

Saint Margaret Mary Catholic School

School Handbook

(Revised July, 2018)

1050-A Robert Blvd.
Slidell, Louisiana
70458
(985) 643-4612
www.saintmm.org

ST. MARGARET MARY SCHOOL ADMINISTRATION

Rev. Edward Grice - Pastor
Father Alex Guzman – Parochial Vicar
Cathy Canter, M.Ed. - Principal
Scott Osborn, M.Ed. – School Counselor
Amy Abney, M. Ed - Academic Interventionist

TEACHERS AND STAFF

Mother's Day Out--2 Year Old Program

Mimi Bono

Pre Kindergarten – 3 Year Old Program

Kathryn Fassnacht

Rocky Pavlovich

Pre-Kindergarten – 4 Year Old Program

Sheila Ganucheau, M.Ed.

Mollie Norton

Pre-Kindergarten Teacher Assistants

Erin Abdalla

Siobhan Harbin

Mandy Crochet

Kindergarten

Rhiannon DeBrosky

Jeanne Pichon (Teacher Assistant)

Jennifer Vollenweider

Jennifer Rogillio (Teacher Assistant)

First Grade

Kristi Griffith, M.Ed

Mckenzie Conzonere

Second Grade

Peggy Secrist

Elaine Riviere

Third Grade

Anna Meyers

Darine Hymel Rice

Fourth Grade

Lindsay Peterson

Leah Bakker

Middle Grades (5-7)

Catherine Tony

Angela Crochet

Renee' Burford

Lesley Becker

Melissa Rhodes, M.A.

Cynthia Savarese

Physical Education Teacher/Athletic Director

Matt Arnold

Media Center/Librarian & Before/After School

Care Director

Shannon Gallo

Art Teacher

Lisa Ramirez, M.L.A.

Band Director

Ward Smith

Choir Director/Piano Instructor

Tiffany Brewer

Facilitator, Catechesis of the Good Shepherd

Amanda Schneidau

Marketing & Special Events Coordinator

Gay Knock

Receptionist

Susan Miller – Main School Office

Business Manager

Lisa Suttles

School Secretary

Kathy Nugent

Speech Therapy

Charles Skinner

Cafeteria Manager

Candi Longmyle

Facilities Manager

Jim Agar

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100 **MISSION STATEMENT, SCHOOL GOAL, CATHOLIC IDENTITY AND TEACHING MISSION OF THE CHURCH, CURRICULUM GUIDELINES, ROLE OF THE PARENT**

100-1 MISSION STATEMENT

St. Margaret Mary School is dedicated to creating a Christ-centered environment, actively engaging in the teaching mission of the Catholic Church, forming students in the Catholic Faith, promoting academic excellence, cultivating student's spiritual, intellectual, emotional and physical growth, and providing opportunities for students to exemplify Jesus in the community.

100-2 SCHOOL GOAL

Stated as “to **empower** students to pray, think, make, and do,” it is our goal that students develop and sustain a personal relationship with Jesus Christ, employ higher order thinking skills, apply their God-given intellect, abilities and talents appropriately, and develop a commitment of service to God, His Church and people, the community, and the world.

100-3 CATHOLIC IDENTITY AND THE TEACHING MISSION OF THE CHURCH

The Church’s teaching mission includes inviting young people to a relationship with Jesus Christ or deepening an existing relationship with Jesus, inserting young people into the life of the Church, and assisting young people to see and understand the role of faith in one’s daily life and in the larger society. An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence, and service (National Standards and Benchmarks for Effective Catholic Schools).

100-4 CURRICULUM GUIDELINES

The basis for the curriculum in each of the various academic areas is guided by the Archdiocese of New Orleans Office of Education, and the Archdiocese of New Orleans Office of Religious Education.

100-5 ROLE OF THE PARENT AND CHURCH IN EDUCATION

From: Declaration on Christian Education – Vatican II

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.”

“It is particularly in the Christian family, enriched by the grace and sacrament of matrimony that from their earliest years children should be taught according to the faith received in Baptism, to have a knowledge of God, to worship Him, and to love their neighbor.”

“While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic Schools, when and where possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

From: Code of Canon Law – 1983

- Can. 793 Parents, as well as those who take their places, are obliged to enjoy the right to educate their offspring; Catholic parents also have the duty and right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.
- Can. 794 The duty and right of educating belongs in a unique way to the Church which has been divinely entrusted with the mission to assist men and women so that they can arrive at the fullness of the Christian life.
- Can. 796 Among educational means the Christian faithful should greatly value schools which are of principal assistance to parents in fulfilling their educational tasks. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated. In fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard, and for whom associations or meetings are to be inaugurated and held in great esteem.
- Can. 798 Parents are to entrust their children to those schools in which Catholic education is provided; but if they are unable to do this, they are bound to provide for their suitable Catholic education outside the schools.

200 ADMINISTRATION OF CATHOLIC SCHOOLS

200-1 THE PASTOR

The pastor is the spiritual and temporal shepherd of the parish. He is responsible for presenting the Catholic message under the jurisdiction of the archbishop according to the mind of the Church and the contemporary needs of the people (Can. 528). A portion of this responsibility is carried out through the parish school. He is the key person in relation to the parish educational program.

The pastor is the extension of the archbishop, and as such he is the leader in all the decision-making processes within the parish. The pastor's authority at the parish level includes the right to approve all recommendations made by the parish school board.

Since financing the school is a major responsibility, the pastor must assume a significant role in the development of the school budget.

Selection of the principal shall be recommended by a selection committee appointed by the pastor and chaired by a member of the Office of Catholic Schools. The pastor and the superintendent as per contractual agreements hire the principal.

200-2 THE PARISH SCHOOL BOARD

The parish school board is advisory to the pastor and principal. Its authority is derived from the pastor of the parish and is called into being by the parish and given its mission to advise the principal and pastor with planning and formation of policy.

The school board is established as a consultative body to the pastor and the school administrator in the implementation of archdiocesan policies and to assist in the formation of policies on the local level.

The board does not assume the authority of the administration of the school and must not take to itself the prerogative of the pastor in maintaining the Catholic philosophy and overseeing the Christian Doctrine of the school. The parish school board may be involved in the areas of planning, policy formation, finances, selection of the principal, school advancement, public relations, and marketing.

200-3 BOARD MEMBERSHIP

Membership and size is determined by the constitution of the parish school board. The school principal serves as chief executive officer of the local school board. The pastor has the right of approval (or right to veto) any and all recommendations. His participation is essential, as he is personally responsible to the Archbishop for the administration of the parish and all its aspects. It is crucial that the pastor and board members address questions and propose solutions together. Employees of the school, parish, or spouses or members of the immediate family are not to be members of the local school board.

200-4 THE PRINCIPAL

The principal is the spiritual and educational leader of the school and is responsible for its total, effective operation as an educational institution within the total parish.

Some of the administrative responsibilities of the principal are:

- Spiritual leader of the school
- Personnel Management
- Materials Management
- Office Management
- Community Relations/Marketing
- Budget and Fiscal Matters
- Executive Officer of the Parish School Board
- Professional Development
- Curriculum and Instruction
- Represents the school at SMM Men's Club meetings
- Faculty Supervision
- Institutional Advancement
- Transportation
- School Accreditation

- School Tours
- Administrative Reports
- Before/After Care Program
- School Plan
- PTO
- Discipline

200-5 ACADEMIC INTERVENTIONIST/ADMINISTRATIVE ASSISTANT

The interventionist is directly responsible to the principal and assists him/her, especially in the areas assigned by the principal. Some of these areas are:

- Support students
- Support teachers
- Support parents
- SAT Coordinator
- Student Accommodations
- Textbooks
- AR/AM Coordinator
- Special Schedules

200-6 SCHOOL COUNSELOR

The School Counselor is directly responsible to the principal and assists him/her, especially in the areas assigned by the principal. Some of these areas are:

Admissions (Review, Interview, Advise)
 Counseling Services (Individual/Group)
 Standardized Testing
 Conflict Resolution
 Student Programs and Activities
 Student Scheduling
 Religious Activities
 Title I Services
 Student Accommodations
 Student Incentive Programs
 Report Cards and Interims
 Student IEPs/Evaluations
 Cumulative Records
 Interfacing with High Schools
 Assist Principal and DSO
 Crisis Team
 Individual Needs Committee
 Student Safe Environment

200-7 MARKETING AND SPECIAL EVENTS COORDINATOR

The marketing and special events coordinator is directly responsible to the principal and assists him/her, especially in the areas assigned by the principal. Some of these areas are:

Organize special school wide events
Photograph events
School Advertisement
Social Media
WSMM Coordinator

200-8 PARENT-TEACHER ORGANIZATION

St. Margaret Mary School has a parent-teacher organization and is accountable to the principal. The PTO is a voluntary organization which engages in fundraising projects to benefit the school and its students. The PTO also provides cultural and other student-centered activities, and serves as a communication source between home and school.

200-9 ST. MARGARET MARY MEN'S CLUB

The Men's Club is a parish organization which serves the needs of the parish and school community by forming spiritual, social, and cultural bonds, establishing communication, providing service opportunities, serving as a liaison, and promoting activities which enhance the St. Margaret Mary Community. Membership is open to all fathers of St. Margaret Mary students and all men of St. Margaret Mary Parish.

