

ST. PETER PARISH SCHOOL

**ST. MARY'S**



**ACADEMY**

*2017 – 2018*

*FAMILY*

*HANDBOOK*

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This Handbook will familiarize you with the policies, procedures, and practices of St. Mary's Academy. By informing you of school policies and regulations, we hope to coordinate more closely our responsibilities as educators with yours as parents, toward the student entrusted to our care.

The Administration of St. Mary's Academy reserves the right to make specific applications as

circumstances arise.

## **GENERAL INFORMATION**

### **A. MISSION STATEMENT of St. Peter's Parish**

We believe the Mission of St. Peter's, The Dalles, is to worship, to serve God as a Catholic Community, and to allow His Spirit freely to unite our Parish and society. We accomplish this vision by sharing His message of love, forgiveness and hope, and by caring, instructing, and witnessing in the Spirit of His Love.

### **B. MISSION STATEMENT of St. Mary's Academy**

St. Mary's Academy provides an education within the Catholic tradition, nurturing the potential of each person, while teaching respect and responsibility for all God's creation.

### **C. PHILOSOPHY STATEMENT**

In cooperation with family, St. Mary's Academy is a faith community within the Catholic tradition. Our belief in God and in the teaching of Jesus acknowledges the worth and dignity of each person. We are dedicated to creating a learning environment in which every person's potential may be discovered and developed. We believe in developing the values of service and stewardship.

### **D. STATEMENT OF NON-DISCRIMINATION**

St. Mary's Academy, the Parish School of St. Peter's Church, The Dalles, Oregon, of the Diocese of Baker, admits students of both sexes and of any race, color, national and ethnic origin, to all rights, privileges, programs and activities which are generally accorded to students at school. We do not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, admissions policies, or scholarship programs. We adhere to this same policy of non-discrimination in regard to the employment of both certified and classified members of the school staff and related services.

### **E. HISTORY OF ST. MARY'S ACADEMY**

#### **Established 1864**

St. Mary's Academy began in early August of 1864, when Sister M. Francis Assisi, Sister M. Frances Xavier, Sister Mary Arsenius, and Sister Mary Agatha stepped off the boat at The Dalles and were welcomed by Father L. Vermeersch. These Sisters of the Holy Names of Jesus and Mary were taken to a small frame building on Fourth and Lincoln Streets. One of the wings of the building was used as a convent and chapel. An adjoining two-story structure served as a parlor, music room, and classrooms. 143 pupils enrolled the first year, and boys were admitted in 1887.

In 1871, the first school proved too small, so a new school was set up on Third and Lincoln in a small frame building. As the number of pupils grew larger, the school seemed to grow increasingly smaller.

In 1883, Father Alphonsus Bronsgeest spearheaded the building committee for a new school. On July 29, 1883, the cornerstone of St. Mary's Academy was laid and blessed by Archbishop Charles J. Seghers, D.D. The large brick structure, which was to serve as a landmark for many residents of The Dalles for 78 years, was completed in 1884. The top floor of the building had dormitories for 50 students. The classrooms were on the second floor.

Disaster did not bypass St. Mary's when The Dalles experienced the worst flood in its history in 1884. On May 31, school was dismissed because of flood danger; and on June 2, the sisters and boarders were forced to leave. Water stood 61 inches high in the first floor hall.

The school served as a shelter for many city residents who lost their homes and possessions in the fire of 1891. Eighteen blocks of business and residential buildings were destroyed. The fire was only two blocks from the Academy when it suddenly shifted. Prayers to Blessed Marie Rose, the Foundress of the Holy Names Order, must have been a help!

Co-education in the high school began in 1931. By 1950, growing pains were numerous. The high school closed in 1956 because of a lack of space and facilities. In the fall of 1956, the new Academy opened on Cherry Heights Road, housing a growing number of grade school pupils in grades 1st -8th.

In 1972, St. Mary's Academy became the parish school of St. Peter's Church. The 7th and 8th grades were closed in 1971. The Kindergarten program was started in 1975 and a Pre-Kindergarten was added in 1978. After School Care began operation in 1987 to provide day care for students before and after school. St. Mary's continued as a Pre-K through 6th grade until the fall of 1994, when the middle school was opened on the second floor of the Parish Center. Grade 6 moved to the new location and grade 7 was added. The 8th grade was started in the fall of 1995. St. Mary's now helps parents to educate their children during the formative years of ages 4 to 14.

#### **F. SCHOOL ADVISORY COUNCIL**

The School Advisory Council (The Council) is composed of the administrative team (Pastor and Principal) and the members of the Council who serve three (3) year terms.

The Council meets the second Thursday of each month, except July, in the Altar Society Room, located in the Parish Center. All meetings are open to the public, with the exception of special sessions, which are designated as executive.

Anyone wishing to have a topic included in the agenda must submit this request to the principal or the council chairperson no later than seven (7) days prior to the meeting. All regular meetings will have a time for Visitor Comments, time may be limited. Anyone wishing to address the council may do so during this time, however, the council may choose not to respond.

The Advisory Council uses a consensus model of decision-making with responsibilities in the following areas:

1. Planning — sets goals and plans for the future in light of the Mission Statement.

2. Policy Development — recommends direction for administrative action.
3. Financing — plans and monitors ways to finance the educational programs including tuition, development and fundraising plans, allocating resources according to budget.
4. Public Relations — assists administration with promoting educational programs and recruiting students.
5. Evaluation — determines whether the Advisory Council’s goals and plans are being met, and determines the Council’s own effectiveness. Personnel evaluation is the responsibility of the administration.

#### **G. ST. MARY’S ACADEMY FOUNDATION**

St. Mary’s Academy Foundation of The Dalles, founded in 1982, is a non-profit, tax-exempt corporation that supports St. Mary’s Academy. Our Foundation has been established to provide a capital fund from which interest is annually returned to the school. It is critical to the Foundation Board, as well as to the alumni and Catholic community, that St. Mary’s Academy has the financial security that our student’s education deserves.

Our Board consists of nine members. Currently, St. Mary’s Academy Foundation invests in mutual funds, stocks and bonds. Our Foundation Board reviews these investments on a monthly basis. Our Board meets the third Tuesday of every month (September to June) at 12:00 pm in the Altar Society Room in the Parish Center. All guests are welcome to bring any concerns or ideas to the Board.

#### **H. VOLUNTEERS**

There are many opportunities to become involved at St. Mary’s Academy. Areas that utilize volunteers are the lunch program, maintenance, office, classroom helpers, library, computers, school plays, school advisory council, as well as all the fundraisers: Super Auction, Jog-a-thon, Book Fairs, Bike Event, Annual Appeal and the distribution of SCRIP. The Newsletter or Parish Bulletin will list other volunteer opportunities.

Darkness to Light is a Diocesan requirement for all Catholic schools to meet a nationwide agreement. If at all possible, our goal is to try to ensure that at least one member of every family participates. This training is required for all classroom volunteering as well as field trips. We would like every family to be able to participate. Only adults who have received training and completed background checks are allowed to accompany students on field trips and to work within the classrooms.

#### **I. STUDENT RECORDS**

Custodial parents may review their student’s permanent records by making an appointment with the Principal. Please keep court records updated with the office.

#### **FINANCIAL INFORMATION**

Tuition does not cover the actual cost for educating a student. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the tuition rate is a donation to St. Mary's and is tax deductible.

**A. REGISTRATION FEE**

Pre-School & Pre-Kindergarten: On or Before May 31, 2017 \$200.00

Kindergarten – 8th Grade: On or Before May 31, 2017 \$300.00

Late Registration: Returning families will be assessed a late fee of \$25.00 / student when paid after May 31.

The Registration Fee is non-refundable and due at registration, it partially covers textbooks, supplies, insurance, milk, etc.

**B. TUITION AND PAYMENT SCHEDULE**

There are two categories of tuition rates:

1. Parish: Those baptized students whose family is registered and active at St. Peter's Parish or another Catholic parish in the Deanery.
2. Non-Parish: All other families.

2017 – 2018 Tuition Rates			
<b>3 – Year Old (3 days)</b>		<input type="checkbox"/> \$1977	10 months x \$198 / 12 months x \$165
<b>3 – Year Old (5 days)</b>		<input type="checkbox"/> \$3106	10 months x \$311 / 12 months x \$259
<b>Pre-Kindergarten</b>		<input type="checkbox"/> \$3731	10 months x \$373 / 12 months x \$311
<b>Kindergarten</b>		<input type="checkbox"/> \$4664	10 months x \$466 / 12 months x \$389
<b>1 Child</b>	<b>PARISH</b>	<input type="checkbox"/> \$4388	10 months x \$439 / 12 months x \$366
	<b>NON-PARISH</b>	<input type="checkbox"/> \$4940	10 months x \$494 / 12 months x \$412
<b>2 Children</b>	<b>PARISH</b>	<input type="checkbox"/> \$7452	10 months x \$745 / 12 months x \$621
	<b>NON-PARISH</b>	<input type="checkbox"/> \$8401	10 months x \$840 / 12 months x \$700
<b>3 Children</b>	<b>PARISH</b>	<input type="checkbox"/> \$10,521	10 months x \$1052 / 12 months x \$877
	<b>NON-PARISH</b>	<input type="checkbox"/> \$11,856	10 months x \$1186 / 12 months x \$988

Tuition payments are due the 1st of every month and considered delinquent if received in the school office after the 10th of each month.

