



# ST. MARY'S CATHEDRAL SCHOOL

*Providing a Catholic Education since 1913  
An Education for Eternity*

## PARENT-STUDENT HANDBOOK

*St. Mary's Cathedral School provides  
academic excellence and fosters Catholic identity  
through teaching and learning in Christ  
with our hearts, souls, and minds.*

*Revised 2017*

St. Mary's Cathedral School  
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Dear Parents and Students,

Welcome to St. Mary's Cathedral School where for over a century the gift of a Catholic education has been esteemed in the community of Amarillo, TX. Our SMCS family is honored that you have entrusted us with the religious and academic education of your child. The mission of St. Mary's Cathedral School is to *provide academic excellence and foster Catholic identity through teaching and learning in Christ with our hearts, souls, and minds*. Our new Vision Statement reads: *Inspired by our Catholic tradition, St. Mary's Cathedral School strives to nurture children to become lifelong learners and responsible citizens devoted to Christ*. These statements clearly state who we are and who we aspire to be as a school community.

We are proud to provide a quality Catholic education for students in Montessori Preschool through Fifth Grade. As a ministry of St. Mary's Parish, we offer an educational tradition that is rich in faith, focused on academic rigor, and blessed with an active, involved parent community. St. Mary's students encounter Christ through daily prayer, weekly Mass, reconciliation, preparation for Sacraments, and liturgical events. They find a deeper meaning of a faith filled community.

The purpose of this handbook is to offer information about the policies, procedures, rules, and general operation of St. Mary's Cathedral School. We encourage each family to take the time to review the entire Parent-Student Handbook. Because each of these policies will have application on a daily basis, it is important that all parents be aware of these policies.

After reading the handbook, parents are asked to sign the acknowledgment form and return it to the school office. We encourage parents to keep this handbook for future reference.

In His Spirit & Service,  
Linda Aranda  
Principal

## HISTORY

St. Mary's Cathedral School, the oldest private school in Amarillo, was first established January 16, 1899, in Clarendon, Texas by the Sisters of Charity of the Incarnate Word. The school was moved to its present location in Amarillo in 1913.



Through these 100+ years, St. Mary's has maintained its high standards with a strong academic program. Besides the excellent basic curriculum, other areas offered include state-of-the-art computer education, introductory Spanish classes for grades 1-5, a well-stocked library and a variety of extra-curricular opportunities. A Montessori Preschool was added in the fall of 1985. St. Mary's Montessori respects the child as an individual and therefore provides a method for guiding growth which fits the child's individual needs. An after school program was established in 1986.

School accreditation is the means used by the Texas Catholic Schools to foster excellence in elementary education. St. Mary's Cathedral School, accredited since 1926, continues to follow the policies and procedures compiled by the Texas Catholic Conference Education Department (TCCED) and the Texas Catholic Conference Accreditation Commission (TCCAC) and recognized by Texas Education Association (TEA).

## ABOUT

St. Mary's Cathedral School, the oldest private school in Amarillo, is rich in tradition and history. Our school has provided the Texas Panhandle with over a century of academic excellence. We offer a Montessori Pre-School program for ages 3-5, as well as a strong academic and Catholic religion program for elementary students in Kindergarten-5th grade. We welcome children of all faiths. As a part of the Diocese of Amarillo, St. Mary's Cathedral School is a feeder school for our secondary Catholic school, Holy Cross Catholic Academy.

## Faculty and Staff ~ 2017-2018

Rev. Scott Raef .....	Pastor
Mrs. Linda Aranda.....	Principal
Mrs. Lora Hoelting.....	Montessori Director
Mrs. Jeanna Ortiz .....	Secretary
Mrs. Marcie Schroeder.....	Bookkeeper
Mrs. Elaine Scott .....	Kindergarten
Mrs. Kendra Backus.....	Kindergarten
Sr. Stephanie L'Esperance.....	First Grade
Mrs. Nancy Jager .....	Second Grade
Miss Chelsea Hartman.....	Second Grade
Ms. Kay Hallum.....	Third Grade
Mrs. Amy Monroe.....	Third Grade
Mrs. Patrice Grider.....	Fourth Grade
Ms. Elizabeth Baca.....	Fourth Grade
Ms. Paula Simpson .....	Fifth Grade
Sr. Peter Marie Ricigliano .....	Religion/Atrium
Mrs. Jayme McBride.....	Montessori A Teacher
Mrs. Patsy Preciado.....	MA Assistant
Ms. Becky Coker.....	Montessori B Teacher
Mrs. Jody Brockman .....	MB Assistant
Mrs. Tammie Gray .....	Montessori C Teacher
Mrs. Mika Smith .....	MC Assistant
Mrs. Lisa McKnight .....	Montessori D Teacher
Mrs. Roseann Rich .....	MD Assistant
Miss Berkley Lane.....	Montessori E Teacher
Mrs. Sara Tijerina.....	Spanish Teacher
Mrs. Amanda McDonald.....	Computer/Library Manager
Mrs. Serina Moreno.....	Physical Education
Mrs. Michelle Correa.....	Music
Mr. Randy Clayton .....	Maintenance
Mrs. Juana Estrada .....	Custodial
Mrs. Pat Alfaro.....	Cafeteria Manager
Mrs. Carmen Hidalgo.....	Cafeteria



**ST. MARY'S**  
CATHEDRAL SCHOOL

## MISSION

St. Mary's Cathedral School provides academic excellence and fosters Catholic identity through teaching and learning in Christ with our hearts, souls, and minds.

## VISION

Inspired by our Catholic tradition, St. Mary's Cathedral School strives to nurture children to become lifelong learners and responsible citizens devoted to Christ.

## PHILOSOPHY

St. Mary's Cathedral School community believes that each person is unique and created in the image of God. We affirm that this uniqueness is best fostered in a loving environment that helps the child develop the spiritual and academic gifts given by the Lord.

We believe in the integration of Catholic beliefs and values in all classroom sessions, liturgical worship and service to others. We believe in a strong academic program balanced by fine arts, technology and physical education.

### **DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect all students to follow reasonable rules and not violate the rights of others.

# TOPICS OF INTEREST

**PLEASE NOTE:** This is not the entire table of contents for the Parent-Student Handbook. You are responsible for reading and understanding this handbook in its entirety. For your convenience, we have noted, here, those topics of major concern and interest.

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# GENERAL INFORMATION AND POLICIES

## ACCREDITATION

School accreditation is the means used by the Texas Catholic Schools to foster excellence in elementary education. St. Mary's Cathedral School, accredited since 1926, continues to follow the policies and procedures compiled by the Texas Catholic Conference Education Department (TCCED) and the Texas Catholic Conference Accreditation Commission (TCCAC).

## ADMISSION

Students seeking admission to St. Mary's must meet the age requirements set by the Texas Catholic Conference Accreditation Commission. An exception can be made for students transferring from a school outside of Texas where the age limit differs and the school provides evidence that the child has successfully completed the grade in the respective school.

When seeking admission to St. Mary's, the following documents (as applicable) are to be presented:

- Birth Certificate
- Baptismal Certificate
- Immunization Records
- Report Cards
- Achievement Tests/Diagnostic Test Results

Regardless of the time of year, a student entering another grade must bring his/her report card and follow an assessment procedure. Generally, the teachers meet the student to evaluate his/her academic level. Following consultation with the principal, a decision is made as to acceptance. The necessary records will then be requested from the previously attended school.

St. Mary's admits students of any race, color, national origin, sex, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school (See School Board Policy - Admission)

## ANNOUNCEMENTS

Announcements affecting the whole student body are made by using the PA system in the office. Announcements are made each morning and as needed at other times.

## ATTENDANCE

An absence is defined as not being in school for any two hour length of time. Six hours of instructional time is required by TCCED for a full day. **Students in grades Kindergarten through fifth grade must attend at least two hours in the morning and two hours in the afternoon to be considered present for a full day.**

Absences should be reported to the school office as soon as possible. A message may be left on the school's voice mail for your convenience.

In the event of an absence, students are responsible for the work missed. Teachers will check the work, administer make up tests, and give grades. The teacher will determine when the make-up work should be returned.

Students who are absent without permission from their parents are considered truant and will be responsible for making up the work missed at the discretion of the teacher. **After two days, the teacher is not obligated to accept the missing work.**

No child may leave the school grounds without notifying a teacher or the principal and being accompanied by a parent or guardian. If a child leaves school during the day for an appointment or for some other reason, the parent/guardian needs to sign the child out in the office. On return from an appointment, the child needs to be signed back in. The student does not wait in the parking lot or any other designated place. [Approved by School Board, January 3, 1994]

### **Tardy/Early Dismissal**

Tardy is being late for school for any reason except a doctor's appointment. **Any student not present in the classroom when the announcements are made (8:05) is considered tardy. Students arriving after 8:05 but before 9:30 are considered tardy.** If the parent brings a doctor's note, it will be counted as a medical tardy and not counted under regular tardy guidelines. The following procedures should be followed if a student is tardy:

- For the safety of the student, the parent/guardian **must** escort the child to the office to sign the child in.
- If the student is not escorted in, the child will remain at the office until the parent is notified that they must come sign the child in for school.
- The parent/guardian of a student who is coming in late should call the office by 8:30 a.m. to be included in the lunch tray count.
- After three tardies and/or early dismissals in a six week period, a note will be sent home with the child that must be signed and returned and that six weeks perfect attendance is void.
- After accumulating five tardies and/or early dismissals during the year, perfect attendance for the year will be void, even if the student has not been counted as absent. Early dismissal is defined as leaving school after 2:00 and before 3:30.