300 **ACADEMIC REQUIREMENTS**

300-1 PROMOTION

The decision to promote, not to promote, or to promote conditionally is a decision that shall be made jointly by a student's teacher in consultation with the principal and in consideration of the student's particular situation. The following guidelines will be used:

1. A major subject is a subject in which a student spends forty-five minutes or more per day for five days per week. Physical education, computer, and other enrichment courses are not considered major subjects, even though a student may spend the above amount of time in said subjects.
2. It is recognized that kindergarten students develop at different rates in various domains. The teacher may *recommend* to the parent that a child not be promoted to first grade, if the child (in the opinion of the teacher) is not developmentally ready (socially, emotionally, or physically). However, the student *will not* be promoted to first grade if s/he earns two or more "Unsatisfactory" grades during the fourth quarter in the area of math or two or more "Unsatisfactory" grades during the fourth quarter in the area of reading.
3. A student shall be retained in the primary grades (1st – 3rd) if:
 - a) The student receives a "U" average in reading
 - b) The student receives a "U" in reading during the 4th quarter

- c) The student fails two major subjects.
 - d) The student fails one major subject and any two minor subjects.
 - e) The student fails any three minor subjects.
4. Students in 4th grade must earn at least a “70” in the 4th quarter in order to pass a subject for the year.
 5. A student in 4th grade will be retained if:
 - a) The student fails any two major subjects
 - b) The student fails any one major and two minor subjects
 - c) The student fails any three minor subjects
 6. A student in 4th grade will be conditionally promoted and required to attend summer school if:
 - a) The student fails only one major subject
 - b) The student fails one or two minor subjects
 - c) The student fails one major and one minor subject.
 7. Students in 5th – 7th grade must earn at least a “70” in the 4th quarter in order to pass a subject for the year.
 8. Students in 5th – 7th grade will be retained if they fail three (major) subjects
 9. Students in 5th – 7th grade will be conditionally promoted if they fail one or two subjects. This condition is that a student attends summer school to remove the failing mark from his/her record. If the course is not offered in summer school, or at the parent’s discretion, arrangements may be made with a certified instructor approved by the principal or counselor prior to the time remediation begins.

Parents should see the principal or counselor for specific requirements regarding tutoring.

In order to secure a place for their child at SMM, parents must promptly address the issue of student remediation during the summer. Students who fail a grade may or may not be allowed to return to St. Margaret Mary the following year at the discretion of the principal.

300-2 SUMMER SCHOOL

A student attending summer school for promotional purposes shall not enroll for more than two subjects (Bulletin 741: Non-Public School Standards). Students must successfully complete summer school in a state accredited school or through a qualified tutor if the following requirements are met:

1. The tutor is degreed and certified
2. The tutor provides the school with a copy of a current, valid teaching certificate
3. The tutor is approved by the school administration
4. Documentation of twenty-five contact hours (per subject) is provided
5. No more than three students are tutored per class
6. The tutor provides the school with copies of all written work, including tests
7. The tutor provides the school with a letter stating that the student has (or has not) successfully completed remediation.

300-3 GRADING SYSTEM

Number Grade	Letter Grade Equivalent	Enrichment Course Grades
94 - 100	= A	E
86 - 93	= B	G
78 - 85	= C	S
70 - 77	= D	N
0 - 69	= U	U

Note: Enrichment classes are those that do not meet on a daily basis. They are graded according to rubrics, which are communicated to students and parents. There are no grades for Accelerated Reader and Math. Library for middle grade students is a part of reading class. As such, middle grade students will not receive a library grade.

A skills-based system is used in both pre-kindergarten 4 and kindergarten. Each skill is graded S, N, or NA (not assessed) in pre-kindergarten, and S, N, or U in kindergarten.

Incomplete "I" shall automatically convert to a "60/U" two weeks after the end of the quarter, during which the student received the Incomplete.

In grades 1-7, students will have a maximum of 2 tests daily and 1 quiz or no more than 3 quizzes daily.

For students in grades 6th and 7th only, seventy-five percent of the student's grade will be based on tests, quizzes, homework, class work, participation, etc. Twenty-five percent of the student's grade will be based on the quarter exam.

Please note: Students who maintain a 94 or higher average throughout each quarter and up to 5 school days prior to the 4th quarter exam will be considered exempt. Students will ONLY be considered exempt for the 4th quarter exams.

Enrichment course grades are determined by the student's accumulated grade. No exams are administered. There shall be no +'s or -'s recorded on a student's report card.

300-4 CONDUCT GRADES

Number Grade	Grade Equivalent
94-100	A - Excellent
86-93	B - Good
78-85	C - Satisfactory
70-77	D - Needs Improvement
0-69	U - Unsatisfactory

Note: Students will earn a weekly conduct grade that will be average accordingly at the end of each quarter. Conduct grades will determine eligibility regarding activities, organizations, sports, honor rolls, etc.

300-5 STUDY SKILLS

Students with good study habits perform better as they develop these skills. It is suggested that students spend the first twenty minutes each night reviewing information on which they will be tested in class. Students in the primary grades should especially review reading and math skills. Consistent study habits are important to academic success. The following suggestions may prove beneficial:

- Review material each night for a few minutes
- Take breaks
- Complete all homework. Parents should review their child's homework
- Follow the normal daily procedure in preparation for a test. This may reduce anxiety, confusion, and frustration when taking the test.
- Review before doing your homework

Note: Homework includes written and reading assignments, as well as study time.

300-6 HOMEWORK ASSIGNMENTS

Homework is a necessary part of the student's education. If a student has continued serious difficulty in completing homework in a reasonable amount of time, the parent will be contacted by the teacher. In such cases, a conference with the student's parent(s) is in order. Each grade level should only have 10 minutes of homework per grade level. (Please see the maximum homework time chart below)

MAXIMUM TIME FOR HOME ASSIGNMENTS

Kindergarten	5 minutes
Grades 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	1 hour
Grade 7	1 hour 10 minutes

Teachers who are departmentalized should communicate with each other so that students are not regularly spending more than the maximum time on homework.

Homework assignments should be posted daily in the classroom.

300-7 CLASS ASSIGNMENTS

Major assignments and class projects are posted in the classroom and electronically on **RenWeb**. It is the responsibility of each student to obtain and complete all assignments. Middle school students are required to use their student planner to record and keep track of daily assignments.

300-8 MAKE-UP WORK

Any student absent from class is responsible for obtaining his/her assignments and turning in the work. It is the prerogative of the individual teacher to determine how much make-up work is required. As a general practice, work will not be sent home by the teachers unless a student will be out three or more days. Students should have someone pick up their books and obtain assignments from classmates if they are absent one or two days. Students who need to make up work due to absence or because they are not completing their classwork in school may be kept before or after school, provided parents receive at least one day's notice.

300-9 REPORT CARDS

Report cards are sent via email every grading period. Teachers also post academic grades on **RenWeb** once per week. **Writing assignments and other projects may take longer to grade.**

300-10 INTERIM REPORTS

Interim reports will be posted electronically on **RenWeb** about the middle of each grading period to advise parents regarding deficiencies in a student's work. Parents are also encouraged to communicate with their child's teacher. This may be done through telephone calls to the school, e-mail, or conferences with the teachers.

300-11 HONOR ROLL

Principal' Honor Roll: 4.0 GPA including a grade of "94 or higher" in every subject, as well as in conduct, per grading period.

"A" Honor Roll: 3.5 GPA or above with no grade lower than an "86" in any subject or in conduct.

"B" Honor Roll: 3.0 GPA or above with no grade lower than a "78" in any subject, plus at least an "86" in conduct per grading period.

Note: Enrichment course grades are not averaged to determine the GPA, but the minimal acceptable grade for each Honor Roll status must still be met. A student must earn at least a "G" in all enrichment courses to be considered for the "A" Honor Roll; at least a "S" to be considered for the "B" Honor Roll; and an "E" for the Principal's Honor Roll.

St. Margaret Mary is committed to educating the whole person. Therefore, to be recognized as an honor student, a student must demonstrate appropriate behavior, as well as high academic achievement.

300-13 HONORS PROGRAM

Students entering 6th grade are selected to participate in the Honors Math and/or English program based on the following criteria:

- Teacher recommendation
- Yearly GPA in Math and/or English
- Standardized Test Scores
- Math and/or English placement test

Honor students will be evaluated at the end of each school year. Students who maintain a numerical average of ninety or above and receive teacher approval will remain in the Honors Program the following year.

400 ADMISSION AND RETENTION OF STUDENTS

400-1 ADMISSION POLICY

In keeping with the purpose of St. Margaret Mary School, which is to provide a Christian educational community, it is the intention of this admission policy to give priority to students who have been inculcated at home with faith and good values within their families. A chief purpose of the school is to reinforce the faith and values taught at home. Active participation in one's church community is encouraged. There will be no discrimination according to sex, race, color or national origin in admitting students.

The schools of the Archdiocese of New Orleans, Louisiana admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of or be subjected to discrimination under any educational program or activity except as permitted under said Title IX.

This policy applies to all schools which are under Catholic Archdiocese auspices.

- Most Reverend Gregory M. Aymond, Archbishop of New Orleans

- Dr. RaeNell Houston, Superintendent of Catholic Schools

400-2 ADMISSION PRIORITIES

1. A student currently enrolled in St. Margaret Mary School who is returning for the next school year
2. A sibling of a currently enrolled student

3. Catholics who are registered, active (as defined by the pastor), and supporting members of St. Margaret Mary Parish
4. Catholics who are registered, active, and supporting in a parish which has no school
5. Children whose parent(s)/guardian(s) are graduates of the school
6. Other Catholics
7. Non-Catholic students

Note: The date and time of the application is considered in admission decisions, as well as other factors such as parent involvement in and support of the school.

400-3 ADMISSION AND RETENTION REQUIREMENTS

The obligation of families of St. Margaret Mary students begins with the parents assuming the primary responsibility for the Christian education of the child. The school acts to supplement and reinforce this process. Therefore, students under consideration for admission and retention may be evaluated to the extent that their families provide a sound Christian background through their active participation within their particular faith. Catholic students must be baptized “Catholic” to qualify as a Catholic student.