**C. TUITION ASSISTANCE PROGRAM**

The purpose of the St. Mary's Academy Tuition Assistance Program is to provide a means for all families to send their students to St. Mary's Academy. St. Mary's Academy may ask families to provide additional volunteer time to help offset the discount families receive.

This fund is available to all families who request assistance. Families requesting assistance must complete a detailed financial form supplied by the Principal, along with a cover letter explaining the family situation. A copy of income tax form 1040 or 1040A for the preceding year will be required. The Tuition Assistance Committee takes into account all factors, which can include

the size of the family, current debts, current revenue sources, and any extraordinary expenses and circumstances. Consideration is also given to the families who support the parish and school.

The Tuition Assistance Committee is comprised of the pastor and the principal. The committee determines a maximum level of assistance based on the number of applicants and the available monies. Only in extremely rare circumstances are families awarded full tuition.

Families awarded tuition assistance will be expected to fulfill obligations in two areas:

1. The family is responsible for paying the remaining tuition and all registration and school fees on a timely basis.
2. Families are expected to contribute time (based on an hourly rate determined annually by the committee) at the school or parish in exchange for the portion of tuition paid for them. This is in addition to any fundraising participation. Prior to the start of the school year, the family and principal agree to where and how these hours will be performed.

Assistance is given to:

1. Families of students already enrolled in the school, receiving tuition assistance, and who continue to demonstrate a financial need.
2. Families with currently enrolled students who can no longer pay the full tuition because of circumstances beyond their control.
3. The families of new students.

#### **D. PAYMENT OF TUITION**

School policy states that tuition payments must be kept current or a late fee will be charged. When a family finds itself in particularly hard times, financial arrangements can be made with the school Principal. Each family will be treated on an individual and pastorally sensitive basis.

*All financial obligations for the previous school year, including Extended Care fees, are to be paid in full; and all past fundraiser expectations are to be completed before registration is accepted. Student may not register if accounts are not current.*

#### **E. LATE PAYMENT PENALTY**

A late payment penalty of 1.5% per month is charged on all overdue tuition and Extended Care payments. If any sum due under the contract is placed in the hands of an attorney or collection agency for collection, you will be charged reasonable attorney's fees and collection costs, whether or not the suit or action is filed.

The Academy reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold grade reports;
2. Deny a student enrollment for the following semester;
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.
4. Deny the continuation of educational relationship.

#### **F. ADDITIONAL FEES**

Additional fees may include, but not limited to: technology, lunch, school pictures, field trips, special project supplies, recorder and music instruction book, Spanish instruction books, instruments and books for band.

#### **FUNDRAISING**

#### **FAIR SHARE HOURS AND FUNDRAISING COMMITMENTS 2017-2018**

The success of school activities and fundraising is dependent on each family's participation and commitment. Fair Share Hours and Fundraising Commitments can be completed by anyone on behalf of your family (grandparent, friend, aunt, uncle, etc.).

#### **FAIR SHARE HOURS**

How Fair Share Hours Work...

- Each **two-parent family** is asked to contribute a total of **20 hours per school year (6 for Auction)**
- Each **single-parent family** is asked to contribute a total of **10 hours per school year (3 for Auction)**
- Families who are unable to contribute have the option of paying \$62.50 per hour

Keeping track of Fair Share Hours...

- Fair Share Hours are **self-reported** (on the form available in the office, or logged individually in Sycamore)
- Fair Share Hour reports will be distributed twice a year from the information provided by the parents and recorded in Sycamore
- The school will bill families who fall short of their commitment by June 15 each year
- A student may not be enrolled for the following year until this obligation is met

Ways to contribute to the Fair Share Hour Program...

**Time...**Any way that you spend helping St. Mary's Academy such as:

- Classroom helpers or field trip chaperones
- Room Parents, playground monitors, cafeteria helpers
- Coaches
- Classroom or School Wide Fundraisers
- Volunteering for Work Parties

- Being a member of the School Advisory Council or SMA Foundation Board

**Talent**...Any donated professional service such as:

- Plumbing/electrical or repair work
- Technology or secretarial services
- Physical Education involvement

**Treasure**...Any goods or money for the school to use such as:

- Office Supplies
- Paint or furniture needed

### **PERSONAL FUNDRAISING COMMITMENTS**

Each family is responsible for participating in these approved personal fundraising commitments that can be done on their own time:

- **Scrip** – Commitment: Purchase \$200.00 each month.
- **Jog-a-thon Pledges** – Commitment: \$150.00 in pledges.
- **Trip Raffle** – Commitment: Sell or purchase \$150.00 (30 tickets) in tickets.
- **Gift Card Raffle** – Commitment: Sell or purchase \$200.00 (20 tickets) in tickets.
- **Auction Solicitations** – Commitment: Solicit assigned businesses for auction donations.

### **Applications for Additional Fundraisers**

The fundraisers listed above require a substantial commitment of time and money in order to be successful. For this reason the Administration has determined that an application must be submitted for any additional fundraisers and approved prior to the actual event. The fundraising committee, consisting of a staff member, an advisory council member and the Principal will meet on an as-needed basis as applications are submitted to the office and decide by consensus. The Principal will have the final word on whether a fundraiser is approved.

The following information is required for any additional fundraisers:

Group / Class doing the fundraiser

Purpose of the fundraiser

Monetary obligation of the student / family

Time obligation of the student / family

Time used during school hours

Time used outside of school hours

Date(s) of the fundraiser

Potential conflicts with other St. Mary's fundraisers

## **ADMISSION PROCEDURES AND GUIDELINES**

Catholic schools are a primary means of Catholic education. It is the primary goal of St. Mary's to assist Catholic families in the formation and education of their students in the Catholic faith, and Gospel values and traditions. Registration means that all families are willing to comply with the programs and policies of the school and actively participate in activities which support the school's programs and philosophy.

### **A. ENROLLMENT**

1. Registration for school takes place in the Spring. At that time, families with students already enrolled in grades Pre-School through 8th will be given the opportunity to register first; then students from the parish and other Catholic parishes, and finally admission will be open to the public until classes are filled.

Class size limits:

Pre-School	18		
Pre-Kindergarten	20	Grades 1st – 5th	24
Kindergarten	24	Grades 6th –8th	23

Band, Music and P.E. classes may have larger class numbers.

2. The Student Information, Emergency Contact and Treatment Release and Medical Information form must be completed prior to attendance in school, including at least two telephone numbers of persons other than parents who may be contacted in an emergency.

3. Immunizations. The State requires full immunization for all students ages 5-14 who enter school for the first time. Verification of all immunizations, as well as chicken pox, required by Oregon law, must be presented **before** entrance to school. The only exception is for students who for religious reasons cannot have shots. **Records must be brought to school on or before the first day of school.**

4. A physical examination is encouraged for those students who have not had one recently, is strongly recommended for all 6th graders, and is **required** for 7th and 8th graders who participate in sports' programs.

5. Students entering school for the first time are required to bring a **certified birth certificate and immunization record.**

6. St. Mary's requires students be 3 years old by September 1 to enter Pre-School. St. Mary's suggests students be 4 years old by September 1 to enter Pre-Kindergarten, 5 years old by September 1 to enter Kindergarten and 6 years old by September 1 to enter Grade 1. Variations from this entry age level requirement must be approved by the Principal and Pastor.

7. Upon graduation, school records are sent to the respective high schools as long as there is no

balance owing.

## **ATTENDANCE**

### **A. ABSENTEEISM**

Parents should make sure that their student's attendance at school has priority over all other activities. Additionally important is arriving to class on time and prepared to begin the day. Tardiness is very disruptive and valuable teaching time is interrupted or lost when students arrive late.

If your student will be absent due to illness, notify the school by 8:30 am the day of the absence.

If a student is out sick for one day, generally, there will not be homework sent home. When they are out more than one day, homework will be available to be picked up at the end of the day if the parent calls in before 9:00 am. Middle school students who are out sick can pick up their homework in the office at noon on the day of their absence. The teachers will give them an extra day to turn it in.

If at all possible, family vacations should follow the school calendar; otherwise, instructional time in class is missed and may be reflected in the grades earned. It may not be possible for students to make-up work missed while on vacation. Poor attendance does affect school work at all grade levels. Twenty or more days of absence may indicate a need to consider retention.

Students who are absent from school may not attend school functions or activities, band concerts, team practices, dances or participate in athletic competitions that afternoon or evening. They will be asked to leave. **If your student is too ill to be at school for the entire day, please do not bring them for part of the day.**

### **B. REQUEST FOR EARLY DISMISSAL**

Regular attendance is extremely important at all levels. A written request or one in person by the parent must be provided for any early dismissal. A parent must sign his / her child in and out of school in the office. Middle School students may be picked up across the street once they have been signed out by their parent. It is strongly recommended that medical and dental appointments be made after school hours.