### **BOARDS**

#### **1. SCHOOL BOARD**

St. Mary's Cathedral School Board assists and advises the principal with policymaking, budgeting, financing, planning, public relations, and other areas of concern to the school. The local School Board is also charged with the responsibility of implementing Diocesan School Board policies.

#### **2. PARISH BOARD**

The School Board and the Parish Board are both consultative to the pastor. Therefore, it is essential that good communication exists between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total parish community.



### **3. HOME AND SCHOOL BOARD**

The Home and School Association Board (HSA) assists the principal in promoting parental support for the school and in increasing mutual understanding between school and parents/guardians. The HSA Board is governed by its own constitution and by-laws.

#### **CALENDAR**

The calendar allows for the State required number of teaching and in-service days and for Diocesan Office of Education stipulations.

#### **CATECHESIS**

It is widely recognized that all Catholic schools are to be communities of faith in which the Christian message, the experience of community, worship, and social concerns are integrated in the total experience of students, their parents/guardians and members of the Staff.

Likewise, the Church and its schools continue the mission of Jesus, prophet, priest, and servant king. This mission, like His, is essentially one -- to bring about God's kingdom -- but this one mission has three aspects: proclaiming and teaching God's Word, celebrating the sacred mysteries, and serving the people of the world. Corresponding to the three aspects of the Church's mission and existing to serve it are three ministries: the ministry of the Word, the ministry of worship, and the ministry of service. Sacramental catechesis has traditionally been of two kinds: preparation for the initial celebration of the sacraments and continued enrichment following their first reception. The first is elementary or general in nature; it aims to introduce children to the teaching of scripture and the creed. The second reflects on the meaning of the Christian mysteries and explores their consequences for Christian witness. Preparatory sacramental catechesis can be for a specified period of time -- some weeks or months; the catechesis which follows is a lifelong matter.

#### **CHEWING GUM**

Gum is not permitted during school hours by staff or students.

#### **CHILD NEGLECT AND/OR ABUSE**

The Texas Legislature has made it a misdemeanor to fail to report a case of child neglect/abuse when it becomes apparent. If anyone suspects either of these, it is to be discussed with the principal and/or director and a complaint will be filed with the Department of Human Resources, if necessary.

#### **COMMUNICATION**

Only with open lines of communication can difficulties be studied and resolved. Parents/guardians are urged to conference with teachers whenever anything arises that they want to discuss. They are to contact the office and make an appointment. Teachers may not be interrupted when they are teaching. Teachers also have the responsibility of contacting parents/guardians if there is discipline or learning problems. (See School Board Policy - Communication)

Written communication distributed at school must have prior approval from the principal.

## **CURRICULUM**

The Texas Essential Knowledge and Skills (TEKS) and the Common Core Standards form the baseline curriculum used by the teachers to meet the requirements set by the Texas Catholic Conference Education Department. Teachers use various resources, including the Internet to support and enhance the curriculum.

## **DAILY SCHEDULE**

**School begins at 7:55 and ends at 3:30.** The TCCED time allotments are used in the formation of the daily class schedules. Supervision of students begins and ends at specified times that are communicated to parents. Opening exercises include prayer, the Pledge of Allegiance, attendance/lunch count, any collection of monies and any other items. **Parents who arrive before dismissal are asked not to wait outside the classroom door.** It is distracting to teaching and learning when students know that parents are waiting outside the classroom. If you must arrive early, you are asked to wait on the bench that is in the office area or outside in the pick-up area.

## **DIOCESE OF AMARILLO**

The Bishop, as chief representative of the Church's teaching authority, is the head of the schools within the Diocese. He shares his regulatory responsibilities, including policymaking, with the Diocesan School Board and his administrative and supervisory responsibilities with the Superintendent of Schools.

St. Mary's Cathedral School implements the superintendent's and the board's decisions that apply. Diocesan school board policies are available for review by contacting the Superintendent of Schools. Contact information can be obtained from the office of St. Mary's Cathedral School.

## **DISCIPLINE PHILOSOPHY AND PROCEDURES**

In guiding the student's growth in Christian attitudes, values, and behavior, it is well to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline.

The student should be helped to see clearly the consequences of various behaviors and to realize that choosing certain ones means accepting the responsibility for the consequences of these behaviors. The student is directed to choose one form of behavior over another and to take upon him or herself the consequences of that chosen behavior. The consequences should always be logical and appropriate to the behavior.

The classroom teacher, as the person who has the greatest contact with the student each day, will have the primary role in regular discipline of the child. If a student makes poor choices during the day, the teacher will attempt to re-direct the student's behavior and, at the discretion of the teacher, will notify the parent or guardian of the behavior by phone, email or by written note that must be returned to the teacher. It is expected that the parent/guardian will assess an appropriate consequence at home such as loss of privileges or activities. In addition, the teacher may choose to remove privileges at school such as recess or other activities.

In the event that behavior does not change as a result of parent and teacher cooperation, the principal will become involved. In situations such as physical contact, classroom outbursts or other offenses, the principal may be notified immediately. When the principal becomes involved in any disciplinary situation, the situation will be handled at the discretion of the principal with input from the teacher. **If a student is sent to the office to see the principal, the discipline referral form will be sent home with the student to be signed by the parent and returned to school.**

The above procedures are a general guideline. Serious infractions such as fighting, cheating, stealing and other major offenses may necessitate the principal to suspend or expel a student without prior offenses. In such cases, the principal will consult with the Pastor and/or Superintendent of Schools.

In-school suspension (ISS) is a temporary removal of a student from class for disciplinary reasons. Students may be removed by the principal for a period of time not to exceed 5 days per offense. The student will be given the opportunity to give his/her explanation of the incident. The teacher will consult with the principal to determine if removal is the necessary action. If so, the principal will notify the student and the student's parents/guardians of the reason, the length of time and the requirements for reinstatement. If the continual presence of the student would pose a danger to persons or property or constitute an ongoing disruption of the academic process, the student will be removed at once.

The expulsion of a student is a very serious matter. This measure will be used only for repeated misconduct for which no other satisfactory solution has been found. Some serious violations that will not be tolerated are continued defiance of authority, disregard for the rights of other students, and theft or destruction of property. Should expulsion become necessary, the procedure is as follows: 1) The teacher consults with the principal who in turn confers with the pastor. If expulsion is the necessary action, the principal informs the School Board President. 2) The principal notifies and informs the student and parents or guardians of the reason and action to be taken. The Superintendent of Schools is notified and given a brief explanation of the reasons. The student's local public school will be notified of a possible transfer.

## **EMERGENCY PLANS**

The school shall adhere to the written Crisis Plan. In addition, the following emergency procedures will be followed.

One fire drill, announced or unannounced, must be conducted each month. Tornado drills are held in the spring. A lock down drill is conducted once each semester.

For a threatening emergency requiring evacuation, the fire drill procedure will be used. For other emergency situations requiring room confinement, lockdown procedures will be followed.

If a telephoned or written bomb threat is received by a school, the police department is notified immediately. Fire drill procedure then follows. (See School Board Policy - Crisis Management Policy)

## **FIELD TRIPS**

Field trips must have an educational purpose and are privileges afforded to students, not absolute rights. Students can be denied participation if they fail to meet academic or behavior requirements. Permission forms and driver request forms are sent from the elementary office. Permission is granted only when this note is signed and returned. If no form is returned, the student will not be allowed to go accompany the class. Field trip regulations are governed by the school's insurance carrier and the recommendations of school policy. (See School Board Policy - Field Trip Policy)

## **FINANCE**

The main sources of income include annual tuition, registration fees, parish subsidy, fundraisers, grants, endowment funds, and donations. Some parents/guardians opt to pay an annual donation instead of participating in some fundraising activities. The yearly budget and the overseeing of the sources of income and expenses are monitored by the School Board Finance Committee. (See School Board Policy - Finance)

## **GRADING PROCEDURES**

A grading procedure generally includes class work, class participation, homework, and testing. The social skills are also factors in determining conduct grades. (See Appendix for grading scale)

Parents/guardians are notified of a student's unsatisfactory work during a grading period. Report cards are issued on the dates designated on the school calendar and should be signed by the parent/guardian and returned promptly.

## **HEALTH**

For admission of students to St. Mary's Cathedral School, immunization requirements as specified by the Health Department of the State of Texas shall be prerequisites.