Students who have demonstrated poor academic performance, deficient standardized test scores and/or unsatisfactory behavior in other schools may also be refused admission. Parents who refuse to work in cooperation with school officials, those who are a negative force within the school community, and/or those who engage in behavior which interferes with the effective operation of the school may be required to withdraw their child(ren) from school.

All parents are asked to support the school by their involvement in school programs and activities. The annual fair directly affects both our school and parish financially, and results in various capital improvements and continued programs and services. Therefore, parents are expected to support our St. Margaret Mary Fair by volunteering during the event.

Enrollment at St. Margaret Mary is on a year-to-year basis for all students. Only when a parent has fully completed the student registration and acceptance process and addressed their financial obligations, can the parent assume that their child will be allowed to attend St. Margaret Mary School the following year. Discipline and/or academic problems may void a student’s acceptance for the following school year. All transfer students are considered "on probation" during the year they enroll, and may be asked to leave SMM at any time should they experience academic or disciplinary problems.

400-4 AGE REQUIREMENTS

A child entering the, 2 year old, Mother’s Day Out Program must be two years of age on or before September 30th of the year of entry. A child entering the three or four-year-old Pre-Kindergarten program must be three or four years of age (respectively) on or before September 30th of the year of entry. A child entering Kindergarten must be five years of age on or before September 30th of the year of entry. A child entering first grade must be six years of age on or before September 30th of the year of entry.

400-5 ADMISSIONS PROCEDURE

- Parents of all Catholic students must be registered in their church parish.
- A parent or guardian must make an appointment with the school principal or his/her designee to come in and apply for admission. The following documents are required for new students:

1. Birth Certificate with registration number
 2. Baptismal Certificate for Catholic students
 3. Immunization Card (MCH 14A School Health Record)
- The school principal may require any or all of the following as a prerequisite for admission:
 1. Previous school academic and personal records (including pre-school)
 2. Standardized Test Scores
 3. An interview with the student and/or the parents
 4. An interview with the principal, school counselor, and/or pastor
 5. Readiness testing
 6. Any other action the principal deems necessary to make a valid judgment as to the student's potential at St. Margaret Mary School.
 - Depending on space available, and in accordance with admission priorities, the principal will take one of the following actions:
 1. Admit the student
 2. Admit the student with probationary conditions
 3. Place the student on a waiting list
 4. Refuse admission

400-6 CLASS SIZE

St. Margaret Mary School has established the following general policy concerning class size. Under special circumstances, exceptions may be made by the principal.

- Mother's Day Out (2 year olds) ... 8 students (with teacher and full-time assistant)
- Pre-K (3 year olds) 16 students (with teacher and full-time assistant)
- Pre-K (4 year olds) 24 students (with teacher and full-time assistant)
- Kindergarten 28 students (with teacher and full-time assistant)
- Grades 1-7 28 students

500 SPECIAL SERVICES

500-1 SPECIAL EDUCATION SERVICES

An Individual Needs Committee is chaired by the school counselor and **academic interventionist** for the purpose of determining and implementing minor adjustments and strategies for students in need of interventions. Additional information is available through the counselor's office.

The faculty, staff, and principal will make minor adjustments and **accommodations** in the school's education program to accommodate the special needs of the students. **Should the principal and/or the SAT determine that minor adjustments in St. Margaret Mary School's education have not resulted in satisfactory accommodation of the program to the special needs of the student, he/she will seek the direction of the Office of Catholic Schools to determine appropriate measures.**

Please contact the school office for information concerning special education services. St. Margaret Mary School assists in the identification of students who might qualify for special services or accommodations **through a student assistance team** and/or in conjunction with professionals from the St. Tammany Parish School System.

Qualified students receive speech therapy services on campus. Implementation of these services are governed by applicable laws, court rulings, and directives from the Office of Catholic Schools, St. Tammany Parish School System, and the State of Louisiana. St. Margaret Mary School attempts to provide an equal opportunity for all students to benefit from all educational programs and activities.

500-2 REMEDIAL READING TUTORING PROGRAM

Depending on the availability of staff, St. Margaret Mary School employs a teacher who assists students in grades first and second in the area of remedial reading. This service is "free" and takes place after school. Students may be referred by the teacher or parent.

500-3 TITLE I PROGRAM

Eligible students may participate in the St. Tammany Parish School Board's Title I Program. This program is designed for students who need additional help academically.

600 ATTENDANCE REQUIREMENTS

Minimum school attendance is regulated by Louisiana law. Exceptions can be made only in the event of extended personal illness, which must be verified by a physician's written statement or at the discretion of the principal. The only authorized reasons for excused absences are:

- Illness of the student
- Death or illness in the family
- Other extenuating circumstances approved by the principal

Note: The parent or guardian must provide the school with a written statement as to the reason for any absence on the day that the student returns to school. The principal shall make the final determination regarding excused and unexcused absences and tardies. A student who is absent from school for a period of five (5) consecutive days due to illness must present physician's written statement of the necessity for the absences when the student returns to school.

For your child's protection and well-being, the school requests that a parent, guardian, relative, or someone responsible for the care of the child call the school between the hours of 7:00 A.M. and 7:30 A.M. to notify the school if your child will be absent on a particular day.

Please do not request that your child be given classwork or permitted to take an exam early due to pleasure trips or vacations. Such absences are considered unexcused. After returning from said trip, it is the student's responsibility to obtain missed assignments, tests, etc., and he/she will be required to complete those assignments within a reasonable period of time designated by the teacher. If the assignments, tests, etc., are not completed within the designated period of time, the student will receive a "zero" on the missed work.

It is very important that students arrive on time for school. The bell rings at 8:00 A.M. for students in grades K- 7th, at which time all students **must** be in the designated area (gym) for morning meeting. All students entering the gym after 8:00 A.M. will be considered tardy. **School begins at 9:00 A.M. and ends at 2:30 P.M. for students in Mother's Day Out.** School begins at 8:10 A.M. and ends at 2:30 P.M. for students in Pre-Kindergarten.

600-1 TARDINESS POLICY

- Students in Kindergarten through seventh grade are considered tardy if they arrive after 8:00 A.M. and must obtain an admit slip from the teacher on duty in the gym or from the school office. Students in grades Kindergarten through second grade should be accompanied (to the office) by a parent.
- The school administration understands that *special situations* may occur at times, which prevent a student from arriving at school on time. Homeroom teachers will monitor student attendance and inform the school administration regarding chronic tardiness. In cases where the student is chronically late for school, the school administration reserves the right to schedule a meeting with the student's parents to discuss the problem. Unresolved tardy problems may result in the removal of the student from the school.
- Homeroom teachers are responsible for maintaining attendance records and supporting documentation, as well as notifying administrative personnel regarding excessive student absences and tardies.
- Special consideration will be given when a student is late because of a doctor or dentist appointment, emergency, or approved extenuating circumstances. Students will not be marked late when the bus is late or when school officials decide that weather conditions are such that prompt arrival at school is not reasonable.
- Teachers are assigned before-school supervision duties beginning at 7:30 A.M. and after-school supervision until 3:30 P.M. If a bus is late, the supervising teacher will remain on duty until such time as the bus arrives.
- Students may not arrive on campus before 7:30 A.M. because there is no adult supervision before then. Likewise, students are not supervised after 3:30 P.M., unless they are involved in a school activity. Students remaining on campus after 3:30 P.M., who are not involved in an approved activity, will be sent to the after care room and parents will be charged a fee. If at all possible, please plan accordingly with the after care program to arrange for after school care.

600-2 HALF AND WHOLE DAY ABSENCES

St. Margaret Mary School will use the following formula to determine half and whole day absences:

- Half-Day: A student misses at least two (but not more than three) academic periods or two (but not more than three) hours of instruction.
- Whole-Day: A student misses more than three academic periods or more than three hours of instruction time.
- Noon Dismissal: Students who miss more than one hour of school will be considered absent one-half day.

Special Note: Parents are asked not to make transportation changes or to check their children out of school during the last hour of the school day. Due to increased activity in the school office at the end of the day, we cannot guarantee that a student will receive a parent message, especially shortly before dismissal time. Excessive practices of checking a student out of school early will result in the student being considered absent one-half day per occurrence.

700 HEALTH POLICIES

1. Please do not send your child to school when he/she is ill.
2. Please do not request that your child be excused from outdoor recreation unless it is medically necessary. No student may remain indoors without a written note from the parent explaining the reason and approved by an administrator.
3. Only emergency medication or medicine which must be given over an extended period of time (hyperactivity, allergy, etc.) will be administered. The principal will render the final decision in such matters. Special requests for the staff to administer emergency “allergy medication” must be processed through the principal’s office.
4. Parents must fill out and return the “Request for School Personnel to Administer Medication” form. These forms may be obtained through the school office.
5. All medication must be in the original prescription bottle with the dosage and timetable clearly marked.
6. Prescription medication for routine illness will not be dispensed at school. Parents may bring the medication and the student will be called to the office. The parent will dispense the medicine.
7. Under no circumstances are students permitted to bring prescription medication to school and carry it with them. Cough drops and sore throat tablets are permitted with written parental permission.
8. Students will not be given non-prescriptive medicine such as aspirin and Tylenol. A fever of 100.5 or higher will necessitate the child being picked up from school by a parent or someone designated on the student emergency form. A child must be fever free for 24 hours before being allowed to return to school.
9. Parents must sign required documents if they request that school personnel maintain or administer an auto injector (e.g. EpiPen) for their child.