## **ACADEMIC INFORMATION**

### **A. ACADEMIC HONESTY**

Honesty is expected in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own) or doing another person's homework assignments are forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including an academic dishonesty contract, detention, suspension or possible expulsion.

## B. DAILY SCHEDULE

The school office is open from 7:30 am till 3:30 pm. Please take care of school-related business during these hours.

7:30 am — 7:45 am	Early arrival-students will be supervised outside
7:45 am	Middle School Begins
7:50 am	Pre-School – 5th Begins
11:20 am	Pre-School Dismissal
11:20 am	Pre-K Dismissal
11:30 am – 11:50 am	Grades 4th – 8th Lunch / Grades K – 3rd Recess
11:50 am – 12:10 pm	Grades K – 3rd Lunch / Grades 4th – 8th Recess
2:40 pm	K – 5th Dismissal
2:50 pm	6th – 8th Dismissal

## MORNING PROCEDURE FOR ELEMENTARY SCHOOL

Students arriving before 7:45 am are to report to the playground, where there is supervision from 7:30 am until 7:45 am. Students assemble in the hallway at 7:45 am and prepare for classes which begin promptly at 7:50 am. Students are not to assemble in the hallway prior to the 7:45 am time.

**Dropping off before school:** When dropping off your student in the morning before school, you have two options:

1. If you wish to walk your student into school, you must park in the parking area west of the line and **use the crosswalk**.
2. You may pull up parallel to the school and drop your student at the main entrance. The student must exit the vehicle on the side closest to the school.

Please be courteous and safe. **DO NOT PARK IN FRONT OF THE SCHOOL TO ENTER THE SCHOOL.** Do not leave your vehicle running unattended at any time. Please ensure that your student enters the front door only. Other exterior doors are for exits only.

**Tardiness:** All students are to arrive by 7:45 am. Students arriving after 7:50 am are tardy and need to check in at the office before going to class. Arriving on time is especially important on Wednesday mornings when Mass begins at 8:00 am across the street at St. Peter's. Tardies are very disruptive and valuable class time is missed. Parents will be notified if their students have excessive tardies.

## MORNING PROCEDURE FOR GRADES 6th-8th

The school day begins at 7:45 am for Grades 6th – 8th. All 6th – 8th students begin their day with band in the cafeteria.

**Tardiness:** Students in grades 6th through 8th arriving in their assigned area after 7:45 am will be marked as tardy.

## C. CURRICULUM

Our academic curriculum is the responsibility of the Principal and faculty following the approved Diocesan guidelines.

#### **D. GRADING POLICY**

At St. Mary's Academy it is our goal to create individuals that are responsible self-motivated lifelong learners. To encourage responsibility the teachers will strive to hold students accountable for their work. The grading policy established has been created to allow students a better understanding of the academic expectations. These policies cannot cover every scenario but will give an overall guideline as to how teachers will handle grading scenarios. There may be unique circumstances for scenarios and the teacher has the ability to make modifications to each unique circumstance. All St. Mary's teachers take each grade very seriously and wish to help each student develop the skills needed to not only be successful in school but to be successful in life.

##### **1. Pre-School and Pre-Kindergarten**

Grades are evaluated in a modified letter grade system using M (Mastered), P (Progressing) and E (Emerging) that helps parents and students better understand their skill level. This method is used for both academic and behavioral components.

##### **2. Kindergarten**

Grades are evaluated in a modified letter grade system using M (Mastered), P (Progressing well), G (Grade Level Progress), N (Needs to improve) and I (Introduced) that helps parents and students better understand their skill level. This method is used for both academic and behavioral components.

##### **3. 1st Grade – 8th Grade**

Letter grades are given for all 1st through 8th grade students. This is done to create consistency and better understanding of letter grade equivalency.

Late work can be turned in up to one week prior to the end of each quarter. For every one day sick / absent, one day is given to make up work.

#### **\*It is the Responsibility of the student to get missed work\***

All students are expected to arrange a meeting with their teacher to get any work done while they were absent.

Accommodations may be made to make up missed work for extenuating circumstances. Students may request additional time with the teacher to make up missed work if needed. This must be approved by the teacher prior to the additional time being taken.

Homework is due at the beginning of the next class / subject period unless otherwise designated by the teacher. This insures that students are prepared for class and do not use the time in the same class period the assignment is due.

Late daily work may be weighted at a greater % than long term or heavily weighted assignments

or projects.

All late work will be weighted according to these general guidelines but are at the discretion of the teacher:

4th grade may receive UP TO but NO GREATER THAN 20% OFF

5th grade may receive UP TO but NO GREATER THAN 20% OFF

6th – 8th grade may receive UP TO but NO GREATER THAN 50 % OFF

Example: 20% reduction - A student obtained a 95% on an assignment and turned work in late. A 20 % reduction is taken from this 95% work. The late assignment would then receive a 75% or an equivalent of 2 full letter grades.

The reduction for late work is not to hinder a student, but to enforce the concept of personal responsibility. This will help the student gain the needed skills to be a responsible, motivated learner able to do a task on time.

All individual assignments / circumstances may be taken into account when grading. All teachers will work within these guidelines and are able to make adjustments as they see necessary. All grading is within the discretion of each teacher. If a student or parent is uncertain of a grade and how it was obtained please speak with the teacher for clarification.

Grades for students in 2nd through 8th grade are available in Sycamore to allow parents and students constant access to information about grades. If a student or parent wishes to have a grade printout sent home, please make arrangements with the teacher.

Report cards are posted to Sycamore four times a year: November, January, April, and June.

1st & 2nd Grade Grading Scale		3rd, 4th & 5th Grade Grading Scale		Middle School Grading Scale	
90-100	A	93-100	A	99-100	A+
		90-92	A-	93-98	A
		88-89	B+	91-92	A-
80-89	B	83-87	B	89-90	B+
		80-82	B-	83-88	B
		78-79	C+	81-82	B-
70-79	C	73-77	C	79-80	C+
		70-72	C-	73-78	C
		68-69	D+	71-72	C-
60-69	D	63-67	D	69-70	D+
		60-62	D-	63-68	D
59& Below	F	59& Below	F	61-62	D-
				60& Below	F

## **CONFERENCES**

Conferences are scheduled twice during the school year: November and April. For optimum benefit, it is best to have both parents present at the conference. Parents or teachers may request additional conferences during the year. Teachers may ask that parents and students both be present at conferences.

## **PROGRAMS**

### **A. RELIGIOUS EDUCATION**

The threefold purpose of Christian education for Catholic schools is to foster growth in faith, build community, and to serve the human community. Each class has daily experiences which include prayer and the Diocesan approved curriculum lessons. Students in grades K – 8th attend Mass once a week. Other celebrations of Mass are arranged with the Pastor. We observe holy days and special feast days by attending Mass or prayer services. Most federal holidays are preceded by a prayer service or other celebration. Advent, Lent and Easter include school-wide activities to enrich the seasons.

### **B. COMMUNITY SERVICE**

Service is part of our Mission Statement and Catholic belief. It is recommended that students give service to our community in age-appropriate ways and perform a minimum of one hour per grade level, i.e., Grade 1 completes one hour of service per school year; Grade 2, two hours, etc.

### **C. SACRAMENTAL PREPARATION**

Sacramental Preparation in St. Peter's Parish has two components: The continuum of Faith, which consists in ongoing instructions in the faith and life of Catholics, and the immediate preparation for the reception of the sacrament. St. Mary's Academy, through its religious education curriculum and through the whole experience provided by the school environment, fulfills the parish requirements for the continuum of faith.

Prior to the reception of First Reconciliation/ Communion and/or Confirmation, a student must have been enrolled at St. Mary's Academy for a full academic year. It will also be necessary for a student and their parent(s) to participate in the immediate preparation program (about 6 hours per sacrament over the course of the year, together with any retreats and the completion of required service hours) provided by the parish for each sacrament being received.

The School will provide information about enrollment and dates for these programs.

The preferred time for the reception of the sacrament of First Reconciliation and Eucharist is second grade. The preferred time for the reception of the sacrament of Confirmation is sixth or seventh grade.

## **STUDENT ACTIVITIES**

### **A. ALTAR SERVERS**

Catholic students in the 3rd through 8th grades, who have received their first Holy Communion, are encouraged to be Altar Servers.

## **B. PIANO LESSONS**

Lessons in piano are available for your student if you desire. For more information, call the school.

## **C. BAND**

Band is offered to students in the 5th through 8th grades. In preparation, recorders are taught in 3rd and 4th grades.

### **Band Attire for ALL Performances:**

**Boys and girls are to wear black pants, black socks, black shoes and a long-sleeved white dress shirt for all band performances.**

## **D. ATHLETIC PROGRAM**

Participating in St. Mary's athletics is a privilege. All students participating in any St. Mary's sports program will be expected to adhere to certain guidelines. Athletes are representing St. Mary's Academy at all athletic events and they are expected to act in accordance with the same behavior expected during school and at any school event. The athletic director will remove the privilege of participating in sports at St. Mary's from any student who displays poor sportsmanship or who has difficulty working with their teammates and coaches.

