciplinary regulations for just cause at his or her discretion.*