700-1 EMERGENCY INFORMATION

Emergency forms are to be filled out and returned to the school office. It is crucial and urgent that the school office personnel have this information on hand. If we have an emergency at school, or your child is ill or injured, we must be able to contact you. Please help us keep this information up to date. We will not release your child to anyone not listed on this form unless we have confirmation from you, nor to anyone under age eighteen.

800 CODE OF BEHAVIOR

The purpose of this code is to promote and establish an environment within the school’s faith community by which students, teachers, and parents develop understanding, trust, and respect for one another. This atmosphere is created through mutual sharing of Christian values, love and kindness, and care and concern by all members of the school community. The ultimate goal is to establish in each child self-respect, self-discipline, love, and understanding.

The teaching of Christian values and love requires joint cooperation between students, teachers, and parents. There must be mutual love, respect, and understanding between everyone responsible for the student’s education. The absence of participation or cooperation of any of these groups will make self-discipline a difficult, if not impossible, goal. Good parent-teacher communication is imperative. It should not be left to students to transmit verbal communications between home and school, nor should parent or teacher make judgments based only on hearing the child’s narration of events. Direct parent-teacher communication is necessary. All faculty and staff, as well as school administrators, are responsible for enforcing this code for all students who attend school.

800-1 BEHAVIOR SUPPORT SYSTEM

To promote a Christian, active, respectful and self-disciplined learning environment, students will be taught and expected to follow a set of expectations. This school wide approach to behavior will allow students to reflect and grow while providing timely support from teachers, administration and parents as needed.

800-2 BEHAVIOR EXPECTATIONS

1. Be Christlike
2. Be Respectful
3. Be Responsible
4. Be Safe

The following system will be in place for grades K-7 in support of behavior:

Grades K-4	Grades 5-7
Review of behavior expectations	Review of behavior expectations
Student completes a Think Sheet	Student completes a Think Sheet
Weekly conduct grade reduction	Behavior Report with a conduct grade reduction
Office referral and parent phone call	Office referral and parent phone call

The principal may deviate from this procedure and (in the case of any serious violation) apply any consequence which s/he deems appropriate. A student may be suspended or expelled should the situation warrant such action.

800-3 SERIOUS BEHAVIOR INFRACTIONS

The following will be considered serious violations and may result in any disciplinary action including (but not limited to) suspension, expulsion, contacting the police, etc., which the school administration decides to impose:

- A. Showing disrespect to God, the Church, or Country
- B. Showing disrespect for other people
- C. Vandalizing or stealing property
- D. Violating other students' rights
- E. Verbal or physical abuse, bullying, etc.
- F. Gross unkindness
- G. Committing any cruel or dangerous act
- H. Disrupting the educational process
- I. Possession of any dangerous objects, firearms, weapons. Note: Possession of firearms on campus is a violation of state law and violators are subject to all consequences of violating this law.
- J. Possession of tobacco, drugs, or alcohol on campus or at a school related activity

- K. Profanity, possession of obscene or pornographic materials
- L. Intentionally accessing inappropriate material or graphics while using the Internet at school
Note: Students are required to sign a user agreement before they will be allowed to use the Internet.
- M. Posting inappropriate or disrespectful material in the social media (Internet, YouTube, Facebook, etc.) relating to the school or anyone associated with it
- N. Making threats (verbal or written) regarding persons or property, whether said directly or indirectly at school or via social media
- O. Any out-of-school behavior which reflects negatively upon St. Margaret Mary School, its students, faculty, or staff; is illegal; or harms (in any way) the good name and reputation of the school or anyone associated with it

800-4 SEARCH AND SEIZURE

Lockers, cubbies, and desks are school property and should be maintained by school authorities to protect the safety of all. A student assigned a locker, cubby, or a desk has exclusive use but not proprietary rights versus the school. The locker policy states the right of inspection and reserves the right to search any locker on suspicion of a threat to the health, welfare and safety of the school or student.

School principals or designated officials have the right and duty to protect the health, welfare and safety of students against alcohol and drugs, weapons, and other contraband materials. It is necessary that a search be reasonable and related to the school official's duties.

800-5 DETENTION

Detention may be assigned by any teacher when a student's infraction of the **expectations** is serious, when students fail to comply with initial **behavior support**, or when a student exhibits chronic behavior problems. The teacher assigning detention is responsible for assigning work, notifying and assuring that the parents are aware that the student is being detained (at least one day in advance), and notifying administration. Detentions may be held before or after school. Middle grade students who are assigned detention will serve their detention on Thursday, the regularly scheduled weekday for middle grade detentions, unless the teacher who assigns the detention makes other arrangements.

800-1 DISCIPLINARY PROBATION

This may be assigned by the principal for very serious offenses, an accumulation of offenses, or when the student earns lower than a "70" in conduct for the quarter. The student's parent or guardian will be notified verbally and in writing. Students on probation may not participate in any school activity without expressed permission from the principal. The student's behavior and conduct will be reviewed at the end of the probationary period at which time one of three things will happen: 1) He/she will; be removed from probation; 2) his/her probation will be extended; 3) he/she will be asked to withdraw from school.

800-2 SUSPENSION

Only the principal or his designee (when directed by the principal) may suspend a student. Suspensions may be in or out-of-school suspensions and may vary in duration. The principal may require a parent conference before a student is allowed to return to classes. Students shall not be allowed to make up academic work (including exams) which he/she misses during the suspension period. A record of suspension will be kept during the school year.

800-3 EXPULSION

A student may be expelled when the principal decides that all efforts to instill a sense of discipline have been exhausted, when a student violates disciplinary probation, or when a student is in serious violation of school policy or rules. Parents will be requested to remove their child from the school. If they refuse, the child will be expelled and it will become a part of the student's permanent record. Expulsion may be appealed to the pastor.

800-7 ANTI-BULLYING POLICY

Archdiocese of New Orleans Anti-Bullying Policy

I. Purpose/Rationale

“Let the little children come to me and do not hinder them.
It is to just such as these that the Kingdom of God belongs.”
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to nurture generations that are cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Catholic Truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students' ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Catholic atmosphere of the school, and may deprive the student a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affects the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself”. (Matthew 22:39) Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

II. Scope

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but are not limited to:**

<u>Verbal (overt)</u>	<u>Physical (overt)</u>	<u>Social/Emotional (covert)</u>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	Electronic Misuse/Text Messages (Cyberbullying)

In addition, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly.

IV. Reporting Bullying

The principal or the principal’s designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the principal’s designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitutes violations of this policy.

Administrators/principals/designee(s) should document in writing any complaints about bullying.

V. Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or his or her designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school's disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school's disciplinary policy, consequences and appropriate remedial action for bullying may include, but may not be limited to:

- Community service hours
- Written punish work
- Loss of Privileges
- Detention
- Suspension
- Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

VI. Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Archdiocese of New Orleans are required to:

- 1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;
- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for the implementation of the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

VII. Yearly Review of Resource and State laws

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

VIII. Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law-enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Archdiocesan authority should be consulted depending on the nature of the alleged actions.

900 DRESS CODE AND GROOMING POLICIES

St. Margaret Mary maintains uniform and grooming policies to establish a sense of equality with respect to dress, and to attempt to make clothing as economical as possible for the parent. On school grounds, students are required to wear the designated uniform properly. Uniforms must be worn at all times, except when participating in authorized school activities, special occasions, or on spirit or free dress days.

If there is a special situation which would prevent a student from wearing any part of his or her uniform, the student must bring a note from home explaining the situation. This note must be brought to the school office before school and approved by the principal or his/her designee.

Note: In all matters concerning the dress and grooming code, the principal renders the final decision.

900-1 GIRLS

Pre-kindergarten

01. Uniform blue check smock with bloomers or navy blue knit gym shorts sold by *School Time* and *ABC Uniforms*.
02. Uniform shoes - Navy blue, velcro, Mary Jane shoes with black soles

03. White crew socks
04. Students may wear long sleeve, white, knit T-shirt under their smocks during cold weather.
05. Students may wear navy blue leggings (with no other colors or embellishments) with their white socks during cold weather.
06. Students may ONLY wear hair bows that are solid white, navy, red or school plaid. Regular headbands are acceptable in the same colors. Headbands with balls, ears, or any other attachment are not allowed.

Kindergarten through fourth

01. Uniform white short or long sleeve "Peter Pan" collar with SMM logo on collar
02. Uniform jumper sold by *School Time* and *ABC Uniforms*. Uniform shorts or long pants sold by School Time and ABC Uniforms may be worn in place of the jumper or skirt. K students have of the option of wearing the elastic version. The uniform belt sold by *School Time* and *ABC Uniforms* must be worn with the uniform shorts and pants. Uniform shorts may not be rolled. Shorts may not be shorter than "fingertip" length.
03. Plain white full length or crew socks.
04. Uniform shoes – Solid black (leather, mesh, suede or canvas) only, "low-cut" tennis shoes with non-marking rubber soles. No other colors or accessories. Only solid black shoe laces are allowed. **Kindergarten through 2nd grade** students have the option of wearing velcro closures in lieu of shoestrings on the uniform shoe or navy, velcro, rubber soled Mary Jane shoes.
05. Navy knit gym shorts sold by *School Time* and *ABC Uniforms* must be worn under the uniform skirt or jumper at all times. Shorts may not be visible when wearing the jumper or skirt. Bicycle and boxer shorts are not permitted.
06. Students may wear solid white or navy tights in cold weather with white socks over the tights. Spandex-type leggings, wool tights, and sweatpants may not be worn under the uniform skirt.
07. Students may ONLY wear hair bows that are solid white, navy, red or school plaid. Regular headbands are acceptable in the same colors. Headbands with balls, ears, or any other attachment are not allowed.