**Athletic Coaches:** Any parent, guardian, or other adult must complete a child protection program approved by the Diocese of Baker (i.e. Virtus, Darkness To Light or other approved training) and background check. All adults who wish to help with our athletic programs will be required to attend an orientation meeting before they will be allowed to assist with coaching in any manner. The meeting will be used to go over expectations and guidelines for coaches, to schedule practices, and to answer any questions the coaches may have. Please contact the school office if you are interested in coaching any sports offered at St. Mary's.

Coaches are responsible for any athletic equipment checked out to them during the season. All equipment must be returned to the athletic director in good working condition at the end of the season. Coaches are also responsible for the supervision of all of their athletes during the practices and games. (Coaches cannot leave until they have assured that all athletes have been picked up by a responsible adult.) Students must have a written note from their parent if that student has permission to walk home or to ride with another parent.

**Sports Uniforms:** Uniforms will be checked out at the beginning of the season and are to be returned within seven days of the last game of the season. If a uniform is lost, not properly laundered or damaged from misuse, a \$50.00 fee is required to replace the uniform. **DO NOT TRADE OR LOAN THE UNIFORM.** The number assigned by the coach is the responsibility of the athlete.

## **E. ELIGIBILITY**

Academics should always come first before participation in athletic events. If a student is having difficulty with school work they should notify the principal. The staff will help provide

additional support in order to help all students maintain passing grades in every school subject.

An athlete will become ineligible to participate in any games or tournaments if their grade drops below a C in any class or subject. That athlete will remain ineligible until they can successfully bring all grades up to a C and maintain a C in each class.

Detailed guidelines will be sent home with each athlete.

**F. FEES**

Fees are charged for after-school activities. All fees are to be paid prior to participation in the activity. Following are the estimated fees for the 2016-2017 school year. Fees will only be refunded before games start. Fees will not be refunded if an athlete becomes ineligible.

Basketball	\$50.00	Cross Country	\$35.00	Volleyball	\$45.00
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\* For those interested in Football, Wrestling or Track, please contact The Dalles Middle School.

*These fees are only estimates and may be somewhat higher if our costs increase for equipment repair and replacement, field / court rentals and officials fees.*

All parents and students are to sign the Rules Governing Athletics and Academic Eligibility form. All parents are to complete and sign the Athletic Participation Form.

**G. FIELD TRIPS**

A written permission slip, signed by the parent or guardian, is required before a student may participate in various excursions. Parents who are willing to drive on field trips must complete a child protection program approved by the Diocese of Baker and must complete a Volunteer Driver form which is kept on file in the school office.

Students must be picked up promptly or checked into Extended Care upon return or risk the loss of future field trip privileges.

The Booster Seat Law requires drivers who transport children to use approved devices that elevate small children to make standard safety belts fit properly. The law applies to children up to eight years old or children up to eighty pounds.

**H. FIELD TRIP CHAPERONE GUIDELINES**

**The role of field trip chaperones is to support and assist the teacher.** Chaperones must be parents or guardians 21 years or older who have completed the child protection program approved by the Diocese of Baker.

The following guidelines have been formulated to inform chaperones of their important role:

1. Appropriate behaviors, manners and language expected and required from students is also expected and required from the chaperones.

2. When assigned a group of students, stay with the students at all times. Keep your group together. **MAKE NO UNSCHEDULED STOPS.**
3. Before departing, know the names and number of students in your group.
4. Notify the teacher of any problem situations. Do not discuss students or problems with other chaperones. The intention is to protect the reputations of the persons involved in the problem situation.
5. Chaperones are not permitted to physically reprimand a student.
6. Obtain directions and/or a map to the field trip destination.
7. Ensure that all students riding in your vehicle have seat belts and booster or car seats as required by law. Students under 12 must not sit in an airbag area, unless it is child rated.
8. Be a positive role model for the students. Be patient! Moving a large group takes extra time and teamwork.
9. The attention of all chaperones is to the group they are chaperoning. Therefore, children other than those enrolled in the class may not attend school day field trips.
10. No alcoholic beverages are to be consumed while chaperoning, not even during the “after lights out” or “off-duty” gatherings of chaperones.
11. No signs are to be posted in the windows of any vehicle. Large vehicles will be assigned an extra adult to help monitor behavior.
12. Finally, it is the hope of all the teachers that field trips will be a safe and enjoyable learning experience for everyone.

## **STUDENT SERVICES**

### **A. EXTENDED CARE**

St. Mary’s Academy Extended Care is a State licensed program to service students Pre-School through 8th Grade who are enrolled in St. Mary’s Academy.

#### **1. Program Hours**

Extended care is open 11:20 am—5:30 pm for Pre-School and Pre-Kindergarten during scheduled school days, for St. Mary’s families. The extended care program begins at 2:45 pm for grades K – 8th. Extended care can be reached at 541-296-2312.

#### **2. Registration**

All students attending the extended care program must have all the necessary state-required forms filed with Extended Care to receive service.

### 3. Fees

**Service Fee:** All St. Mary's families using extended care pay a service fee of \$50.00 for the first student and \$25.00 for each additional student per year. A written schedule assures your student a position in Extended Care. The service fee is non-refundable. The fee partially covers licensing fees, staffing, utilities and maintenance.

**Hourly Fee:** \$3.50 per hour for each student.

### 4. Early Release Days

All students in Pre-School through 8th Grade, who are at school after 11:30 am, will be sent to Extended Care services for supervision and will be charged the hourly rate and service fee if not previously registered.

### B. LUNCH

St. Mary's Academy will make an effort to have lunch available for purchase two times a week. If you choose to participate and your student is absent, you will not be reimbursed for the lunch ordered for that day.

The lunch program relies heavily on the volunteer support of our parents. Volunteering involves the set-up, serving and cleanup for approximately one hour each day.

### C. ALLERGIES

We have several students who have peanut allergies. Because this is a life threatening allergy that is airborne rather than ingested, we strongly suggest you offer alternatives to peanut butter for your student(s). If you are absolutely unable to do so, there will be a designated peanut butter table at the back of the cafeteria.

### D. TELEPHONE

With the teacher's permission, students may use the telephone in the case of an emergency. **Students are to take responsibility for remembering their own lunch and homework, so calls of that nature may not be made.**

## PARENTS

### A. CUSTODY ISSUES

**Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known to the school in writing. Keep court records updated with the office.**

### B. SPECIAL EDUCATION

There are supplemental programs in the public school system to assist parents with students having special educational needs. Contact the school office for additional information.

### **C. CLASSROOM INTERRUPTIONS**

All visitors, including parents, must report to the office, sign in, and wear a visitor badge. Classroom disruptions are to be kept to a minimum and learning time to a maximum.

### **D. VISITATION DURING SCHOOL HOURS**

1. Parents are welcome to observe classes during class time when arrangements have been made 24 hours in advance with the Principal and teacher. Class time is not to be interrupted.
2. Parents are also welcome to have lunch in the cafeteria with their students anytime. Sign in at the office and wear a visitor badge.
3. Parents are asked to **NOT** enter classrooms when teachers and students are not present without permission.
4. Classroom visits by students from other schools are generally discouraged. The Principal determines the appropriateness of the visit on a case-by-case basis.
5. Parents are welcome to observe in Extended Care at any time.

### **E. SPECIAL CELEBRATIONS**

Please make arrangements at least 24 hours in advance with the teacher for any special celebrations.

We realize that not every family can include all classmates in birthday celebrations outside of school. However, be aware of the potential for hurt feelings. Invitations that do not include all the boys or all the girls in a grade are **NOT** to be distributed at school. When exclusion is necessary, do not send sleeping bags and / or presents to school. Arrange to meet away from the school.

### **F. LUNCH AWAY FROM SCHOOL**

Socialization and the opportunity to interact with peers is an important part of your student's development. Our lunch break serves as an excellent time to help students learn to socially interact beyond the boundaries of the classroom. Occasionally, as a special treat, parents and / or grandparents may wish to take their student off campus to lunch. In order that no one is excluded, we ask that students going out to lunch do not include other friends, but simply accompany the parent / grandparent / guardian alone.

### **G. DELIVERIES TO STUDENTS DURING SCHOOL HOURS**

Classroom time is not to be interrupted. Delivery of late items (i.e. school lunches, homework and clothing) should be placed in the office. The student can pick up the items at recess or lunch time. **(NO balloons, flowers, candy, etc. are to be delivered to the school.)**

## **SCHOOL INFORMATION**

### **A. NEWSLETTER**

To help us be more eco-friendly, please provide your e-mail address to the office so we are able

to reduce our use of paper for our weekly newsletter. If you are receiving the newsletter on paper, it will be sent home with the youngest student in each family. This is our primary means of any general communication with our families. Please help your student understand the importance of getting the newsletter home to you.

ALL FLYERS AND WRITTEN COMMUNICATIONS MUST BE APPROVED BY THE PRINCIPAL BEFORE FINAL PRINTING AND DISTRIBUTION.

**B. BOOKS AND MATERIALS**

All students in grades Pre-School, Pre-K and K are required to have a book (tote) bag; students in grades 1st - 8th are required to have a backpack to protect his / her books. The students are responsible for damaged or lost books.