Records for these immunizations are kept in the office. Students entering St. Mary's for the first time must bring this record. The original record will be returned.

During the school year, hearing, vision and scoliosis screenings are administered to the designated ages and grades as required by the Health Department of Texas. Teacher referrals may be included in the screening.

Re-entry to school following a communicable disease or pediculosis (lice) requires a health release and principal/director permission.

Fever of 100 degrees or higher will result in the parent being contacted and the child will be sent home. ***The child may not return to school until he/she is fever-free for 24 hours.***

Any child bringing prescription medicine, or any medication, including aspirin, aspirin substitutes, or cough drops to school, should give it to the office upon arrival at school. **Medicine must be accompanied by the school medication form from the parent containing the following necessary information: student's name, name of the drug, dosage to be given, and time the medication is to be given. Medication and an accurate dispenser must be brought to the school in the container supplied by the pharmacy. No medication is to be kept in a classroom. Office staff and/or administration will administer medications.**

According to Diocesan and state policies, no aspirin or aspirin substitute will be supplied by the school. (See School Board Policies: Administering of Medication Policy and Release of Liability, Control of Lice and Nits; See Appendix - Administering Medication to Students Form)

## **HOME and SCHOOL ASSOCIATION**

The Home and School Association (HSA) is made up of interested parents and guardians of St. Mary's Cathedral School. The HSA leaders are an elected board that serves the term of the school year. HSA is made up of the HSA Board, interested parents, the room parents for each class, the school principal, Montessori director, and various staff. All parents interested in joining HSA are encouraged to contact the school or HSA officers.

HSA parents help support St. Mary's School in many ways. Some of the ways include, but are not limited to:

- Hosting parent education sessions, the annual Back-to-School Swim Party, teachers' luncheons, open house, new parent orientations, and family events during the school year such as a Wonderland Night picnic.
- Providing St. Nicholas bags and Christmas ornaments for students.
- Planning and organizing the popcorn and coke sales, the Christmas Shoppe for students, the class projects for fundraising events, and the annual Field Day.
- Assisting with the Fall Carnival, school fundraisers, and Teacher/Staff Appreciation Week.
- Selling and promoting school spirit items.
- Helping promote St. Mary's School in any way possible.

## **HOMEWORK**

Homework is an important aspect of education. Students should develop and practice self-study skills. Work assigned should be able to be completed in a reasonable time limit. Even if written homework is not assigned, students should spend some time each evening reviewing the work of the day, preparing for the next day, working on long-range assignments, reading library books, reinforcing math facts, etc.

If a student is absent, the office should be notified before noon that a parent, relative, or friend will come to the office to pick up missed class and home assignments after school.

## **INFECTIOUS DISEASES**

The principal, after consultation with the pastor, School Board president and other necessary persons, will determine on a case-by-case basis an appropriate and safe course of action in the event that either a student or employee of St. Mary's becomes identified as being infected with HTLV-III/LAV virus or another infectious disease.

## **LOST AND FOUND**

A lost and found area is maintained in the office. Periodically, unclaimed and unmarked items will be donated to charity. **Parents/guardians are asked to label, with a permanent marker, all student's personal belongings, particularly uniform items, backpacks and lunch boxes, with the student's first and last name.**

## **LOUNGE AND STAFF RESTROOMS**

The lounge (including the staff work room) and staff restrooms are provided for staff use only; children are not permitted.

## **LUNCH**

A hot lunch prepared by cafeteria staff is available daily. Charges for lunch trays are posted to parent's FACTS Incidental Account on the 10th of each month. Payment is due through FACTS by the end of the month. Milk is included in the meal price but may also be purchased separately. **If a student is allergic to milk or other food products, a form from the doctor stating this must be on file in the respective office.** Parents may provide a milk alternative such as soy milk. Water will be made available to all students.

If students do not purchase a lunch at school, they should bring their own lunch when they come to school. **Please do not send foods that require heating in a microwave.** If the child brings his/her own hot lunch, please put the food items into a thermos. **No carbonated beverages or fast foods are permitted for lunch.** (See Appendix - Cafeteria Rules)

Parents may purchase a lunch and eat with their child *at the designated parent table*. Students are not allowed to invite a friend to sit at the designated table with their parent. If the table is full, you may sit with the class. If you are going to purchase a lunch (which will be charged to the parent's FACTS Incidental Account), you must place your order by calling the school office before 9:00a.m.

## **PARENT/SCHOOL COMMUNICATIONS**

Before school begins each year, there is an orientation for new parents and an open house for parents and guardians a few weeks after school begins, to meet with teachers to learn about classroom routines, expectations and what will be taught during the year. Parents are encouraged to keep close contact with teachers. Please phone the school office to schedule an appointment for a conference. **Wednesday Notes** are emailed out each week with news and reminders for students and families (hard copies are sent to parents who request them). Students are to take home all notes, bulletins, and other communications from the school. (See School Board Policy – Communication Policy). Email communication is sent to individual parents and/or mass email to all parents through RenWeb. Flocknote communication may also be used. The school maintains an active website and Facebook page.

## **PARENT-STUDENT HANDBOOK**

The staff, parents/guardians, and students are required to read and enforce all Diocesan and school policies. (See School Board Policy - Handbook)  
Part of the online enrollment process includes agreeing to this policy. A parent may request a hard copy of the Parent-Student Handbook in the school office.

## **PARISH FACILITIES**

If school personnel/parents want to use the Church, or other parish facilities, arrangements are to be made with the parish personnel and the school office is to be informed. Students who are in the Parish Family Center at unauthorized times need to be reminded of where they should be.

## **PARKING**

When escorting students to and from the school building, parents park in the west parking lot behind the church and walk their children in the safety zone to the building. Parents are to follow the traffic flow if they are dropping off or picking up their students in the drive line. Please observe all traffic laws and the people on patrol at all times. Be considerate of those in line with you, wait your turn and drive all the way up the drive-thru lane so others can drop off or pick up their children as well.

Parking places on the south side of the school are reserved for school personnel. Some places are reserved for specified people. (See Appendix - Traffic Flow & Parking Map)

## **PARTIES**

Room Parents will coordinate the Christmas party. Room Parents will make arrangements with the teacher as to the time and scope of the party. The Valentine party is handled by the individual teacher.

For other parties not involving the Room Parents (such as a child's birthday), arrangement is made with the teacher ahead of time. No private party invitations may be given out at school unless every student in the class receives one. ***Bouquets of flowers, cookies, balloons or other gifts for student birthdays and/or other occasions will not be delivered to the classroom. Please do not bring or have these items delivered to the school.***

## **PHYSICAL EDUCATION**

Physical education is a required subject in grades K-5. The physical education grade can be affected for students who do not participate regularly. Students in grades 4-5, dress out for P.E.

Requests for being excused from physical education for more than 2 days will require a doctor's signature.

Students who cannot participate in physical education because of a health issue will not be allowed to go to recess that day.

Physical education uniform is to be worn on all PE days by grades 4-5 including non-uniform days.

**Strict adherence to the physical education uniform (grades 4-5) must be followed: solid, navy blue gym shorts (no colors other than navy blue and not shorter than three inches above the knee), uniform shirt or St. Mary's T-shirt, tennis shoes and uniform socks.**

## **PROMOTION AND RETENTION OF STUDENTS**

Many aspects of development must be examined when a student is being considered for promotion, administrative assignment, or retention: scholastic achievement, social adjustment, mental maturity, physical maturity, readiness for the next grade, etc. The primary basis for the student's placement in a grade is the professionally drawn conclusion that it is the grade within which he/she will make optimum progress.

Every effort will be made to gain support and approval of parents/guardians in decisions concerning retention or reclassification. However, if an agreement cannot be reached, the final decision will be made by the school personnel in the best interest of the student.

### 1. Administrative Assignments

There will be individual situations in which students should be administratively assigned or re-assigned to the next grade regardless of their scholastic achievement. In most cases, the decision to "place" a student will be determined on the basis of one or more of the following considerations:

- a. The student has already been retained.
- b. The student's performance has been consistent with capability even though achievement is below grade level.
- c. The student's physical and/or social maturity makes it inadvisable to be retained.

### 2. Retention

Retention should be considered for students who have deficiencies.

- a. Kindergarten students who are working below level.
- b. Although most first graders would not be considered for promotion unless they are well into or have completed the first reader, consideration could be given to promoting those who have completed and achieved skills agreed upon by teachers and/or reading resource personnel.
- c. Second, third, fourth and fifth grade students who have not completed acceptable work in any two of the following: language arts, mathematics, science and/or social studies.

If, in the opinion of the teacher and principal, a student can become a stronger student by repeating the grade, then careful consideration will be given to retention.

### 3. Reclassification

- a. Soon after school begins, it may become apparent that a student is unable to make satisfactory progress in the present grade placement, thus indicating the need for evaluation for reclassification.
- b. Evaluation is made through observation and testing by the teacher, principal, and/or instructional coordinators followed by a conference with the parents/guardians.
- c. Reclassification may be considered for students within the system and students entering from other districts, schools, or states.