Fifth through Seventh

01. Uniform white short or long sleeve Oxford blouse with SMM logo sold by *School Time* and *ABC Uniforms*
02. Uniform skirt sold by *School Time* and *ABC Uniforms*. Minimum length 2" above the floor when kneeling. Length to be maintained with the student's growth. Skirts may not be rolled at the waist.
03. Uniform shorts or long pants sold by *School Time* and *ABC Uniforms* may be worn in place of the jumper or skirt. The uniform belt sold by *School Time* and *ABC Uniforms* must be worn with the uniform shorts and pants. Uniform shorts may not be rolled. Shorts may not be shorter than "fingertip" length.
04. Plain white full length or crew socks must be worn.
05. Uniform shoes – Solid black (leather, mesh, suede or canvas) only, "low-cut" tennis shoes with non-marking black rubber soles. No other colors or accessories. Only solid black shoe laces are allowed. Kindergarten through second grade students have the option of wearing velcro closures in lieu of shoestring on the uniform shoe, or black rubber soled MARY JANE shoes.
06. Navy knit gym shorts sold by *School Time* and *ABC Uniforms* must be worn under the uniform skirt or jumper at all times. Shorts may not be visible when wearing the jumper or skirt. Bicycle and boxer shorts are not permitted.
07. Students may wear solid white or navy tights or flesh colored panty-hose in cold weather with

white socks over the tights or hose. Spandex-type leggings, wool tights, and sweatpants may not be worn under the uniform skirt. Students may wear solid white or navy tights in cold weather with white socks over the tights. Spandex-type leggings, wool tights, and sweatpants may not be worn under the uniform skirt.

08. Students may ONLY wear hair bows that are solid white, navy, red or school plaid. Regular headbands are acceptable in the same colors. Headbands with balls, ears, or any other attachment are not allowed.

900-2 BOYS

Pre-kindergarten

01. Blue pique knit short or long sleeve shirt with SMM logo sold by *School Time* and *ABC Uniforms*
02. Long pants or shorts with elastic waist only as sold by *School Time* and *ABC Uniforms*
03. Students may wear long sleeve, white, knit T-shirt under uniform shirt during cold weather.
04. Plain white, navy blue or black crew length socks
05. Solid black (leather, mesh, suede or canvas) only, low cut, velcro tennis shoes with non-marking rubber soles.

Kindergarten through Fourth

01. Blue pique knit short or long sleeve shirt with SMM logo sold by *School Time* and *ABC Uniforms*.
02. Navy blue pleated pants or blue pleated shorts sold by *School Time* and *ABC Uniforms*. Shorts may be no shorter than "fingertip" length.
03. Students in grades K – 2 may wear navy blue pull-up, elastic waist shorts. The uniform navy
04. Plain white, navy blue, or black dress or full length crew socks (only) must be worn at all times.
05. Uniform shoes – Solid black (leather, mesh, suede or canvas) only “low-cut” tennis shoes with non-marking rubber soles. No other colors or accessories. Only solid black shoe laces are allowed. Kindergarten through second grade students may have velcro closures in lieu of shoelaces on the uniform shoe.
06. Hair must be out of the eyes, and the ear lobe must be visible. Hair may not touch the shirt collar or be excessively long (including top, sides, or back). Shaved heads, rattails, razor designs, colored hair, and extreme hairstyles are not permitted.

Fifth through Seventh

01. White pique knit short or long sleeve shirt with SMM logo.
02. Pleated pants and flat-front shorts. Shorts may be no shorter than "fingertip" length. Uniform navy blue web belt sold by *School Time* and *ABC Uniforms* must be worn at all times.
03. Plain white, navy blue, or black dress or full length crew socks (only) must be worn at all times. Solid black (leather, mesh, suede or canvas) only “low-cut” tennis shoes with non-marking rubber soles. No other color or accessories. Shoelaces must be solid black in color.
04. Hair must be out of the eyes, and the ear lobe must be visible. Hair may not touch the shirt collar or be excessively long (including top, sides, or back). Shaved heads, rattails, razor designs, and any other extreme styles are not permitted.

900-3 BOYS AND GIRLS

01. Only the following uniform items may be worn in the classroom as outerwear over the uniform shirt:
 - A. Uniform gray pullover sweatshirt with SMM logo
 - B. Uniform blue zip-up sweatshirt with SMM logo
 - C. SMM windbreaker or SMM fleece-lined jacket
 - D. Navy blue, v-neck buttoned cardigan sweater with SMM logo(girls only)
 - E. Approved club or athletic sweatshirts may be worn by current, participating members or players.
02. No sweatshirt or windbreaker other than the SMM sweatshirts and windbreaker may be worn on campus. On very cold days, students may wear a heavy coat or jacket outside only.
03. Flannel shirts and jackets are not permitted.
04. Students must always appear neat, clean, and well-groomed. No writing or marking on hands, arms, etc., or on articles of clothing is permitted.
05. Hair must be neat, clean, and well-groomed at all times. No dyeing, frosting, tinting, bleaching, highlighting, or streaking is permitted. No extreme hairstyles are allowed.
06. Solid white turtlenecks may be worn under the uniform shirt or blouse in very cold weather.
07. Only solid white undergarments may be worn under the uniform shirt or blouse. White undershirts may be visible at the shirt collar only.
08. No oversized (or undersized) clothing will be permitted.
09. Waistbands on girls and belts on boys must be in view at all times.
10. Shirts and blouses must be fully tucked in while a student is on campus.
11. Scout uniforms may be worn on days when these organizations meet; but only approved SMM uniform shoes and socks may be worn.
12. Shoes must be clean. Shoelaces must be properly laced and tied at all times.
13. Make-up, fake nails of any type, and nail polish may not be worn at school. Hairspray, mousse, perfume articles, etc., may not be applied at school.
14. A watch may be worn. One ring may be worn on each hand. Only scapulars or religious medals may be worn. Earrings that do not extend beyond the ear lobes may be worn by girls only. Only one earring per ear is allowed. Boys are not allowed to wear earrings.
15. Monogramming of initials or name (no larger than one inch) will be allowed on outerwear items only. Book bags may be monogrammed.
16. Torn uniforms must be repaired with matching material. Students are not allowed to wear torn uniforms.
17. Students who are out of uniform may be sent home.

900-4 SPIRIT DAY ATTIRE

“Spirit Day” is not the same as “free dress” day. Proper attire consists of the spirit T-shirt and any shoe, pant, or shorts which are allowed on “free dress” days. No baseball caps or hats of any kind may be worn.

900-5 FREE DRESS ATTIRE

When “free dress” is declared, students do not have to wear the school uniform, but clothes must be appropriate for school. Socks and any non-marking rubber sole **TENNIS SHOES** with shoe laces **must** be worn. Students in Prekindergarten through second grade may wear any non-marking tennis shoes with Velcro closures or Mary Janes with velcro closures. No boots, flip flops, sandals, slip-ons,

dress shoes, wheelies, or any other shoes are allowed. Shoes should be clean. Shoelaces must be properly laced and tied. Midriff shirts, tank-tops, tube-tops, spaghetti straps and crop tops are not permitted. T-shirts with inappropriate slogans and/or designs are not allowed. Bicycle and boxer shorts may not be worn. Pants and shorts must be at the waist with no holes or shredding. Tights, leggings, knit jeans, and jeggings may not be worn as pants. These items may only be worn if shorts or skirts of proper length are worn over them. While non-uniform shorts may be rolled on “free dress” days, they may be no shorter than fingertip length and skirts or dresses may be no shorter than 2 inches above the ground when kneeling. **Parents whose children are not in compliance with the Free Dress Guidelines will be called and asked to pick up their children or bring appropriate clothing for them.**

900-6 SEVENTH GRADE PROMOTION DRESS CODE

Some parents choose to purchase clothing to be worn by the seventh grade student at the promotion ceremony and Mass. In an attempt to aid the parent, the following policy regarding appropriate dress for this event is described below:

Girls must wear an appropriate church dress and dress shoes. Boys must wear dress pants, dress shirt and tie, and dress shoes and socks. *Boys and girls will also wear a graduation or promotion gown.* Hair and grooming must be in compliance with the school dress code. Students who violate this policy will not be allowed to participate in the graduation/promotion activities.

1000 GENERAL INFORMATION

1000-1 BEFORE SCHOOL

1. Vehicles should enter the campus using the Independence St. entrance and exit on Robert Blvd.
2. Parents may either use the car line or park in the designated “*park and walk*” area and personally escort their child(ren) to the gym where students gather in the morning. Please do not simply drop your child(ren) off in areas used by cars and buses, or require your child(ren) to walk in traffic.
3. Please do not park across the street (commercial parking lots) and walk to the campus. This slows down traffic on Robert Blvd. and creates a potential safety problem.
4. Teachers are not on supervisory duty before 7:30 A.M. Students may not arrive on campus before 7:30 A.M.
5. Pre-kindergarten students may be dropped off at the Pre-K building beginning at 7:30 A.M.
6. Before school, students are to report to the gym for morning meeting.
7. Students arriving on bikes should use the Robert Boulevard. entrance and follow the direction of the crossing guard.

1000-2 AFTER SCHOOL

1. Parents are encouraged to use the car line. This practice will provide the best opportunity for student safety.
2. Parents may also park their vehicles in the designated area on campus and meet their children under the covered area of the carline. After receiving their children, parents are to escort them back to their vehicles. Teachers will release students only in this designated area. Please do not instruct your child to meet you at your vehicle or outside the perimeter of the school property. This places the student in a potentially dangerous position. Pre-K parents may pick up their children from the Pre-K building beginning at 2:30 P.M. and until 3:15 P.M.
3. All students who must cross Gause or Robert Blvd. are to leave via the main entrance (Robert Blvd.) and follow the directives of the crossing guard. Students living in Heritage Estates, etc. may leave

by the church side exit on Independence, but should avoid auto traffic by walking in front of the Evangelization building and rectory.