**C. HOMEWORK**

**Homework takes precedence over extra-curricular activities.** Homework is assigned and required in many grades in an effort to promote good study habits and to reinforce concepts taught in school. Parents are expected to provide sufficient quiet and study time for the student each night. Teachers' individual homework policies and procedures will be explained at Parent Night.

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Home study assignments should vary with the age of the student, and the types of learning opportunities with which they are familiar. Homework should be assigned with consideration for family lifestyles.

Homework can be a useful part of the school program if it enables students to form desirable independent study habits. Homework should provide a positive learning and growth experience.

The following guidelines should be followed regarding homework assignments:

1. Assignments should be geared to the individual student's age and ability.
2. Home conditions of the individual student should be considered when assignments must be completed there.
3. Assignments should be corrected soon after the work is completed and returned to the student promptly.
4. Departmentalized teachers are encouraged to coordinate homework assignments.

Time spent on homework by students may vary. The following table provides guidelines as to the amount of time most students should spend daily on homework:

Grades 1st—2nd. . . . .	20 to 30 minutes	Grades
3rd—4th. . . . .	30 to 40 minutes	

Grades 5th—6th. . . . .45 to 60 minutes  
7th—8th. . . . .60 to 70 minutes

Grades

**D. PHYSICAL EDUCATION**

Students must have a note signed by a physician in order to be excused during regular play and physical education periods. Please keep teachers informed via written note on the status of recovery for breaks and sprains. Light activity is part of the recovery process for most ailments when a student is well enough to be back at school.

**WELL-FITTING GYM SHOES ARE REQUIRED FOR ALL STUDENTS ATTENDING P.E. CLASSES, or they will be excluded from P.E. and grades will be affected.**

**E. LOST AND FOUND**

Lost and Found is located in the cubbies in the main hallway and in a blue bin at the Middle School. Unclaimed items will be given to St. Vincent de Paul twice a year after conferences and again on the last day of school.

**F. EARLY RELEASE SCHEDULE**

**On the days that we schedule an early release for St. Mary's and the other district does not have an early release; children are to be picked up by parents / guardians.**

**NOTE: On early release days, students must go to Extended Care or be picked up by their parents / guardians. The school is not responsible for students who do not attend Extended Care and leave the premises.**

**G. PERMISSION SLIPS**

When Permission Slips are issued for special occasions, specific information and deadlines for return of the permission slips will be provided. Students will be excluded from the activity unless permission to participate is on file.

**H. MOVIES FOR CLASSROOM USE**

Commercial movies are used with the following guidelines: G in after school care and grades Pre-School-5th. PG in grades 6th –8th. In grades 6th – 8th PG-13 movies will not be used without written permission from all custodial parents in the class.

Adequate time will be allowed for response (3-5 days). If a parent has an exception to a movie selection in those grades, he / she may contact the teacher or notify the office, to arrange for an alternate plan for that student.

**MEDICAL**

**A. COMMUNICABLE DISEASES**

**Notify the school promptly when your student contracts a communicable disease such as chicken pox, strep throat, head lice, pink eye, etc. These diseases must be treated and reported to the office prior to returning to school. If your student has a fever, they need to stay home until they are fever free for 24 hours (off medication). They will be sent home if**

**they have a fever at school. Strongly encourage good hand washing practices at home and at school—be a good example!**

## **B. MEDICATION**

Any student who is required to take medication at school must comply with the following State laws:

1. All medication, prescribed and otherwise, including ALL cough drops, cough syrup, and Tylenol, etc., (chap stick and lotion are OK) must come to school in the original container, in a zip-locked bag, with the student's name on the outside of the bag. The sealed container must be brought to the school secretary immediately upon arrival at school.
2. Each bag must be clearly marked with the student's name and the dosage directions written on the "Authorization to Administer Medication" form available in the office. A signed consent form is to be kept with the medication in the zip-locked bag, giving the designated personnel permission to assist the student taking any medication.
3. A storage area is provided in the office for the safe keeping of the medication.
4. The secretary or other designated personnel will assist the student in taking medication.
5. Parents shall be notified concerning failure of the student to be responsible about taking the medication.
6. Notify the teacher of necessary medication when going on field trips.
7. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed

## **C. ALLERGIES**

Notice of all allergy treatment needs to be provided in writing. For emergency allergic reaction treatments (bee stings, etc.), necessary medications need to be provided in the original container with detailed instructions.

**PEANUT FREE SCHOOL** - We have several students who have peanut allergies. Because this is a life threatening allergy that is airborne rather than ingested, we strongly suggest you offer alternatives to peanut butter for your student(s). If you are absolutely unable to do so, there will be a designated peanut butter table at the back of the cafeteria.

## **SAFETY**

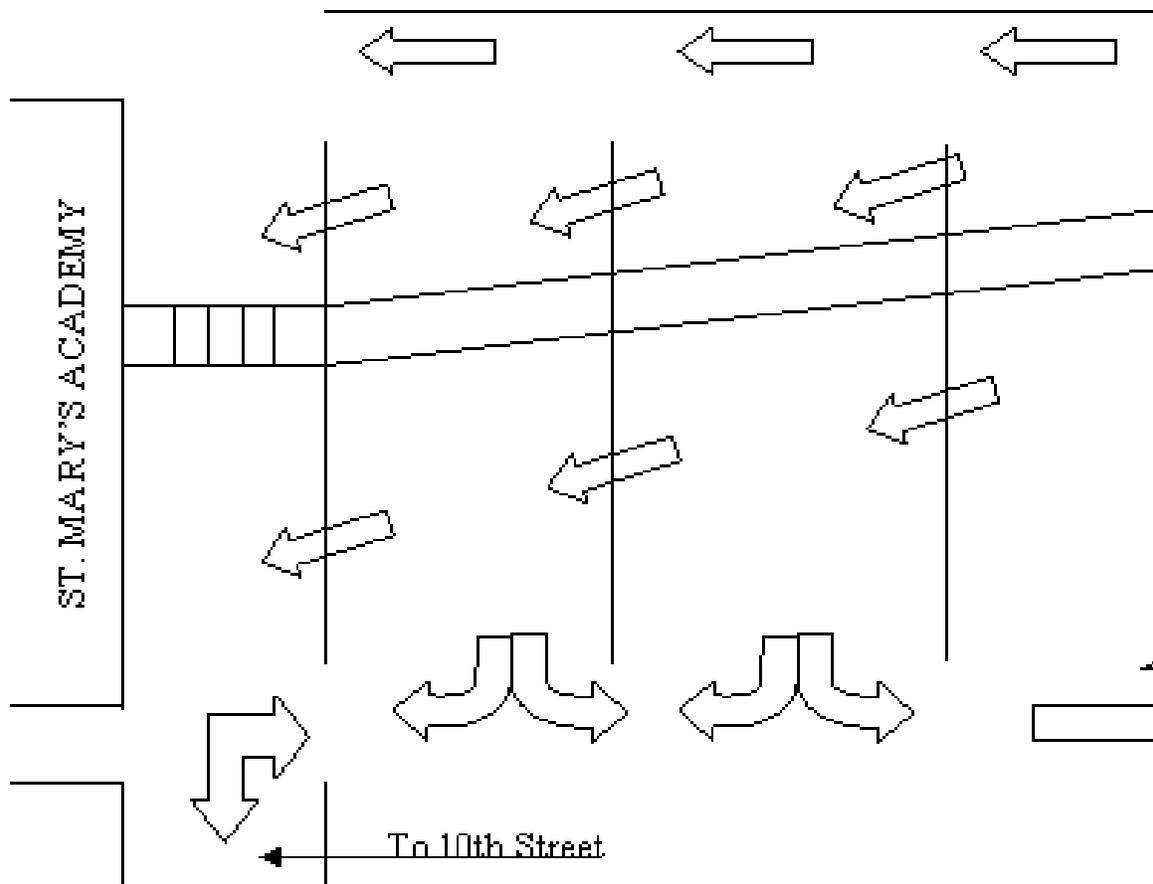
### **A. CHILD PROTECTION PROGRAM**

An important Diocesan requirement of all Catholic schools is that anyone having contact with students at our school must complete the approved Darkness to Light training and complete a background check. The purposes of this training is to learn how to protect God's children from harm. Once the online training and background check are complete, involvement as a volunteer may occur.

Anyone volunteering at St. Mary's Academy is expected to complete this training. No one is allowed to transport / chaperone children on field trips unless they are trained. **This includes additional adult passengers.** If you would like to participate in our reading program, with classroom parties, as a lunchroom helper, or as a coach, you must complete the training before you are allowed to participate.

**B. PARKING LOT PROCEDURES**

Cars pull up to stop bars on either side of student's walkway. Everyone pulls forward to exit on either side of the walkway. Walkway is in a safe zone. Do not cross walkway except at driveway entrance and in front of school.



**C. LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS**

No student may leave the school grounds during school hours without permission of his / her teacher and written authorization from parents or guardians. A parent must sign his / her student in and out of school in the office. The school accepts no responsibility for any student who leaves the premises without permission. Parents will be promptly notified if this occurs

during the school day.