If the school is unable to meet the needs of a student with a learning problem, it may be necessary to recommend another school that could facilitate the learning process.



## **RECESS**

It is expected that students respect one another on the playground. The students are to obey and respect the supervisors. During inclement weather, or very cold weather, a decision will be made by the principal if students are to remain indoors. Students may not leave the premises during the recess period. (See Appendix – Playground Rules)

## **RELEASE OF CHILDREN FROM SCHOOL**

St. Mary's Cathedral School will only release a child to a designated adult(s). If the designated adult cannot pick up the child please send a note with the child or call the office before noon with the name of the adult. The school must be able to identify the alternate driver. The adult may need to produce some form of identification with a picture.

## **SCHOOL CANCELLATION PROCEDURE**

Generally, during inclement weather, Amarillo Catholic Schools (which includes St. Mary's) follow the decisions of the public school district with respect to schools closing or remaining open. **However**, there will be times when the Catholic Schools superintendent may **not** choose to follow the same closing procedures as the public schools. St. Mary's Cathedral School website and area radio and television stations will announce the closings (which will be broadcast or listed as "Amarillo Catholic Schools"). The principal will also communicate closings or other emergency messages through RenWeb and/or Flocknote.

## **SCHOOL PICTURES**

Group and individual pictures are taken in early fall with the option to purchase. Group and individual pictures are taken on the same day.

## **SMOKING**

Smoking restrictions should be in compliance with local city regulations. The use of tobacco products should be in areas inaccessible to students.

## **SOLICITATION**

No solicitation or fund raising for organizations not related to St. Mary's Cathedral School may be conducted anywhere on school property. This includes campus grounds, the drive line and school parking lots.

## **STUDENT RECOGNITION**

Students may be recognized for achievement throughout the year at the Awards Assembly in May in the following areas: Honor Roll (intermediate grades 3-5), Perfect Attendance (elementary), President's Education Award Program (exit grade), Star Student Award (exit grade), and other awards, contests and competitions.

## **SUBSTANCE ABUSE**

When there is a question of chemical substance misuse (hard or soft drugs, alcohol, and/or inhalants) or medications misuse or overdose, appropriate action will be followed. Local health and law enforcement agencies can be called in.

Any student bringing illegal drug(s) or alcohol or dangerous weapons to the school which pose a threat to the safety of the person or other persons, or having the same in his/her possession on the school grounds before, during, or after school hours may be suspended or expelled. Proper authorities will be notified. (See School Board Policy – Alcohol and Other Drugs)

## **TELEPHONE**

The telephone in the office is used by students only with the written permission of the student's teacher. In cases of emergency and illness, the teacher, principal, or office personnel will call the parent. Forgotten gym clothes, homework, etc., are not reasons for using the telephone. Students are not called to the telephone for personal calls. **Students' cell phones are not allowed.**

## **TESTING**

Achievement tests are given yearly. Additional outside testing or evaluation may be recommended by a teacher or teachers, by the principal, or by the parents/guardians.

## **TEXTBOOKS**

Textbooks are purchased with school funds, and it is the student's responsibility to take care of all textbooks issued. If a book is damaged beyond repair, the parent will be asked to pay for the cost of replacing the book. The parent may also be asked to pay for damaged library books.

## **TOYS/ELECTRONIC DEVICES**

Toys are not allowed at school, as they are most often a source of distraction to the student. Electronic devices are not allowed. Such devices include but are not limited to: cell phones, iPads, iPods, etc.

## **TUITION**

St. Mary's School must meet all of its monetary obligations from tuition, registration fees, parish subsidy, fundraisers, grants, endowment funds, and donations. An annual tuition rate and enrollment fee is required by each family. These are determined each year by Finance Committee based on the child's religion. Tuition is billed monthly and is distributed over a ten or twelve month billing cycle. Incidental charges (for lunches, Extended Day, Hands-On-Science, etc...) are also billed monthly.

St. Mary's School utilizes FACTS Tuition Management for billing and collection of all tuition and incidental fees. Upon enrollment, parents are required to sign up for their billing/payment options. Enrollment fees as well as any late fees incurred are the responsibility of the parent.

Those wishing to apply for tuition assistance must fill out the online request through FACTS and complete the application process. A designated member of the Finance Committee will

review the requests with the principal. All families are expected to pay the entire enrollment fee. Reduced rates are made on tuition only. **Financial assistance funds (including Diocesan and local) are only available to elementary students (K-5).** Some assistance may also be available through the parish priest's St. Anne's fund upon consultation with the rector and if funds are available.

**THE FINANCIAL ASSISTANCE APPLICATION is available ON-LINE at**

**[www.factstuitionaid.com](http://www.factstuitionaid.com).**

**\*The application deadline to FACTS® Grant and Aid Assessment will be published in the home-school communication in a timely manner.**

Regarding tuition payments and past due an account, the Committee has implemented the following guideline procedures:

Tuition is due monthly and is divided into 10 or 12 payments beginning in June or August preceding the coming school year. Payments are due by the 5th or the 20th of each month (depending on the chosen payment plan) and are considered past due if not paid within 10 days after the billing date. A late fee is automatically assessed if payment is not collected by the due date. The family accounts must be at a zero balance at periodic dates during the school year. The suggested zero balance dates may be:

1. The last school day of October
2. The last school day before Spring Break
3. Two weeks from the last day of school

All accounts must be kept current on a monthly basis. Any exceptions to these guidelines will be handled with a meeting between the parents and members of the administration. If you are unable to bring your account current, you will need to make an agreement with the principal or your children may be subject to immediate dismissal from the school. Unusual circumstances are subject to review by the school Finance Committee. Families with unpaid accounts may not register for the next school year until accounts are paid. No report cards or records will be released until all payments are current.

**\* If you have extenuating circumstances affecting the payment of tuition or incidental bills (i.e. lunch, Extended Day), you MUST communicate these to the office.**

### **UNIFORMS/DRESS CODE POLICY**

Students in Montessori through grade 5 wear a uniform. Uniform items should be purchased from Amarillo Screen Graphics at 2715 Civic Circle. The school has signed a contract with the vendor. On occasion, non-uniform days are declared; students are reminded of guidelines for appropriate school wear on non-uniform days.

If for any reason a student is out of uniform at any time, a note to the teacher stating the reason is required of the parent/guardian. If one is not sent, the teacher will send a note stating violation of uniform code. The parent may be called to bring the appropriate uniform item to school. The uniform policy can also be found in the Appendix of this Handbook.

**NOTE: The administration will make the final decision about the appropriateness of all dress code guidelines including clothing and shoes worn to school and will determine if the student is in compliance with the dress code.**

The following chart outlines the uniform policy and below it are rules that must be observed:

	<b>Monday/Tuesday/ Wednesday</b>	<b>Thursday</b>	<b>Friday (MASS)</b>
<b>Girls</b> Elementary and Montessori	<b>Top:</b> Navy Polo (short or long sleeve)  <b>Bottom:</b> khaki pants/shorts/skirt or skort	<b>Top:</b> St. Mary's T-shirt  <b>Bottom:</b> Blue Jeans / Jean shorts	<b>Top:</b> Light Blue Polo or button down shirt (short or long sleeve)  <b>Bottom:</b> Plaid Skirt or Kindergarten and Montessori should wear Navy Jumper
<b>Boys</b> Elementary and Montessori	<b>Top:</b> Navy Polo (short or long sleeve)  <b>Bottom:</b> khaki pants/shorts	<b>Top:</b> St. Mary's T-shirt  <b>Bottom:</b> Blue Jeans / Jean shorts	<b>Top:</b> Light Blue Polo or button down shirt (short or long sleeve)  <b>Bottom:</b> Khaki Pants (no shorts)

### **Additional Notes for Montessori AND Elementary:**

- Tennis shoes must be worn each day. No flashing light, no sandals or flip flops.
- No boots of any kind except snow boots on snow days.
- Socks must be at least one inch above the shoe in white, navy or black.
- Knee socks may be worn in white, navy, or black.
- Girls can wear plain tights/panty hose in white, navy or black (**no leggings**). Artificial nails, colored nail polish and nail art is not permitted. Students will be asked to remove the polish if it is worn to school
- Jewelry and make-up are not part of the uniform and often distract from the learning environment. No jewelry except pierced earring simple studs or a simple religious necklace (if desired) with a simple small cross or religion-related icon.
- Head bands, barrettes and bows in navy, light blue, white, black or tortoise can be worn. Also the plaid bows from Amarillo Screen Graphics.
- School attire should be neat and clean.
- Hair is to be neat, clean, well-groomed, and styled so that vision will not be obstructed. Reasonable judgement should be used. No faddish hairstyles such as, but not limited to, tails, punk styles, colors that do not appear in human hair and streaking are allowed. Boy's hair should not touch the collar or be below the ears.
- Shorts/skirts/skort should be no shorter than three inches above the knee.
- A belt must be worn with pants (except Montessori students). Shirts are to be tucked in on uniform days.
- Blue jeans and blue jean shorts must not have embellishment or bling.
- Khaki shorts and blue jean shorts may be worn after spring break through the end of October, if the weather is warm.
- Shirts are available in short and long sleeve. Long sleeve undershirts/turtlenecks should not be worn under a short sleeve shirt.
- On cold days, a navy sweatshirt/hoodie or cardigan with the St. Mary's logo may be worn in classrooms. No other jacket or sweater may be worn inside the building.
- Students in grade 4-5 must wear PE uniform for physical education class. Physical education attire should be modest and appropriate for school wear. The PE uniform consists of navy gym shorts, no shorter than three inches above the knee, and a uniform shirt or St. Mary's t-shirt. The PE uniform is to be worn on all PE days including non-uniform days.