4. Students on bikes are to exit at the Robert Blvd. gate. Students are not allowed to ride their bikes on campus.
5. Students who ride the bus or car are to report directly to the assigned areas and follow directions given by the duty teachers. Bus students meet in front of the gym and car line students meet under the covered area adjacent to the school library.
6. Students will be supervised until 3:30 P.M. or only until the last bus leaves. Teachers will send the remaining students to after-care and parents will be charged a fee.
7. Teachers supervising detentions and/or extra curricular activities are required to supervise students for fifteen minutes after the scheduled activity. It is the responsibility of the parent to pick up the student in a timely manner. Remaining students will be sent to after-care and parents will be charged a fee.
8. Students may not leave the school grounds once they have arrived without the expressed permission of the principal. After school, students may not return to the campus on their own once they have left without the principal's permission. Students who wish to return, must have a written note from their parents, which must be approved by the principal in advance. This rule is enforced for safety and liability reasons. A student who breaks this rule is subject to an in-school suspension.

1000-3 BEFORE AND AFTER SCHOOL CARE PROGRAM

Our program is designed to provide a safe environment for all SMM students who need before and after school care at a reasonable cost. Payments must be made weekly. All account balances are due in full at the end of each quarter. Failure to pay in full at the end of each quarter will result in your child(ren) not being allowed to use the before and after school care program until balances are paid.

1. Eligibility

Students must be enrolled at St. Margaret Mary School to participate in the before/after school care program.

2. Before Care 6:00 a.m. - 7:30 a.m.

Before care will be held in the school cafeteria. At 7:30 a.m. Pre-K students will be escorted across campus to their building. Students may bring breakfast food or you may send a box of cereal with the student's name on it to keep at school. **NO SOFT DRINKS ARE ALLOWED.**

3. AfterCare 3:00 p.m. - 6:00 p.m.

- Pre-K 3 and Pre-K 4 will be in the Pre-K building until 4:30 p.m. At that time they will be escorted to the school cafeteria and may be picked up from there.
- K - 7th grade students will be in the school cafeteria and may be picked up at that location.
- Children must be picked up by 6:00 p.m. If a child is left later than 6:00 p.m., emergency contacts will be called to pick up your child and the late pick up fee will be charged. This fee is \$5.00 for every 15 minutes you are late. If this becomes chronic, you will be asked to make other aftercare arrangements.
- We furnish a snack and drink daily. If your child has any type of food allergies, please inform the program director. Your child may bring his/her own snack instead of getting a school snack as long as it is of reasonable size, healthy, and does not contain candy or carbonated drinks.
- After roll call, children will play outside for approximately one hour then come inside for snack. After snack, there may be another outside time. If they stay inside, they may watch a movie,

read, play cards, study, homework, etc. No toys, cards, or games of any kind are to be brought from home. CELL PHONES ARE NOT ALLOWED TO BE USED IN AFTER CARE.

- Students attending After Care who participate in a before or after school activity (athletic practices, meetings, games, etc.) must make pickup arrangements before coming to after care.
- If a student checks out of school during school hours, he/she will not be admitted into the after care program unless he/she was rechecked into school during regular school hours.

4. Homework

All students are responsible for their own homework; however, we will help any student who needs assistance. Please note that while we provide homework time and will assist with written homework, you should always check to make sure that homework was completed in its entirety. If you need your child to remain inside during play time to do homework, please let us know.

5. Discipline

We expect all students to act in a Christian manner and respect all teachers and other students. All school rules including conduct apply to the before/after school care program. Parents and/or Guardians must abide by the rules of the program.

6. Check Out Procedures

Only those people whom you have listed as having authorization are allowed to pick up your child. A Photo ID will be required for any person or persons we do not know or recognize. Parents are responsible for keeping the authorization list current at all times. CHILDREN WILL NOT BE RELEASED TO ANYONE WHOSE NAME IS NOT ON THE LIST. We encourage you to list as many relatives and friends as possible in case of an emergency. Once a child is checked out, they may not return that day.

7. After Care Drop In Procedures

Parents/Guardians must send a signed note to the program director and teacher notifying them that the child will be attending after care that day. Please include parents' names and phone numbers in case we need to contact you. Also make sure you include the names of the person/people picking up the child.

8. Important Numbers

Cafeteria 985-643-8481 Between 3:00 and 6:00 pm

PreK Building 985-643-3558 Between 3:00 and 4:30 pm

School Office 985-643-4612 Before 4:00 pm

Mrs. Gallo's Email sgallo@saintmm.org

1000-4 BICYCLES

Students must use the bike rack on campus and are encouraged to lock their bikes. Vandalism to a student's bike by another student may result in suspension or expulsion. St. Margaret Mary school personnel are not responsible for the security of bicycles. They are parked on campus at the owner's risk. Students are not allowed to gather near these racks during the school day. Students using bikes are to use the Robert Blvd. entrance and should "walk" their bikes while on campus.

1000-5 CHANGING CLASSES

1. Students are to walk at all times.
2. Students must go directly to the next classroom and line up quietly outside the room.
3. Students are not allowed to linger or go anywhere without the teacher's permission.
4. Students must be on time for class.
3. Students who have an excessive number of class tardies may receive a detention.

1000-6 LOCKERS

Lockers are the property of the school and are provided for student use. It is a privilege for the students to have a locker and their use can be denied if the privilege is abused. The school reserves the right to search lockers and their contents at any time. Students in fifth through seventh grades are assigned lockers. Students are allowed to go to their lockers only at the assigned times or with permission from a teacher.

1000-7 DURING CLASS

Classroom teachers will establish rules and regulations within their respective classes, subject to the approval of the principal. Students are expected to follow class rules. Students with serious or chronic behavior issues will be referred to a school administrator. Teachers will establish reasonable restroom procedures.

1000-8 CAFETERIA

Students may be assigned tables and seats by the teacher.

Students should:

1. Practice good table manners.
2. Remain seated until dismissed.
3. Clean their tables before leaving the cafeteria.
4. Follow the procedures for entering and exiting the cafeteria as directed by the teacher.
5. Refrain from loud talking, horseplay, etc. Throwing of food will be considered a serious offense.

1000-9 SCHOOL LUNCH PROGRAM

A type "A" lunch, meeting national nutritional requirements, is served at school daily for students in grades K-7. Due to facility proximity issues, students in pre-kindergarten must bring their lunch from home. Lunches from home should meet the child's nutritional needs.

Students are not permitted to go home for lunch. Students are required to eat lunch, unless they have written permission on file in the office from their parent stating otherwise.

Students in grades K-7 who bring bag lunches from home may purchase milk or juice in the cafeteria. No fast foods or soft drinks are allowed in the cafeteria. Parents who bring their students' lunches to school after the morning bell, must check in the school office.

Money for school lunches may be paid online or in a separate check payable to the St. Margaret Mary Cafeteria. No other school monies or payments should be included in this check. The school food service of the Archdiocese of New Orleans operates separately from the school.

Please check your calendar and parent bulletins regularly to assure timely payment. Eligible families may apply for free or reduced lunch prices. Students who owe money to the cafeteria may be refused service if the matter is not resolved in a timely manner.

1000-10 RECESS

1. The assigned areas are:

Pre-K Pre-K yard

K - 4 Primary Playground area

5 – 7 Open field behind the Middle School Building. Students may also sit under the trees fronting Robert Boulevard, but may not gather in the area between the trees and the fence located on Robert Boulevard.

Note: Recess may be in the classroom or cafeteria on rainy days, depending on grade level.

2. Students are not allowed to gather near classrooms, the school office, cafeteria, parking lot, or cars. Students may not go to the church or gym without permission.
3. Students are to use the bathroom before leaving the cafeteria. During recess, bathrooms may be used only after obtaining permission from the duty teacher. Teachers will direct students to the appropriate bathrooms.
4. Rough play is not allowed. Duty teachers will determine which games may be played. Students may not leave assigned areas without permission.
5. When the bell rings, students are to go immediately to their classrooms and line up quietly outside the room.
6. The library is for reading and study and may be used during recess when a student has permission from the librarian and only when the librarian or teacher is present.

1000-11 INDOOR RECESS

1. Students should go directly to the classroom.
2. Students may play quiet games, talk softly, or study.
3. The library is not accessible during indoor recess.

1000-12 VOLUNTEERS

Volunteers perform a valuable service at our school and parents are encouraged to volunteer. Volunteers are coordinated through the P.T.O. and school office. All assignments are subject to the approval of the principal. All volunteers are required to fill out the necessary forms, which may be obtained in the school office, and they must adhere to the Safe Environment requirements of the Archdiocese and to the policies concerning abuse or neglect of minors.

Volunteers should report to the office, sign in, and obtain a pass before reporting to their respective assignments. In order to maintain a professional atmosphere, we ask that volunteers not bring younger children with them when volunteering and that they be appropriately and modestly dressed.

1000-13 TRANSFERS TO ANOTHER SCHOOL

If you are transferring your child to another school, please send your name, new address, and the name of the new school to the school office. Your child's records will be sent to the new school upon the school's request which must include your signed authorization. It is the parent's responsibility to obtain the child's report card and all personal possessions on his/her last day of school. All school property must be returned prior to your child's last day at our school.