#### **D. CHERRY HEIGHTS CROSSWALK**

Students are expected to cross within the crosswalk, at a brisk pace, after checking the traffic in both directions. The stairs on the west side of the street are to be used. Running is prohibited.

#### **E. BICYCLES**

Students who ride their bicycles, skateboards, scooters and in-line skates must get off before entering school property and walk to the bicycle parking racks. Lack of cooperation in this matter will necessitate the loss of bicycle privileges for a week.

Oregon state law requires a helmet for students who ride their bikes to school. Bicycles must be locked. The school is not responsible for personal property on school property.

#### **F. AFTER SCHOOL PICK-UP**

Everyone is asked to park behind the yellow lines—not along the side where accidents may happen. Please make sure that you have parked without leaving narrow gaps so that everyone can fit in behind the yellow lines. If you have to park toward the back, please get out and meet your student at the end of the crosswalk. Please remember that we **NEVER BACK UP** in the St. Mary's parking lot during release time. Our current system has been established through many years of trial and error. We believe that if everyone follows the handbook guidelines, all of our students will be safe and secure.

Students are to board the buses from the front of the school. Students waiting for cars are to wait outside the exit room and cross as directed by flaggers. Students must meet parents at their car after crossing the parking lot at the crosswalk. The crosswalk must be used at all times.

Send a note with your student if your student is to be picked up after school by someone other than you, or other designated person on school registration forms. If you cannot send a note – you, the parent, must contact the school office or Extended Care by phone prior to the student begin released. Bus drivers need a note as well, if your student is not following the usual routine.

**All K through 5th** students are to be picked up at the elementary building; Middle School students will be picked up at Middle School parking lot. K – 8th grade students not picked up within 15 minutes of release time, will be sent to the office to call home. If parents cannot be reached the student will report to Extended Care and a fee will be charged.

#### **EMERGENCIES**

It is the parent's responsibility to keep current information on file in the office (telephone numbers, address, emergency contact numbers, etc.). Please keep this information updated!

In the event of a medical emergency, a parent or guardian is expected to meet the St. Mary's staff person at the hospital.

In the event of any emergency or lock down, **our first priority is to ensure the safety of our students and staff, and to secure the building.** When the building, students and staff are secure, parents will be notified by text alert and or phone call. You may reach the school staff at 296-6004, 296-2312 or St. Peter's business office at 296-2026.

In the event of school closure due to weather, the policy is generally to follow The Dalles School District 21 implementation. Announcements will be made over local radio stations: KHR 105.5, Hood River; KODL 1440, KACI 1300, and KYT 102.5, The Dalles as well as on the D21 website, St. Mary's website ([www.smatd.org](http://www.smatd.org)) and our phone (296-6004). An additional avenue for notification is available via text messaging, please contact the school office for more information. Obviously, if you live at an elevation where driving earlier is a safety concern, wait until you feel confident. When school is closed, there will be no Extended Care. If the school must be evacuated, students will be taken to St. Peter's Church.

### **CHILD ABUSE**

All certificated personnel are required by law to report immediately by phone any suspected child abuse, neglect, or molestation to Child Protective Services or the police/sheriff's department.

### **BEHAVIORAL EXPECTATIONS**

Students enrolled at St. Mary's assume personal responsibility for their conduct. As a member of the school community, the student is obliged to fully respect the rights of all members of the school community. This includes himself/herself, other students, teachers, clergy, custodians, visiting adults, guests, and all staff.

It is in this spirit of collaboration and cooperation that all of us commit ourselves to behavior that promotes:

1. Respect for the individual as well as the whole group.
2. The dignity and worth of students' efforts at work and play.
3. The right use of and respect for each other's material goods.

#### **A. CHURCH**

*Students are to show reverence at all times in the church. This means conversing only when necessary and in soft tones, and being attentive to directives of the teacher or staff member in charge. Students will sit in family groups.*

#### **B. BUILDINGS AND GROUNDS**

Students are to show respect for the buildings and grounds.

### C. DRESS CODE

We take pride in ourselves and our school, and because we bear witness to Christ's presence, the appearance of our students is of great importance. Dress and grooming shall be in keeping with the philosophy of St. Mary's Academy and recommended health practices, both at school and special events.

If the grooming code is violated, parents will be called to bring appropriate clothing for the student or alternative clothing will be provided. Until that time, the student will be excluded from the classroom and will wait in the Principal's office. . We cannot write rules governing every possible article and style of clothing. Therefore, it is up to the discretion of the staff. **The decision of the Principal is final.**

Clothing must be modest, age appropriate and fit. Apparel needs to be clean, mended and not of a distractive nature, i.e. **MUST NOT KEEP STUDENTS FROM LEARNING OR TEACHERS FROM TEACHING.**

1. No short shorts or short dresses and no spaghetti strap dresses.
2. Shirts must cover the mid-section when hands are raised over head.
3. No Sagging pants. Pants must fit so that if a student raises their hands, their underwear does not show.
4. No halter tops or tank tops.
5. Leggings may be worn under dresses or with shirts that are mid-thigh length. Leggings are not allowed otherwise.
6. **Hats and winter scarves are not to be worn in the building and will be confiscated if worn at inappropriate times.**
7. For safety reasons, school shoes should be sturdy and provide good support. White or scuff-proof soles are recommended.
8. No flip-flop sandals permitted. All shoes & sandals must have a back or back-strap. Only exception is for a special event approved by the Principal.
9. No high heeled shoes or high heeled boots allowed **through 3rd grade.**
10. No alcohol, tobacco or negative slogans may be on clothing worn to school. Hair, tattoos or body piercing that cause distractions in the learning environment must be changed, covered or removed as needed to eliminate the distraction.
11. No shoes with skates.
12. **NO UN-NATURAL OR BRIGHTLY COLORED HAIR** (i.e., blue hair, feathers, un-natural

extensions).

**D. ELECTRONIC DEVICES / CELL PHONES**

Cell phones, IPODS and other electronic devices should not be brought to school. Electronic devices used during school time (7:45 am - 2:50 pm) will be confiscated. Cell phones may be collected at the beginning of each day and returned at dismissal.

**E. GUM**

Chewing gum is not allowed at school at any time.

**F. LUNCHROOM**

The students are to sit down, eat with proper manners and visit quietly until dismissed. Upon dismissal, students clean their table area, throw away trash, and go out to the playground or classroom.

**G. UNKINDNESS**

Name calling or making jokes at another person's expense will not be tolerated and will be considered a disciplinary matter.

**DISCIPLINE**

Discipline is considered to be an aspect of moral guidance and not a form of punishment. In a pleasant atmosphere of study and work, students are taught acceptable patterns of behavior and responsibility. The staff strives to teach self-discipline rather than impose discipline.

Every student has a right to learn without disruption and every teacher has a right to teach without disruption.

Each teacher and class has specific rules for a positive learning environment.

Parents are expected to support the teacher in carrying out his / her specific discipline policy.

**A. DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

- Referral by teacher
- Conference with student
- Denial of privileges and / or extra-curricular activities
- Natural consequences: gum chewing = gum scraping
- Detention
- Behavior Plan
- Suspension
- Expulsion

**B. DETENTION / SUSPENSION / EXPULSION**

Detention occurs at the Principal's discretion in consultation with the teacher, and parents are

notified.

Suspension results from severe violation of the school's behavior expectations. Class work missed results in no credit (F). Work will be assigned to be completed for re-admission, but no class credit will be earned.

Major project or papers due during absence must be turned into the office on the day they are due to receive credit.

Students may be suspended immediately by the Principal for:

- Being involved in a fight
- Refusal to obey any teacher
- Being disrespectful to any teacher, staff member, or person in authority
- Using inappropriate language or gestures
- Harassment or bullying of a grave nature
- Situations determined by the Principal to warrant suspension

Expulsion occurs following a consistent pattern of disruptive behavior over a period of time, if repeated efforts to remedy the situation by working with the parents, teacher, (administration), and the student are not amenable.

Expulsion occurs when a student has committed a serious offense against state and city laws or school regulations.

### **C. POST ENROLLMENT ISSUES**

If a question arises as to a student's specific learning needs after enrollment, the school will contact the parents and an appropriate assessment will be made.

If the principal determines that the school program cannot provide the best program for the special needs student, the school will assist the parents to locate a school with trained teachers and academic programs better able to serve the student's special needs.

If it is discovered after enrollment that information about a student that would affect his / her learning has been omitted or misrepresented, and the school discovers that it cannot meet the student's needs, the parents may be asked to withdraw the student and place him / her in another school better equipped to meet the student's needs.

Likewise, if the school determines that a student's behavior is such that his / her education or the education of other students is jeopardized, he/she may be asked to withdraw from the school after consultation with the student's teacher and the student's parents.

If the principal becomes aware of any other information which negatively affects the life of the school, the student may be asked to withdraw.

It is at the sole discretion of the school to dismiss students at any time following the policies

established by the school.

#### **D. DIOCESAN CONFLICT RESOLUTION GUIDELINES**

The following steps are designed to assist any St. Mary's parent who has a complaint about the school's policies, programs, procedures or employees.