In regard to dress code and uniforms:

**A TEAM EFFORT IS NEEDED TO PURSUE EXCELLENCE. PARENTS, TEACHERS, AND STUDENTS TOGETHER SHARE THE RESPONSIBILITY OF BEING PURPOSEFUL ABOUT CULTIVATING THAT EXCELLENCE BY ENSURING THAT EVERY STUDENT COMPLIES WITH THE DRESS CODE.**

**PLEASE label all student clothing with names. This is especially true for uniform clothing, sweaters, jackets, backpacks, and lunch boxes. All unclaimed clothing and items at the end of the school year will be donated.**

### **VISITORS**

Visitors are welcome and **must** first report to the office where they will sign the form indicating reason for visit. **All parents must sign in.** (See School Board Policy – Facilities). To schedule a classroom observation, arrangements must be made with the principal or Montessori director. The visit must be limited to 45 minutes.

### **VOLUNTEERS**

The help given is of much benefit to the teachers, principal, students, and hence, adds to the betterment of the entire school. Volunteers usually sign up at registration but can do so at any time by calling the office. Meetings are held with the volunteers when needed in order to instruct them in their responsibilities. Volunteers are asked to check in at the office. Since the school is strongly dependent upon so many volunteer services, it is important that those persons get a substitute when they cannot come, exchange with someone else on the list and notify the person in charge of that function. The generosity of volunteered time and talent is greatly appreciated by all concerned. Parents are always welcome in the school when serving in a volunteer capacity or when attending a classroom function.

## **MONTESSORI PRE-SCHOOL**

The following section of the handbook is to help provide a better understanding of the Montessori program of St. Mary's Cathedral School. While the previous section of the handbook contains guidelines that pertain to St. Mary's Cathedral School (all grades), this section contains items specifically relating to the Montessori program.

### **MONTESSORI HISTORY**

Dr. Maria Montessori (1870-1952), a Roman Catholic, was the first woman physician in Italy. Her work in education began among very young deficient children in Rome. Later, she established the "Children's Houses" (Casa dei Bambini) in 1907, thus giving her an opportunity to observe the normal child at work in this type of prepared environment. Her research led her to prepare concrete manipulative equipment for the children to work with. Today, in Montessori schools all over the world, her teachings lead the way for those who believe the first six years of the child's life are the most important in establishing self-esteem, self-motivation, initiative, inner discipline, creativity, and a strong moral and spiritual foundation. "Finally, the Montessori method develops the whole personality of the child, not merely the child's intellectual faculties but also the child's powers of deliberation, freedom of choice, with their emotional complements. By living as a free member of a real social community, the child is trained in those fundamental social qualities which form the basis of good citizenship."

"THE FIRST DUTY OF THE EDUCATOR, WHETHER HE IS INVOLVED WITH THE NEWBORN INFANT OR AN OLDER CHILD, IS TO RECOGNIZE THE HUMAN PERSONALITY OF THE YOUNG BEING AND RESPECT IT."

Dr. Maria Montessori

### **CLASSROOM**

The child becomes normalized through doing practical life exercises. This normalization can most easily be described as an inner peace, calm and self-control. This transformation can only occur within a child and cannot be forced. A multitude of "didactic" equipment is readily accessible to the child and his or her natural inner need leads the child to his or her particular area of interest. After this need is satisfied through work on the equipment, the child moves a step into difficulty. The teacher acts as an observer and helps the child in this process. The child works with concrete materials individually. Most often a one to one presentation is with the teacher. The child learns to care for himself and understands what he or she sees, feels, smells, and hears. Language and math materials range from readiness activities to actual reading and working equations. The child sees how he or she as an individual fits into our whole universe and it becomes personal to him or her. A child does best when he or she begins at the age of three (3) while still in their sensitive periods for the development of order, coordination, concentration and independence. The child is absorbing at all times from his or her environment, so Montessori felt that it was imperative for a child to experience a positive freedom within limits.

### **CLOTHING**

**Label all your child's clothing with permanent marker.** Students must wear the uniform specific to the Montessori students (see Uniform Policy on page 14 and in Appendix). Only athletic style shoes are allowed because of safety on the stairs and playground. It is recommended you send an extra change of clothes for your child in a labeled plastic zip bag to be kept in their backpack. The clothing must be appropriate for the season and will need to be changed when the season changes.

## **CURRICULUM SCHEDULING**

Periods of uninterrupted work time promote the child's concentration and do away with rigid time schedules. The Montessori didactic apparatus allows the structure of sequential exercises which can be utilized by the child at his or her own pace and places the child in direct contact with the learning material and its concepts.

## **DISCIPLINE**

It is important to have understandable limits and consistency with children. Inappropriate behavior is responded to with sensitivity, skill, and love while reinforcing appropriate behavior and discouraging behavior which is negative. In that way, children learn to strive for what is right and learn to feel secure within themselves. Children are encouraged to verbalize their feelings through learned language skills and to work through their emotions. Teachers are role models and acknowledge appropriate behavior. Freedom is granted within limits.

## **ENROLLMENT**

Children must be three years old to enroll in the Montessori program and must be completely potty-trained upon enrollment.

## **ENVIRONMENT**

The prepared environment in a Montessori classroom is child-centered instead of teacher-centered. The child takes the initiative in selecting his or her own work. The child works according to the length of his or her own attention span. Faster children go as rapidly as they need to. Those who need to dwell longer with an exercise are encouraged to do so. Care of the environment, the work materials, and the child's interaction with other persons are encouraged.

Students may come in contact with small classroom pet animals such as small birds and fish. The care of animals along with animal hygiene will be taught in the classroom. The caring and treatment of animals is a very important part of Maria Montessori's philosophy. Parents will be notified if a visiting animal will be present so the parent may decide to allow or prohibit their child having contact with the animal.

## **HEALTH RECORDS**

For admission of students to St. Mary's Cathedral School, immunization requirements as specified by the Health Department of the State of Texas shall be prerequisites. Records for these immunizations are kept in the office.

## **ILLNESS**

The Texas Department of Health does not allow a child who seems to be ill to attend school, and St. Mary's is not allowed to admit such a child unless a doctor or nurse gives approval in writing. If your child appears ill or injured while at school, the teacher will call you immediately. We expect the parent to pick up the child as soon as possible. In the meantime, one of the staff will supervise and comfort the child, although the school is not specifically equipped and staffed to take care of sick children. If your child appears to need immediate medical attention, St. Mary's Montessori must call your child's physician, take the child to the

nearest emergency room or minor emergency clinic, or call for an ambulance. For this reason St. Mary's Montessori must have your authorization for emergency medical care (Texas Department of Health guidelines). Before a child is accepted back into class after having a contagious disease, the school requires a written note from a physician stating that the child is no longer contagious.

### **ITEMS FROM HOME**

**Children may not bring toys or gum to school.** These items will not be allowed in the classroom. Children may bring educational items such as flowers, records, cultural objects, rocks, etc. to class where the teacher may use them for a presentation, all in the spirit of Montessori and in the interest of the children.

### **LUNCH AND SNACKS**

St. Mary's Cathedral School provides a hot lunch for students prepared by the cafeteria staff. Children have the option of bringing a lunch from home. Soft drinks and fast food are not allowed. **Please do not send foods that must be heated in a microwave.** If a child has a milk allergy, a doctor's statement must be provided. The student will be given water or the parent may provide an alternative such as soy milk.

Snacks for the Montessori students are provided by parents. A snack calendar is sent home each month. Parents are awarded volunteer hours for providing snacks.

### **MONTESSORI CLASSROOM AGE GROUPING**

Dr. Maria Montessori recommended that children should be initially exposed to a prepared environment of learning at the age of three. It was also her experience that a stay of at least three years within a class enhances the learning situation. She recommended an age span of three years within a classroom so the classes contain 3, 4, and 5-year old students. Montessori classes are therefore not graded and permit a great flexibility of pupil movement.

### **PARENT/GUARDIAN OBSERVATION**

Classroom observation is an important experience for all parents/guardians. This will increase your appreciation of the Montessori Method of education and will answer many questions about your child's day at school. Classroom observation will also enhance the value of your conferences with the Montessori teachers. Classroom observations must be arranged in advance with the Montessori director and must not exceed 45 minutes.