1000-14 EMERGENCY CLOSING OF SCHOOL

In emergency situations, St. Margaret Mary School will close when all schools and/or the public schools in St. Tammany Parish close, unless closures will be announced on the major local news channels and radio utilize our www.saintmm.org website, EduConnect emails, and our communication system.

Archdiocese of New Orleans otherwise announced. School stations. Our school will also school message

1000-15 SCHOOL PARTIES AND GIFT GIVING

The classroom teacher, in coordination with the room mother, may plan a small class celebration at selected times during the year. All class parties must be approved by the principal (Note: Parents may not provide special birthday or other treats for a class unless the teacher has obtained permission from the principal). Students are not allowed to exchange gifts on campus. Deliveries of balloons, flowers, and other gifts for children are not allowed. Party invitations may not be distributed at school, unless given to the entire class.

1000-16 HEALTH MATTERS

Students who are ill or injured will be taken to the office. A cot is available to the student, and the school maintains a supply of minor first aid items. The parent or guardian will be contacted if it is necessary for the child to be sent home or to the hospital. If this is not possible, the principal or another administrator will take whatever action is reasonable and necessary. Children will be released only to his/her parent or a person designated on the emergency form, unless written permission from the parent is presented to the school office or a phone request from a parent is verified by the principal or his/her designee. Applicable state laws and policies regarding health records and immunizations will apply, and students may be denied attendance at school if they are not in compliance with these laws and policies. Proper documentation must be filed with the school office.

1000-17 SCHOOL BUSES

Children riding the school bus are to walk immediately to the bus line at dismissal. Proper conduct is expected of all children at bus stops and while on the bus. Inappropriate and/or unsafe behavior is sufficient reason to withdraw the privilege of riding a school bus. Questions and concerns regarding buses and their schedules should be directed to the St. Tammany Parish School Board Office at 646 – 4917. This office supervises and provides bus service to our school.

1000-18 FIELD TRIPS

Field trips of educational or cultural value shall be authorized in advance by the school principal. A field trip must be planned and carried out as an extension of, or supplement to, the counseling or instructional program. The educational value of the trip must justify the time, distance and expense involved. All field trips are scheduled on the school's master calendar as soon as they are approved. No student may attend a field trip unless he/she has paid the required fees for the trip or without written permission from a parent. All field trips are voluntary and no student is forced to participate in field trip activities. Students must utilize school transportation. **Parents may not bring students' siblings with them on field trips.**

1000-19 VISITORS TO THE SCHOOL

All visitors are required to report to the school office upon arriving at school and obtain a pass if visiting classes. This pass must be worn at all times while on campus. Parents should not visit teachers and classrooms without first reporting to the office, or congregate near (or outside) the classroom. The faculty lounge is for faculty and staff use only. Parents may not sit in on classes unless they have the expressed permission of the teacher and principal.

1000-20 TEACHER CONFERENCES

Parents should make an appointment with the teacher through the school office. This will ensure that the meeting will take place in the appropriate setting and at a convenient time for all parties involved. Please leave a message for the teacher with the receptionist. Parent/teacher conferences are an effective means of ensuring communication between home and school and establishing a cooperative effort. The proper procedure for addressing a problem involving your child and a teacher is to first meet with the teacher, and (only then, if needed) discuss the matter with a school administrator. Parents who do not speak with the teacher first will be referred back to the teacher by the school administrator.

1000-21 ATHLETICS AND PHYSICAL EDUCATION

Physical Education is part of the regular school curriculum for all students in grades K through 7th . St. Margaret Mary School offers specific athletic programs which are organized for inter-school competition and which are extra curricular. The purpose of athletics is not only to build strong bodies, but to develop strong Christian character as well. Students who represent St. Margaret Mary should always show good sportsmanship at all times and in all places.

1000-22 CHANGE OF ADDRESS

Please notify the school office immediately if there is a change of address or phone number during the year. If you have an unlisted number, we will make every effort within our control to keep it confidential. It is necessary that we have a number where you can be reached in case of an emergency.

1000-23 STUDENT PASSES

Each student who leaves a class or other supervised area must receive a pass from the teacher on duty.

1000-24 STUDENT INSURANCE

Students are covered by accident insurance during school hours, when going to and from school, and when participating in school-sponsored activities. Further information and claim forms are available in the school office. Parents must file insurance claims in a timely manner. The parent's insurance is primary in terms of coverage.

1000-25 TELEPHONE MESSAGES

Parents are asked to limit messages to their children to emergencies and matters of transportation. Students are generally not allowed to use the office telephone, except in matters of health and transportation.

1000-26 SCHOOL-RELATED PRESS RELEASES, PUBLICATIONS, AUDIO-VISUALS, ELECTRONIC TRANSMISSIONS, ETC.

St. Margaret Mary School retains the right to use the names, voices, and/or likeness of our students, faculty, parents, and staff in school-related publications, audiovisual and electronic transmissions, etc., without compensation or reimbursement to the parties involved. These items may include, but are not limited to, photographs, video tapes, live broadcasts, sound recordings, and electronic transmission.

1000-27 SAFETY/CRISIS PLAN

The administration and staff at St. Margaret Mary School are committed to providing a safe environment. The school has developed an emergency plan which is promulgated among school faculty, students and staff, and is available for parent inspection through the principal's office.

1000-28 PETS

Pets/animals are not allowed on campus – this includes the carline. We ask that parents not bring their pets in the carline because family pets are not familiar with our teachers. Our teachers open the car doors for our students and pets may cause them harm.

1000-29 RELIGION

Students in grades Pre-K 4 (when ready) through seventh grade attend Mass weekly. They also attend Mass on Holy Days of Obligation, and on special occasions. Religion is taught as part of the school curriculum. Requirements for Religion classes are in accordance with the Office of Religious Education of the Archdiocese of New Orleans and the Office of Catholic Schools. The Catholic perspective on morality is presented whenever appropriate and as moral issues arise throughout the curriculum. Penance and Communion are received by second grade students. Prayers services, retreats, and other religious activities are scheduled throughout the year.

1000-30 LIBRARY

The Library is available to students on a daily basis. Each student is responsible for any books checked out to him or her. Reference volumes are available for use in the Library. Fines are charged for overdue books. Lost books must be replaced by parents or funds provided by them for the school to purchase

books. Library privileges may be denied until fines are paid or books found or replaced. All fines or replacement fees must be paid before a student is allowed to take his/her exams.

1100 **STUDENT ORGANIZATIONS/ACTIVITIES**

1100-1 STUDENT COUNCIL

The Student Council is made up of elected representatives in the fifth through seventh grades. They act as liaisons between the student body and the administration. They assume responsibility for student body activities. Officers must maintain a minimum grade point average, as determined by the organization's by-laws and maintain at least an "86" in conduct.

1100-2 NATIONAL JUNIOR HONOR SOCIETY

A chapter of the NJHS is located at St. Margaret Mary School. NJHS members must maintain a 3.5 average ("E" average in Enrichment courses and with no grade lower than a "G"), maintain a "94" in conduct per quarter, and demonstrate leadership, citizenship, character, and service. This group is responsible for service activities in the school community. The basis of selection for the NJHS is as follows:

Sixth Grade – Criteria for eligibility is based on a cumulative grade point average of 3.5 as determined by 7 quarters to include the student's grade point average in four quarters of fifth grade and 3 quarters in sixth grade, and a "94" in conduct per quarter.

Seventh Grade – Criteria for eligibility is based on a cumulative grade point average of 3.5 as determined by 7 quarters to include the student's grade point average in four quarters in sixth grade and 3 quarters in 7th grade, and a "94" in conduct per quarter.

1100-3 INSTRUMENTAL MUSIC

Instrumental lessons (Recorder) will be taught to students in third grade and instruction on band instruments is available for fourth through seventh grade students through our band program, which takes place during and after school. Piano lessons are available for students in second through seventh grade. More information regarding these programs is available through the school office.

1100-4 ALTAR SERVERS

Students in fourth through seventh grade are invited to join this group. These students serve at Mass.

1100-5 SCHOOL PLAY

Open to all students depending on production needs. Students prepare and perform a stage play.

1100-6 MARY'S MESSENGERS

This group is open to students in grades 3-5. Students meet to pray the rosary and to make rosaries for the missions.

1100-7 CHEERLEADERS

Open to boys and girls in grades 5th – 7th .

1100-8 SPORTS TEAMS

Various competitive sports teams may be made available to students; including boys' flag football (grades 5-7), boys' and girls' basketball (grades 5 - 7), girls' volleyball (grades 5 - 7), boys' and girls' soccer (grades 5 - 7), girls' softball (grades 5-7), boys' and girls' Cross country (grades 3-7), and boys' and girls' swimming (grades 3-7).

1100-10 DANCE TEAM

Open to girls in grades 5th -7th .

1100-11 MIDDLE SCHOOL INTRAMURALS

Spring activity open to middle grade students (5th -7th)

1100-12 ACADEMIC GAMES TEAM

Middle school competitive team selected by team moderators.

1100-13 TALENT SHOW

Performances available to students in grades PK – 7th.

1100-14 MISSION/SERVICE CLUB

Open to students in grades 5th – 7th. The purpose is to grow in knowledge of and service to the Missions; to foster a spirit of giving and service among our student body; and to promote and engage in service projects.

1100-15 SCIENCE CLUB

Open to students in grades 5th – 7th.

1100-16 WSMM MORNING NEWS SHOW

The Morning Show is broadcasted over closed-circuit television during homeroom. The WSMM Crew is open to all 7th graders.

1100-19 STUDENT PUBLICATIONS

Open to students in grade 7.

1100-20 ROBOTICS CLUB

Open to students in grades 5th – 7th.