**Step One: Try to resolve the problem with the individuals who are directly involved. A problem involving a student in his/her classroom should be discussed with the teacher. More than one discussion may be required.**

**Step Two: Bring the situation to the attention of the Principal, who is to serve as a mediator between the aggrieved parties. Should the complaint be against the Principal, the Pastor or his designee will serve as mediator.**

**Step Three: If any party or parties are dissatisfied with the course of action, the complainant may follow the Due Process of the Diocese, which is initiated by submitting the complaint in writing to the Superintendent of Schools.**

#### **MAJOR INFRACTIONS**

Major infractions are severe offenses and may be deemed by the administration to result in immediate expulsion.

#### **A. HARASSMENT AND BULLYING**

Everyone at St. Mary's Academy is committed to making our school a safe and nurturing environment for all students. We seek to eliminate hurtful behaviors and to provide all students with the skills to assist the victims of such behavior. Bullying and aggressive actions do not have a place at St. Mary's Academy. We will treat others with respect, and we will refuse to tolerate bullying behavior. At the same time we will promote positive characteristics for students to emulate and be proactive about exhibiting responsibility, integrity, compassion, empathy, honesty, self-discipline and cooperation. Parental support is essential to the success of the respect and anti-bullying programs.

Physical violence or the threat of physical violence is referred to as assault, menacing or bullying. Included is fighting in a school building, on the school grounds or nearby vicinity, or at school-sponsored activities. Menacing is willfully threatening to assault a fellow student or a faculty member. Bullying is any behavior that contributes to a hostile education environment, including cyber bullying. By definition bullying is unfair and one-sided; it happens when someone keeps hurting, frightening, threatening or intentionally excluding another person.

We do not attempt to list every behavior because we expect common sense and conscience to be a student's major guide. If a student destroys school property, writes on walls, leaves the playground, or some other obvious violation of trust, it WILL NOT BE ACCEPTABLE to say, "It wasn't listed in the handbook, and therefore, I didn't know it was a rule."

#### **STUDENTS:**

St. Mary's Academy encourages student behavior that will prevent bullying. Included behaviors are: treating each other respectfully; refusing to let others be bullied; refusing to bully others; refusing to watch; laugh or join in when someone is being bullied; reporting bullying to an adult; and including everyone in activities, especially students often left out.

**STAFF:**

St. Mary's Academy staff will respond to all reports of bullying. Specifically staff will watch for signs of bullying and immediately respond to the situation. Staff will take seriously parental concerns about bullying and respond quickly and sensitively to bullying reports. Staff members will assign consequences for bullying based on school discipline codes and provide immediate consequences for students who retaliate against the students who report bullying. Staff members will document each incident of harassment or bullying using St. Mary's Academy's Bullying Intervention and Prevention Program form.

St. Mary's Academy will enforce appropriate disciplinary action for all reports of harassment and bullying. Appropriate action may include conferences, behavioral plans and/or expulsion.

**B. DRUGS**

Students shall not knowingly possess, use, transmit, sell, be under the influence of, or show evidence of having used any illegal drug or controlled substance on school property or at any school-related event or activity.

St. Mary's Academy will enforce appropriate disciplinary action for this infraction. Appropriate action may include conferences, behavioral plans and/or expulsion.

**C. WEAPONS**

Students shall not bring, possess, conceal or use a weapon on school property. Weapons may include, but not be limited to firearms, paintball guns, bats, clubs, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or explosives. Replicas of weapons, fireworks and pocket knives are also prohibited and subject to seizure and forfeiture. If there is reasonable cause to believe violations have occurred, parents will be notified as well as potentially appropriate law enforcement agencies.

St. Mary's Academy will enforce appropriate disciplinary action for this infraction. Appropriate action may include conferences, behavioral plans and/or expulsion.

**LIBRARY CHECKOUT POLICIES**

- A.** The library opens for student use as soon as their class has had the library orientation for the year (the 2nd week of school).
- B.** Students may have two books and / or library materials checked out at one time. K and 1st grade start the year with one checkout privilege.
- C.** Check-out / check-in procedures are handled by the students. Book cards and name cards are stamped with the Due Date.
- D.** Books and magazines may be kept for one month. Some other materials may only be kept overnight.

Notices are sent to students when a book is overdue. **Only 3 notices will be sent:**

- The First notice will be sent to the student.
- The Second notice with notification of replacement cost will be attached to the newsletter.
- The Third notice will be a billing for replacement of the book and will be mailed to the student's home.

Please be sure that your student has searched thoroughly for a missing book before paying for it — many of these books go out of print and are difficult to replace.

**E.** Students may return books and / or check them out as often as they wish. They are welcome to come to the library at any of the following times: before or after school; their class' weekly scheduled library time; any time during the school day with permission from their teacher; and at the beginning of recesses.

**F.** Parents are also welcome to check-out books and materials at any time. Parents sign their name on the check-out card and leave it with the librarian or on the librarian's desk. (Pre-Kindergarten students do not have check-out privileges.) We have a "Parent Shelf" with books of interest to you.

**G. Important:** If library materials are damaged, please ask your student to report it when the materials are returned to the library. A fine will be charged if the damage is unrepairable or obviously avoidable. Please do not attempt to repair materials at home. Though attempts are well-intentioned, they often hinder repairs that could successfully be made with library methods.

## **DIOCESE OF BAKER**

### **GENERAL INFORMATION**

#### **A. RELATIONSHIP OF THE DIOCESAN SUPERINTENDENT OF CATHOLIC SCHOOLS WITH THE DIOCESAN SCHOOLS**

The Superintendent of Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the local pastor and / or the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved by the Bishop. Schools are also expected to follow curricula guidelines. In some special circumstances, decisions may need to be made by the Diocesan Superintendent of Schools that would ordinarily be made at the local level.

## **B. SUPERINTENDENT OF CATHOLIC SCHOOLS**

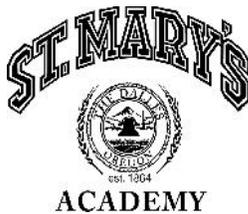
The Superintendent of Catholic Schools is appointed by the Bishop and is responsible to him for all policies and practices pertaining to education within the Diocese. The Superintendent is responsible for the organization, administration, and supervision of the Catholic Schools of the Diocese.

## **C. DIOCESAN POLICY AND GUIDELINES BOOK**

The Diocesan Policy Book for Elementary Schools governs all Catholic elementary schools in the Diocese of Baker. Local parish councils and school advisory councils may exceed the expectations of the Diocesan policies; however, said policies must be in compliance with Diocesan policy.

## **D. DIOCESAN CHAIN OF COMMAND**

1. Bishop —Bishop Liam Stephen Cary
2. Superintendent of Schools— Dr. Dennis Dempsey
3. Parish Pastor—Father Joseph Levine
4. Principal—Kimberly Koch



## **MIDDLE SCHOOL SUPPLEMENT**

## **BEHAVIOR MANAGEMENT**

### **GRADES 6th – 8th**

Behavior that is disruptive to the safety and quality of the learning environment at St. Mary's will be managed through the following steps:

#### **A. In the Classroom**

The purpose of discipline is to provide a classroom atmosphere conducive to learning. Discipline is an aspect of moral guidance.

#### **General Behavior Expectations**

1. Students will show courtesy and respect to all adults, students and visitors.
2. Students will respect other student's property.
3. Students will keep classrooms, facilities, books and materials in order and treat them with respect.
4. Students will follow established classroom rules and procedures.
5. Students will wear clothing that does not violate the St. Mary's Dress Code.
6. Students will be on time for school and classes.
7. Students will come to class prepared with all the necessary materials, including homework.
8. Students will walk quietly when they enter or leave school buildings, halls or classrooms.
9. Students will show appropriate response to requests for correcting behavior.
10. Students will not have cell phones, CD players, electronic games, etc. during the school day.
11. Students will observe all other classroom rules.

#### **General Classroom Expectations**

1. Students will be attentive and quiet while the teacher is teaching or others are speaking.
2. Students must have the teacher's permission to leave the classroom.
3. Students will be tolerant and respectful of other's ideas.
4. Students will try hard, regardless of their capabilities.
5. Students will use polite language.

6. Students will complete homework assignments on time.
7. Students will speak respectfully to the teacher at all times.

**Guidelines for Disciplinary Regulations:**

In establishing appropriate disciplinary regulations, the following guidelines should be used.

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis should be placed on positive values rather than on punishment.
3. In dealing with student behavior, respect for the personal dignity of the student should be evident.
4. Serious discipline problems should be referred to the principal and parents should be notified. Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be logged and kept on file.

**B. Outside the Classroom** (i.e., campus, field trips, athletics, and special events):

Rules for field trips are reviewed with students before the trip. If a student does not act appropriately, attempts will be made to modify behavior. If behavior continues, a parent could be contacted to retrieve their child. Inappropriate behavior may prevent the child from attending the next field trip.

**POLICIES AND GUIDELINES**

**A. LATE ASSIGNMENTS**

All assignments are to be turned in on the period of the day they are due (unless otherwise instructed by teacher). Assignments turned in after that will be considered late, and will not receive full credit.