### **PARTICULARS**

1. St. Mary's Montessori teachers are certified through American Montessori International (AMI), American Montessori Society (AMS), or through the North American Montessori Center (NAMC) online training program along with early childhood education. Each teacher has an adult assistant.
2. The environment safeguards the well-being of the group, as well as the safety of the individual child.



### **RELEASE OF CHILDREN FROM SCHOOL**

St. Mary's Montessori will only release a child to designated adult(s). If the designated adult cannot pick up the child, please call the office before noon with the name of the adult. The school must be able to identify the alternate driver. They need to be able to produce some form of identification with a picture.

### **SCHOOL HOURS**

Montessori classes are offered 5 days weekly. Hours of operation are Monday through Friday 7:55 – 3:30 p.m. Extended care is available until 6:00pm.

### **TRANSPORTATION**

Montessori students do not participate in field-trips, so transportation is not an issue. Parents or designated adults bring children to school and pick them up at the end of the school day.

# SCHOOL BOARD POLICIES

## ACCEPTABLE USE OF COMPUTERS AND NETWORKS

The following policy for acceptable use of computers shall apply to all administrators, faculty, staff, parents, and students. Furthermore, this policy applies to the use of technology that is both the property of the school and personal property that is brought onto the School's premises or connected electronically to School resources.

For purposes of this policy, technology is broadly defined as any system that depends on electronic resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read or print records for purposes of communication across electronic systems between or among individuals or groups. Examples include, but are not limited to, computers, iPads, ChromeBooks, printers, cables, modems and other peripherals, the Internet, intranet, electronic mail services, Global Positioning Systems, Personal Digital Assistants, typewriters, facsimile machines, copiers, cell phones (with or without Internet access and/or electronic mail and/or recording devices, cameras and other capabilities), beepers, paging devices, cameras and any other such technology developed.

The primary use of technology at St. Mary's Cathedral School is to help maximize the educational opportunities and achievements of the students. The use of technology is to be consistent with Catholic teaching, doctrine, morality and values.

Technology access and use in school is a privilege, not a right. The school administration reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Christian standards. There is no expectation of privacy from school administrators for files, emails or any data created.

School technology accessed from outside the school facilities is only allowed with proper school authorization and is for the exclusive use of students, parents/guardians of students, staff and administrators.

Users shall not use technology resources for any non-instructional or non-administrative purposes (i.e., games or activities for personal profit). Authorized users may use the technology resources for reasonable purposes as long as the use does not violate any provision of school policy, hinder the use of technology resources by students or waste the school's resources. Any use that jeopardizes the safety, security or usefulness of the school's technology, staff and students (i.e., inappropriate or pornographic sites, sites which could allow access to viruses and/or hackers) is considered unreasonable. For employees, any use that interferes with the effective and professional performance of his/her job is considered unreasonable.

Any violation of this policy is also considered a violation of the general school discipline code and is subject to disciplinary action, including but not limited to, suspension, expulsion and/or (if applicable) termination of employment.

School administrators are responsible for providing guidelines and examples as needed to insure appropriate implementation and adherence of this policy.

(Adopted June, 2007)

## **ADMINISTERING OF MEDICATION POLICY AND RELEASE OF LIABILITY**

Medication means any prescription or over-the-counter medication including but not limited to vitamins and food supplements; eye, ear and nose drops; inhalants; medicated ointments or lotions; aspirins; cough drops; and antacids. No distinction will be made between over-the-counter medicine and prescription medication. In all cases, written permission and/or physician's instructions must be on file.

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours.

The parent or guardian shall make all requests, in writing on an approved school form, for the school principal/secretary to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel.

Written instructions must include: name of student, name of medication, dosage, time and/or frequency of administration, and method of administration. All medications must be in original containers and be properly labeled.

As soon as the student arrives at school, all medications must be delivered to the school office at St. Mary's Cathedral School. During the day the principal/secretary will maintain control of the medication in a secure location. At the end of the day, any remaining medication will be returned to a parent/guardian of the student.

St. Mary's Cathedral School shall not be liable to anyone, including any student or his or her parent or guardian, on any theory of liability, including the sole or concurrent negligence of St. Mary's Cathedral School or its employees, for any injuries or damages to any student resulting from the administering of medication to a student. (Revised December 2005)

## **ADMISSION**

Students are admitted into St. Mary's Cathedral School according to the following priorities:

1. Families whose children are presently attending St. Mary's Cathedral School.
2. Parishioner's families
3. Non-parishioner's families
4. Non-Catholic families who agree to participate in all religious activities

In addition, all students transferring from other schools will be enrolled at St. Mary's Cathedral School on a probationary basis. After an agreed upon period of time, the student's academic and behavioral progress reports will be reviewed and the decision made for continued attendance at St. Mary's Cathedral School.

The Amarillo Catholic Schools System of the Diocese of Amarillo is committed to equal opportunity and does not discriminate on the basis of race, color, handicap, political belief, national and ethnic origin, or sex in the educational programs and activities it operates. This policy of nondiscrimination in educational programs and activities extends to employment in and admission to all programs, activities, and services. It does not discriminate in its educational policies, employment policies, admission policies, athletics, or other school administered programs. (Revised December 2005)

### **AGENDA**

Individuals interested in addressing the School Board at a Board meeting must request to do so in writing ten (10) days prior to the scheduled meeting. If the proper request is not made, non-members attending the School Board meeting may not be allowed to speak during the meeting.

This required notification will help provide an adequate amount of time to set and publish a meaningful agenda and further facilitate a meeting that allows for an appropriate amount of time for discussion. (Revised December 2005)

### **ALCOHOL AND OTHER DRUGS**

No person may use, possess, sell, or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events for children.

The term "alcohol, drugs, and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to: alcohol, all forms of tobacco, inhaled substances (including gases, solvents, butane, propane, adhesives), marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids, herbal stimulants, herbal euphorants, look-a-likes, and any substance commonly referred to as "designer drugs".

The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school personnel, with written orders from a physician.

The School Board may allow an exception to the alcohol portion of this policy for certain school fundraising events provided the conditions listed below are followed.

1. Alcohol will not be served or consumed on school premises during the work day or while children are present.
2. Alcohol will not be stored openly on school premises.
3. Advance approval has been obtained from the School Board.

(Revised December 2005)

## **COMMUNICATION POLICY**

The staff at St. Mary's Cathedral School welcomes open communication with parents and guardians. In the vast majority of instances where parents/guardians need to contact the school staff with concerns, the teacher and parent are able to resolve the situation to the benefit of the student and relief of the parent.

When a situation dictates that parent and staff need to communicate to report and solve problems, appropriate communication and action must be followed. The following protocol should be followed.

1. The parent should speak directly with the student's teacher. Most concerns can be resolved or explained at this level to the satisfaction of parent and teacher.
2. If, after meeting with the teacher, some concerns still exist parents should contact the school administration. Parents should also discuss any administrative concerns directly with the school administration when needed.
3. If a parental concern is not addressed sufficiently at the school administration level, parents should follow the formal Grievance Policy. However, all appropriate attempts should be made to resolve the issue by use of informal means.

In order to insure the safety of St. Mary's Cathedral School and staff from any unnecessary and inappropriate behavior on the part of parents, guardians, or others; undue pressure, threats, slander, or any other forms of inappropriate behavior, including written communication, will not be tolerated. (Revised December 2005)

## **CONFIDENTIALITY**

To respect people's privacy and to honor the request of not using listings for solicitations, the addresses and phone numbers in the school's annual emailed Directory are not to be distributed unless prior permission is given by the people involved.

This policy statement will be placed in the body of the email distribution of the Directory. (Revised December 2005)

## **CONTROL OF LICE AND NITS**

St. Mary's Cathedral School acknowledges that within the physical area of school and classroom, close contact between students is inevitable; and as a result, there is risk of transmission between students of pediculosis (head lice), which can spread rapidly. It is the intent of St. Mary's to limit the exposure to head lice.

To control the spread of head lice in St. Mary's Cathedral School, the following guidelines will be followed in accordance with the TxDSHS guidelines:

1. A student found with live lice and/or nits will be immediately excluded from school and all related activities. The parent, guardian, or other emergency contact person will be contacted and told to pick up the student from school.
2. The student will be excluded from school and all related activities until such time the parents can confirm that treatment has been implemented and all lice and/or nits have been removed. Additionally, the child is required to be checked by school personnel before returning to class and to be lice and nit free for re-admittance to the classroom.

3. The principal or appointed personnel may wish to check the hair of students in a class where head lice and/or nits have been discovered. Principals may use volunteers from the school or community to assist with this process.
4. As needed the principal, via written communication, will notify parents of lice and/or nit outbreaks in the school population and appropriate treatment as well as the standard precautions that should be taken. Such notices may be sent to an entire class or the complete student body if the situation warrants.