1100-21 CHESS CLUB

Open to students in grades 5th – 7th.

ELIGIBILITY

Students who participate in extracurricular activities, including all student organizations, represent St. Margaret Mary School. Therefore, the following minimum standards must be met in academics as well as discipline:

1. The student must maintain a at least a “78” average with no grade lower than a “70” (N in enrichment classes) in any subject per grading period.
2. The student may not earn a grade lower than “78” in conduct.
3. Students who are members of the National Junior Honor Society and Student Council are held to a higher standard (See requirements in sections 1100-1 and 1100-2).

Note: Students must meet minimum requirements to "tryout" for all organizations. When a student is disqualified from participating in extracurricular activities during the quarter, eligibility may be reconsidered when interim reports are issued, unless organizational by-laws prohibit such consideration. Moderators are responsible for monitoring student eligibility status and may establish participation criteria which exceeds minimum standards.

1200 **AWARDS**

At the end of the school year, an assembly is held to present awards to students in the following categories:

- Highest “A” average in each subject
- Christian Witness Award
- Principal’s Honor Roll
- Principal’s Honor Roll Achievement Award (7th grade)
- Kenneth Faust Memorial Scholarship Award (Presented to a 6th grader who is returning to St. Margaret Mary in the 7th Grade)
- VFW Award (7th Graders)
- Veritas Award (7th Graders)
- Outstanding School Service (7th Graders)
- Mr. and Ms. St. Margaret Mary (7th Graders)
- Margaret M. Bobeck Christian Spirit Award (7th Grader)
- Other awards for conduct, extra-curricular, contests, etc. are presented at various times during the school year.

1300 **POLICY REGARDING TUITION AND FEES**

1300-1 POLICY REGARDING TUITION AND FEE REFUNDS

The following policy regarding tuition and fee refunds will be applied:

1. The Student Registration Fee reserves a place for the student and, therefore, is refundable ONLY when the school rejects the student’s application for enrollment.
2. If a student withdraws prior to August 1st, St. Margaret Mary School will reimburse all payments EXCEPT the non-refundable fees – Registration and **Administrative Processing Fee**. Non-Parish support fee will not be refunded August 1st and later.

3. Tuition only will be refunded based on a pro-rated formula. Total tuition will be divided by 177 days and parents are charged for the number of days the student was officially enrolled in school. Half-days will count as full-days for the purpose of determining the refund amount. Note: If tuition was financed, please notify the school office immediately upon deciding to withdraw your child(ren).

1300-2 POLICY REGARDING TUITION AND FEES PAYMENTS

1. Families are required to set up an online payment plan option via FACTS.

2. Tuition payment plan options via FACTS include:

I – Pay tuition and fees in full by the established date in May and/or at time of registration.

II – Financed payment through the St. Margaret Mary School 10 Month Loan Program.

3. Non-Parish Support Fee must be paid in full to St. Margaret Mary School by the established date in May. This fee cannot be financed through the St. Margaret Mary School Loan Program. Failure to pay in full by the established date in May may result in the student's removal from registration for the coming school year.

3. For those paying under option II, all tuition payments should be up to date one month before the end of a semester. If tuition is delinquent, parents will have until the end of the semester to pay the outstanding balance (including late fees). **If the account is still delinquent on the last day of the semester, the student will not be allowed to attend school until such time that the account is brought up to date.**

4. Families still owing uncollected tuition and fees for the current academic year, and after the official end of the school year, are subject to collection by an outside agency and/or legal proceedings.

5. Any family who has not paid their tuition and fees in full by the established date in May will be automatically entered into the Tuition Loan Program. Any unpaid portion of the parent account will be financed through the school office over a 10 month period – beginning July and ending on April. A monthly processing fee of \$15.00 will be charged to any account with an unpaid balance. Those parents who finalize their agreement in FACTS prior to the established date in May will be charged \$10.00 per month Processing Fee.

6. A late fee of \$25.00 will be added each month to an account which has a "past due" balance.

7. Any student whose tuition payments are not current may not register for the next school year until they bring payments up to date. They will be considered new students and admitted according to the admission priorities.

1300-3 POLICY REGARDING RETURNED CHECKS

Any check payment returned because of insufficient funds, stop payment on check, or checking account closure will be charged \$15.00 per check payment returned. This policy includes payments for tuition and associated fees, field trips, Before/After Care, Student Year Book Band, textbook or library fees, and all other payments made to St. Margaret Mary School. Additionally, those with a history of check payments returned are subject to being required to pay all payments by cash or money order.

Any FACTS payment returned because of insufficient funds will be charged \$30.00 by the FACTS Management Company. A \$25 fee will also be added to the next scheduled payment in the payment schedule.

1300-4 FEES AND TUITION FOR 2018-2019

Registration Fee: \$165 (oldest or only child) and \$150 for each sibling. This fee is non-refundable and due with the registration application.

Non-Parish Support Fee: \$350 per student and paid by the family's Catholic Church Home Parish if a parent meets Catholic Church support guidelines (voucher system). Catholic parents who do not meet Parish guidelines, as well as non-Catholic parents pay this fee. Eligible registered, active, and supporting members of St. Margaret Mary Parish do not pay this fee and do not need a voucher.

Administrative Processing Fee: \$50 per family.

Seventh Grade Promotion Activities Fee: \$150 per student (paid in the spring)

FACTS Enrollment Fee: \$50 or \$20 contingent upon payment plan selection

Eligibility Requirements To Be Considered A Registered, Active, Supporting Member of St. Margaret Mary Parish:

Families must be registered parishioners at SMM Church by December 1st of the previous year to be eligible for 1st day registration (for SMM parishioners only).

Registered, active members of SMM Parish who contribute a minimum of \$20 per week in the 1st collection (at least \$1040 annually) at weekly Mass are automatically considered supporting members and qualify for the SMM Parish tuition rate.

Example: If you register any time before December of 2018, and want to be eligible to receive the deduction for the next school year of 2019-2020, then you need to make a donation to “catch up for that fiscal tax year”. *Please note: This “catch up donation” must be made before December 31, 2018 to be eligible for that next school year.*

Some families of our parish are truly supporting members even though they are unable to contribute at the above level. They are invited to meet with the pastor, so he can make this determination if their time/talent will help with this fee.

At the end of each calendar year, the parish supplies the school with a list of families who automatically qualify for the SMM tuition rate for the upcoming school year. Families are urged to use church support envelopes, so that donations may be identified and posted to each family's account at the parish.

1300-5 TUITION

Percentage rates are as follows: One child – 100% of the tuition, Two children – 175%, and Three children – 225%, Four or more children – 275%. Please note that **these percentages do not apply to children in pre-k.**

Family Tuition Rates for students in grades K-7

<u>Students in Family</u>	<u>SMM Registered/Supporting/Active</u>	<u>Other Catholics</u>	<u>Non-Catholics</u>
1	\$4,585	\$4,685	\$4,785
2	\$8,025	\$8,200	\$8,375
3	\$10,320	\$10,545	\$10,770
4 +	\$12,615	\$12,890	\$13,165

SPECIAL NOTE: Students from families considered registered, active, and supporting members of St. Margaret Mary Parish receive a \$100 deduction in the base (Other Catholic) tuition rate for one child in grades PK-8, \$175 for two children, \$225 for three, and \$275 for four or more children.

Consider: The tuition cost to the active, supporting St. Margaret Mary parent of sending one Catholic kindergarten student to St. Margaret Mary School is approximately **\$25.90** per day (based on **177** school days).

Family Tuition Rates for students in Pre-Kindergarten

	<u>(Five Full Days)</u>	<u>(Three Days)</u>	<u>(Two Days)</u>
SMM Registered, Active, Supporting Family	\$5,185 per student	\$3,111	\$2,074
Other Catholic	\$5,285 per student	\$3,171	\$2,114
Non-Catholic	\$5,385 per student	\$3,231	\$2,154

Family Tuition Rates for students in Mother's Day Out

	<u>(Two Days)</u>
SMM Registered, Active, Supporting Family	\$2,094 per student
Other Catholic	\$2,134 per student
Non-Catholic	\$2,174 per student

1300-6 FINANCIAL ASSISTANCE PROGRAM

Limited funds are available for families in need of tuition assistance. Applications must be fully completed and submitted online. Assistance is based on documented need. Please review Parent Newsletters for important information regarding tuition assistance, including websites and designated due dates.

PARENT/STUDENT HANDBOOK SIGNATURE SHEET

St. Margaret Mary Catholic School
2018-2019

The St. Margaret Mary Parent/Student Handbook contains information regarding policies, rules and regulations, procedures, requirements, etc. regarding St. Margaret Mary School. It is important that parents and students are familiar with the contents of this handbook.

The policies, regulations, procedures, requirements, information, etc. contained in this handbook will remain in effect until such time that a new REVISED handbook is released. *Specific changes, additions, deletions, etc. may be made on an "as needed" basis. The School Handbook is posted on ParentsWeb on RenWeb under school resources for further reference.*

It is recommended that parents print a copy of this handbook for family reference.

Parent signature indicates that you **AND** your child(ren) are familiar with contents of the handbook (including revisions) and agree to adhere to all rules and regulations, policies, codes, procedures, etc. contained within the handbook. Signature Sheets are due **Friday, August 17, 2018.**

Print Parent Name

Parent Signature

____/____/____
Date

Names and Grades of Students in this Family

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE SIGN AND RETURN THIS HANDBOOK SIGNATURE SHEET TO YOUR OLDEST OR ONLY CHILD'S HOMEROOM TEACHER NO LATER THAN AUGUST 18TH.

Note: One signed handbook slip per family is required. This handbook signature form includes MDO and Pre-K through 7th grade.