Should extenuating circumstances, such as illness or death in the family, prevent the completion of an assignment; a note from the parents will be accepted in lieu of the assignment. All extensions will be arranged with the teacher.

Athletic events do not count as extenuating circumstances. Student athletes must plan ahead.

**B. MISSING ASSIGNMENTS DUE TO ILLNESS**

Students will be allowed extra time to complete work that was missed due to illness; e.g., if a student misses one day, he / she will have one extra day to complete it.

Parents or siblings may pick up assignments and materials in the office after noon for students

to work on at home. Please call the office prior to 9:00 am to ensure homework is available at the office.

### **C. TEXTBOOKS**

Each student is responsible for every textbook assigned to him / her. Proper care of books is expected. The student may cover textbooks to help keep books clean.

Should a book be damaged for whatever reason, the student will pay for repair or replacement. Students are responsible for total replacement/repair costs of lost or damaged texts.

### **D. TARDINESS**

Parents are to send a written note stating the date and reason for tardiness. Tardies are cumulative in each class throughout the year. Tardies are documented on report cards and cumulative files.

### **E. LEAVING CAMPUS**

Under no circumstances is any student to leave campus between 7:45 am and 2:50 pm without written permission from parent and notifying his / her teacher in advance of departure. This includes going out to lunch with parents.

The procedure for picking up your student is as follows:

1. Give written permission to homeroom teacher.
2. Parent or authorized adult must sign student out in the office.
3. The office will call the Middle School to unlock the main door.
4. Parent must sign student back in at the office.

### **F. FOOD AND DRINK ... at the discretion of the individual teacher.**

1. Food and drinks (other than water) are generally not allowed during a class period. Any food or drinks visible and / or consumed during class may be thrown away.
2. Water bottles are permitted in class. Please fill them up when changing classes.
3. The kitchen is not available during school hours. All lunches and snacks must be kept in student lockers and consumed or disposed of daily.
4. When changing classes, students may eat or drink in the hallway or in the classroom at the discretion of the individual teacher before class begins.

**5. Maintaining a clean building and taking care of any spills or litter is the responsibility of all.**

### **G. CHANGING OF CLASSES**

Students have five minutes to move to their next class between periods. Bathroom breaks,

snacks, and visiting are to take place during that time.

Students are required to have the appropriate pass with them while they are out of the classroom.

#### **H. LOCKERS**

Lockers and locks are assigned at the beginning of the year. A master list of locker assignments is kept on file in Mrs. Seitz' room. Combinations to all locks will be kept in a confidential file. Personal locks are not allowed, and will be cut off. Lockers, desks, and personal belongings are subject to search at any time by administrators and teachers.

Athletic gear and musical instruments that do not fit in lockers must be clearly marked with the student's name and stored in the designated area. The Hallway must be kept clear.

#### **I. SOCIAL EVENTS**

All students and guests who attend St. Mary's social events are required to abide by St. Mary's behavioral and dress codes. Those who do not comply will be asked to leave.

Social events can contribute significantly to the full development of students' personalities and should be carefully planned and sufficiently varied to fulfill this purpose.

Social events should be adequately supervised, adjusted to the level of maturity of the students, limited so as not to conflict with school activities, and maintained at a reasonable expense.

#### **J. FIELD TRIPS**

Written permission slips are required for all field trips outside of The Dalles. If the permission slip is not returned by the date stated, the student will not be permitted to attend the field trip. (They need to stay home on that particular day.)

#### **K. ADDITIONAL ENRICHMENT ACTIVITIES**

- \* 6th —8th Grade Math Counts
  
- \* 7th Grade Travel Night
  
- \* Annual Artist in Residence Experience
  
- \* Passport Club
  
- \* Band
  
- \* Oregon Battle of the Books

#### **L. RECOGNITION CEREMONIES**

Graduation from elementary school may be marked by a simple celebration that gives recognition to the unique value of the Catholic education just completed.

Graduation exercises for students completing the eighth grade should be simple and dignified. While these exercises should be scheduled so as not to conflict with high school graduation dates, ordinarily the eighth grade graduation should not be scheduled before the last weekend of the closing of school.



## **EARLY CHILDHOOD EDUCATION / EXTENDED CARE SUPPLEMENT**

### **GENERAL INFORMATION**

#### **A. STATE LICENSED**

We are a state licensed program with yearly inspections by Children Services, Wasco County Health Department and State Fire Marshall officials.

A copy of all inspection information is available for review upon request. License and any other important information will be posted on the Parent Information Board.

#### **B. PROGRAM HOURS**

Extended Care is available on scheduled school days

Extended Care opens at 11:20 am for Pre-School and Pre-K

Extended Care begins at 2:45 pm for students in grades K – 8th

Extended Care closes at 5:30 pm

**C. EXTENDED CARE BILLING**

Extended Care is billed monthly and due upon receipt. A late payment fee will be charged on all over due accounts. Past due accounts will be charged at a rate of 1.5% of bill per month.

**D. EARLY RELEASE**

All students who are at school after 11:30 am are to be supervised and will be charged for Extended Care services.

**E. ARRIVAL AND DEPARTURES**

For the safety of your students, all students using St. Mary's Extended Care must be signed out by a parent or an authorized adult.

**F. CLOSING TIME**

St. Mary's Extended Care closes at 5:30 pm. A late fee of \$5.00 for every 5 minutes late, or any portion of, will be attached to your bill. Any emergency causing a delay should be called in by 5:15 pm.

**G. ABSENCES & ILLNESS**

Please call the school if your student is going to be absent on any day. It is important that we be notified so the staff will not expect your student. Please state why student is absent especially if she or he has a communicable disease, so we can log this information in your student's health and attendance record. If your student gets ill during Extended Care we will make them comfortable away from the rest of the students and notify the parent immediately.

**H. WHEN YOUR STUDENT IS SICK**

1. Have a plan for backup child care.
2. Make sure all emergency contact numbers are current.
3. Please keep student home if:

Vomiting 2 or more times in a 24 hour period.

Body rash, especially with a fever or itching from lice or nits.

Diarrhea: 3 or more watery stools in a 24 hour period.

Fever greater than 100F.

Severe coughing (student gets red or blue, or makes high-pitched croupy or whooping sound after cough).

Thick mucus or drainage from nose or eyes.

Skin or eye lesions or rashes which are severe, weeping or pus-filled, including chicken pox or pink eye.

Extended Care excludable diseases: Amebiasis, Chicken pox, diphtheria, giardiasis, meningitis, epiglottitis, pneumonia, septicemia, hepatitis A, Meningococcal disease, mumps, lice, polio, rubella, salmonellosis, scabies, shigellosis, staphylococcal, and tuberculosis.

#### **I. ABOUT OUR EXTENDED CARE PROGRAM**

**Staff:** All staff is knowledgeable of state regulations and their roles to facilitate them. All staff are required to go through a criminal history check, have a current First-Aid and CPR card, no fewer than 15 clock hours of training in child development and related subjects. They also are caring, nurturing individuals who provide positive leadership for the students of St. Mary's.

**Communication:** Communication is important for the success of our program. General information will be given in the newsletter as well as posted on the parent board. Specific information about your student will be shared with the Extended Care director, Extended Care staff and Principal only. The staff is trained to keep sensitive information confidential. All information is documented and put in your student's file.

**Nutrition:** Lunches are not provided. If Pre-School and Pre-Kindergarten students stay all day, please make sure they have the four essential food groups. Milk or juice will be provided. USDA approved snacks are provided. Staff monitors lunches for nutritional value adding where necessary.

**Homework:** A supervised homework hour is scheduled Monday through Thursday. It is your student's responsibility to have assignment and the resources necessary.

**Visitors:** Visitors must check in at the office. You are always welcome to join us.

**Toys From Home:** It is requested students **not** bring toys from home. Often these are personal and important so the student feels the need to defend them. This is not consistent with the "sharing" atmosphere encouraged in our large family setting.

**Rest Time:** Quiet rest time is very important for the health of your student. Your student is not required to "sleep". Your student may bring his / her own blanket and a soft washable animal to be used at this time. It must go home every night and be washed or left at the school for the staff to wash. If you leave it for the school to wash, please make sure the blanket and animal are labeled clearly.

**Telephone:** If your student feels the need to contact you, a member of the Extended Care staff will place the call for your student.

**Phone Number:** You can reach Extended Care directly at **541-296-2312**.

**Curriculum:** The Extended Care classroom is set up to give the student the freedom to make

choices as well as having a diverse curriculum to choose from. We have focus areas consisting of Art / Craft, Science, Library / Language, Housekeeping, Constructive Play, and Small Group Activity.

**Safety:** All students must be in sight and sound of an Extended Care staff at all times. An authorized adult must make verbal contact with an Extended Care staff when signing child in and out.

**Indoor Areas:** Students will use the Extended Care classroom at all times during operating hours. The gymnasium, Library, Kindergarten and cafeteria are used when the need applies.

**Outdoor Areas:** Extended Care has their own schedule for outdoor play which will not coincide with St. Mary's Academy. Exceptions would be during special events such as Jog-a-thon, prayer service or fire drills.