(Adopted December 2005)

### **CRISIS MANAGEMENT POLICY**

St. Mary's Cathedral School will maintain a Crisis Management Plan that will act as a guide for the school administrators, employees, students, board members, and other individuals as to how to address a wide range of potential crisis situations.

The Crisis Management Plan will include step-by-step procedures that provide for general crisis situations and crisis-specific situations. The plan will detail protective actions that should be taken prior to, during, and/or after any type of emergency or potential crisis situation. However in no way will the plan be construed to take precedent to the good judgment of individuals responsible for responding to any crisis situation.

The plan will be maintained and updated as needed and the School Board will review the plan on an annual basis. (Adopted January 2006)

### **FACILITIES**

Access to and use of the School facilities, known as St. Mary's Cathedral School, will be under the direct control of the School administration (i.e., pastor and principal). The School administration shall have complete authority to exclude from the school premises any persons who he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disrupting the teachers or children on the premises, or who the administration believes are on the premises for the purpose of committing an illegal act.

Under this policy, the administration can and will bar or ban any individual who jeopardizes the safety of students and staff or who attempts to disrupt the educational program. The administration may implement appropriate measures to enforce this policy, including but not limited to, the placing of contracted security individuals on the school premises.

School administration will be responsible for developing and implementing a process whereby appropriate school visitation is allowed.

This policy is intended to protect the students, staff and property of St. Mary's Cathedral School.

(Adopted December 2005)

## **FIELD TRIP POLICY**

All field trips must have an educational purpose. The teacher must send home a note prior to the field trip stating the educational purpose. Permission for the student to participate in the field trip is only granted when a note is signed by the student's parent or guardian and returned to the school. If the required permission slip is not returned, the student will not be allowed to attend the field trip. Permission must be submitted in writing. Telephone permission is not acceptable; however, a faxed permission with appropriate parent/guardian signature is adequate.

The permission slip must be a form that has been approved by the School office. Additionally, only volunteers that have been approved by the School office staff may drive on a field trip. As a general rule, no school employee may drive on a field trip.

All guidelines relating to field trips that are required by the School's insurance carrier must be followed. (Revised December 2005)

## **FINANCE**

To inform parishioners, parents, and others of the financial status of St. Mary's Cathedral School, a financial report will be made to the Parish on at least an annual basis. Periodic reports will also be published and made available in the principal's office or from a member of the Finance Council.

St. Mary's Cathedral School will operate with a balanced budget. In order to facilitate a balanced budget, financial support for St. Mary's Cathedral School consists of, but is not limited to: tuition and fees, parish subsidy, fundraising events, grants, endowment funds (i.e., Sister Amabilis), borrowings, and any other restricted and unrestricted funds. (Revised December 2005)

## **GRADE CHANGES**

In recognition of the importance of grades on transcripts as indicators of progress and in an effort to be fair to students and teachers, the following procedure is established in order to dispute grades.

Grades must be disputed within two weeks of receiving the grade in question. The student and/or parent must first discuss the grade in question with the teacher issuing the grade. If after discussing the grade change with the teacher, the student and/or parent is not satisfied, the individual may request a meeting that will include the teacher and principal. Subsequent to this meeting, the principal's decision regarding the grade change is final. (Revised December 2005)

## **PROMOTION**

St. Mary's Cathedral School will sponsor an Awards Presentation Ceremony and a Fifth Grade Promotion Mass at the conclusion of each school year. The school does not sponsor or host promotion parties in conjunction with the sponsored graduation celebrations. (Revised December 2005)

## **GRIEVANCE POLICY**

The purpose of the grievance procedure is to secure at the lowest possible administrative level equitable solutions to disputes which arise from time to time. This procedure is intended to resolve a grievance by informal proceedings in a cooperative, Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

No person shall be discriminated against because that person filed or participated in the grievance procedure, and no reprisals of any kind shall be taken by the school board or school administration against any person because of participation in the grievance procedure.

In the event the process detailed below is not properly followed, the local school board and school administration will determine an appropriate resolution and when ratified by the local school board is final.

### **Process**

Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes by an open discussion between the complainant and the immediate authority (i.e., "Communication Policy"). Without exception, an informal settlement between the grievant and his or her immediate authoritative person shall be attempted prior to formal grievance proceedings. If no informal settlement has been reached or if the immediate authority fails to address the grievance promptly, the complainant shall present the grievance in accordance with the following procedures.

#### **Level One: Principal**

1. The grievant shall reduce his/her grievance to writing being sure to define the nature of the alleged violation and submit it to the principal within five working days following the occurrence of the event on which the grievance is based. The principal, in turn, will arrange a meeting within five working days following receipt of the written statement of a grievance. If the meeting is not arranged within the five days, then the grievant shall proceed to the next level. Each succeeding level shall receive all materials and information related to the case, as accumulated from the preceding levels.

2. No grievance shall be accepted for formal consideration in this procedure unless it has first been presented in writing by the grievant to his or her principal.

#### **Level Two: Pastor and Local School Board**

1. The grievance shall be presented by the grievant in writing to the pastor and local school board within five subsequent working days after the decision in level one, and the pastor and local school board shall then schedule a conference at a mutually agreed upon time with the grievant, not to exceed three weeks from the date the communication has been received. The decision of the pastor and local school board shall be communicated in writing to the grievant no more than five days after the scheduled conference has been held.

2. If a response to a grievance is not obtained from the appropriate authority within the specified time limit set forth in this procedure, the grievant shall proceed to the next level. Each succeeding level shall receive all materials and information related to the case, as accumulated from the preceding levels.

3. School Board members having a personal interest in the grievance will be excused from Level Two grievances.



### **Level Three: Diocesan School Board**

In the event that either party is not satisfied with the disposition of the grievance at level two, the grievance may be appealed to level three using the following procedure:

1. The grievance shall be presented in writing within five working days after the decision of level two has been received.
2. All previous materials of the case shall be presented to the board for review and disposition.
3. The board meeting shall then be scheduled at a mutually agreed upon time, not to exceed three weeks from the date the communication was received. Information about the issue shall be communicated to the board by all sides in writing. The board may, but is not bound, to call in the parties involved for a conference.
4. The decision of the board shall be communicated in writing to the grievant no more than five days after the meeting held by the board to consider the matter.
5. In all cases the decision of the board, when ratified by the Bishop, is final.  
(Revised December 2005)

### **HANDBOOK**

Smooth operation of St. Mary's Cathedral School requires that rules and regulations be known and complied with by all families.

St. Mary's Cathedral School philosophy, rules, and regulations are contained in the school handbooks. These handbooks will be provided to families at registration/enrollment. Parent's/Guardian's electronic signatures on the enrollment contract indicate acceptance of and compliance with all rules and regulations. (Revised December 2005)

### **HUMAN SEXUALITY EDUCATION**

The mission to provide education and lifelong learning for ourselves and our children concerning human sexuality is not exhausted by any single program, institution, or approach. By their complementary and cooperative efforts, individuals, parents, families, schools, churches, and the wider society can work together to educate all people about this gift called human sexuality. We believe that blending moral and values-based *formation* with clear and factual *information* is the best approach to education in human sexuality, whether done in the family setting or in more formal programs or some combination of the two.

In consultation with parents, the educational program at St. Mary's will provide information to 4<sup>th</sup> and 5<sup>th</sup> grade students regarding human development and adolescence. All materials and lessons used by the staff in teaching human sexuality shall reflect the teaching of the Church. Parents are invited and encouraged to view the materials. Prior to any outside presentations to the children on human development or human sexuality, parents/guardians will be given appropriate notification allowing for the declination of their child to participate in the presentations. (Revised December 2005)

## **INSURANCE COVERAGE AND RELEASE OF LIABILITY**

Students not covered under a parent's or guardian's health insurance are strongly encouraged to obtain appropriate coverage. St. Mary's Cathedral School shall not be liable to anyone, including any student or his or her parent or guardian, on any theory of liability, including the sole or concurrent negligence of St. Mary's Cathedral School or its employees, for any injuries or damages to any student. (Revised December 2005)

## **SAFE ENVIRONMENT PROGRAM**

As dictated in the Charter for the Protection of Young People by the National Conference of Catholic Bishops, St. Mary's Cathedral School will have a safe environment program to ensure that its students can worship, study and participate in its activities in the safest and most secure setting possible.

The safe environment program will begin with screening all adults who work with and/or volunteer with students on a regular basis. Following screening, they must acknowledge in writing that they understand and will abide by the School, Parish and/or Diocesan guidelines relating to a safe environment. ***Safe Environment training must be taken every five years.***

The safe environment program will require the ongoing training of parents, educators, church ministers, volunteers and others regularly involved with the students as to the issue of child abuse, including sexual abuse. This training should include:

### DEFINITION

What constitutes child abuse?

### PREVENTION

What action, policies and procedures prevent child abuse?

### IDENTIFICATION

How does one identify instances of child abuse? What signs should one look for in a child who may be abused? In a person who may be abusing a child?

### RESPONSE

What actions should one take when one believes that child abuse may be occurring?

### REPORTING

What are the laws and policies regarding the reporting of child abuse?

The safe environment program will include the ongoing training of students with age appropriate education pertaining to their personal safety and with direction as to when they should seek assistance from a trusted adult.

A parent/guardian can refuse to allow their child to participate in the safe environment education, however this declination must be written. Additionally any parent/guardian refusing to allow their child to participate must be given the safe environment training materials to allow the parent/guardian the opportunity to introduce the materials to their child.

The Principal of St. Mary's Cathedral School will work with the safe environment coordinators assigned by the Diocese, and the local parish representative to ensure implementation of the safe environment program. (Adopted December 2005)

## **TUITION AND FEE PAYMENT POLICY**

The major source of income for St. Mary's Cathedral School is tuition. The timely payment of the school's obligations depends on the collection of that tuition. Therefore, the following guidelines will be used to facilitate the prompt collection of all tuition and fees.

1. Payment is due 10 days after receipt of emailed statements.
2. A late fee of 25.00 is assessed on unpaid tuition, fees and charges.
3. All accounts that are greater than thirty days past due will be reviewed by the administration who will then begin working on acceptable payment arrangements in order to bring the account current.
4. On all accounts that are greater than sixty days past due and an acceptable payment arrangement has not been agreed to with administration and possibly the finance committee, the student may be dismissed.
5. No report cards or records will be released until all payments are current.
6. All accounts must be current or have an acceptable payment arrangement before enrollment will be allowed in the next school term.
7. Lunches are posted daily and added to your monthly incidental billing statement.
8. Those families receiving Tuition Assistance agree to pay on time the agreed tuition amount, otherwise tuition assistance will be withdrawn at the end of the month.

The school is entitled to full payment of the year's tuition, fees and charges, and no adjustment of the tuition will be made in any circumstance including absence, withdrawal or dismissal of students during the school year without justifiable cause. A refund would be subject to approval by the Finance Committee of the School Board. (Adopted December 2005)

## **UNIFORM**

St. Mary's Cathedral School has established a uniform policy based on concern for the academic performance and behavior of the students (see dress code/uniforms on page 14 or Appendix). Parents should help ensure that the uniform policy is adhered to by carefully supervising what the children wear to school.

St. Mary's Cathedral School requires all students in Montessori through Grade 5 to wear the mandated uniform as specified in the Parent-Student Handbook. The only allowed exception to this policy will be those days that the school administration has specifically allowed a variation to the uniform. (Revised December 2005)

# VOLUNTEER HANDBOOK

## GENERAL PROCEDURES

Volunteerism is one way that parents/guardians/friends can share in the teaching ministry of the Church and the service of these volunteers is crucial to St. Mary's Cathedral School. Listed below are general procedures which insure that home and school are working together.

Accept direction and supervision, recognizing that you are an important helper. The volunteer is a supplementary person who offers assistance and does not take the place of a staff member.

Appearance in dress and grooming needs to be appropriate for working with children and in accordance with the school dress codes. Clothing such as short skirts, short shorts, biking shorts, midriff-baring, tight fitting clothing or clothing with inappropriate slogans, etc., are not school attire.

Child-abuse reporting is filed by the principal or director. Discuss any suspicions with the respective administration. Refrain from touching students in ways that could be judged inappropriate.

Confidentiality is of the utmost importance. Respect the confidential nature of anything you see or hear; if a child or teacher reveals personal information, regard it as a confidence. Share any concerns you may have only with those in authority at St. Mary's Cathedral School.

Emergency procedures must be followed by volunteers. For example, if a fire alarm sounds, everyone must vacate the building even if it is only a fire drill and not an actual fire.

Forms to be completed are given when you show interest in helping.

- Volunteer Emergency Contact Form
- Field trip drivers, if applicable
- Completed Acknowledgement Form
- Background Check Authorization

To help insure the safety of our students, all volunteers must consent to a background check and complete the **Safe Environment training** as per the Safe Environment Charter of the Diocese of Amarillo.

Reading of the Handbooks is required so that both the school and the volunteers are following the same guidelines.

Liability for volunteers is governed by the diocesan insurance agency and coverage stipulations.

Orientations will be given for all volunteers when necessary. This may be in a group by the appointed supervisor or on a one-to-one basis.

Volunteers must display a professional attitude, have interest and enthusiasm for working with the children and have the ability to work cooperatively with school staff. Respectful language is necessary. Problems, concerns, or suggestions are to be reported to the principal or director. The school reserves the right to amend these procedures and any volunteer guidelines and the volunteers will be notified promptly of any changes.

**Sign-in and out in the office. If volunteering in the lunchroom or on the playground, be sure to check in and out with the supervisor.**

Supervision guidelines for volunteers apply just as they do for staff. It is the principal's and director's responsibility to ensure that supervision is in place. It is not pleasant to dismiss a volunteer; however, it may be warranted for the greater good of the school. At some point, the principal or director would have previously communicated the problem areas to a volunteer.

**Report on time and remain for the period of time for which you have committed.** If illness or any emergency arises, you should contact the supervisor (or office) as soon as possible. In some cases, you are asked to find a substitute.

### **HELPFUL GUIDELINES FOR WORKING WITH CHILDREN**

1. Present a professional attitude, show interest and enthusiasm with young people, and work cooperatively with school staff.
2. Be warm and friendly – learn the children's names and show interest in what they are doing and telling you.
3. Encourage children to do their own thinking and give them plenty of time to respond; silence often means they are thinking and organizing what they want to say or write.
4. Look for ways to be positive and loving. Give encouragement often especially when children are having difficulties.
5. Accept each child as he or she is – you do not need to feel responsible for judging a child's abilities, progress, or behavior.
6. If parents or friends ask about your volunteer work, tell them about your commitment to St. Mary's Cathedral School and the enjoyment you receive in working with children. You may even mention various activities you are involved in, but do not discuss specific information about the teachers or the children. ***Remember all interactions are confidential.***
7. Maintain a sense of humor.
8. Be consistent with teacher's rules for classroom behavior, schedule, and atmosphere. Remember when serving as a volunteer, all children (even your own) have the same rules. Please refrain from bringing your child's forgotten items such as homework, lunches, or P.E. clothes to school during your volunteer time.
9. Keep your commitment; the children will expect you and look forward to your coming. If you know you will be gone, tell them in advance, if possible. Keep all promises and make none that you cannot keep. By doing this, you are an example of strong moral character.

## **VOLUNTEER JOB DESCRIPTIONS:**

### **Computer /Library Volunteer**

Immediate Supervisor: Computer teacher

Hours: Vary

Days: Vary

Description of the Duties:

- Arrive on time, sign in and out in the elementary office
- Assist students
- Perform maintenance of computers
- Data entry
- Shelve books
- Assist in Balanced Literacy room
- Assist teachers with classroom computers when necessary

Other: Specific knowledge not required; training will be given

### **Field Trip Driver**

Immediate Supervisor: Classroom Teacher

Hours: As scheduled

Days: As scheduled

Description of the Duties:

- Return the field trip driver form to the office as soon as possible after receiving it
- Arrive on time and sign in and out
- Report to the classroom door so that the teacher knows that you are present
- Follow classroom teacher's directions
- Students are expected to be on their best behavior; report any problems to the classroom teacher

Other: A current copy of your automobile insurance MUST be on file in the office before a parent/guardian may drive on a field trip. Each student transported in your vehicle must be in a seat belt.

### **Lunchroom Supervision**

Immediate Supervisor: Principal/Montessori Director

Hours: 10:40 – 12:10

Days: Days arranged through the office

Description of the Duties:

- Arrive on time and sign in and out
- Greet the children as they arrive and introduce yourself as often as needed
- Remind children to speak in normal voice.
- Children are to sit at the table for at least 20 minutes before being directed to empty their trays. Students will be dismissed as a group.
- Assist children opening milk cartons and with lunch box items. Encourage them to be independent by allowing them to feed themselves and empty their own trays.
- As necessary, assist in wiping off tables and chairs after each class finishes lunch and leaves cafeteria
- Walk around the cafeteria making sure that children eat their lunch sitting down in a chair, that they clean up their area when finished, and assist with spills and any other situation requiring an adult

Other:

- **As stated in the Parent-Student handbook, “no carbonated beverages or fast foods are permitted for lunch.”**
- If you are unable to be here on your assigned day, please try to find a substitute from the list supplied to you. If you are unable to do this, please call the lead volunteer as soon as possible.
- There may be many students in the cafeteria at one time. Please keep circulating through the room and do not spend your time visiting and/or sitting with your child. If you would like to have lunch in the cafeteria, please make arrangements to do so either before or after your duty.
- Direct questions to the Principal or Montessori Director.
- Foods will not be heated in a microwave for students. Parents are asked to send foods that do not require heating.

### **Playground Supervision**

Immediate Supervisor: Principal

Hours: 11:15 – 12:50 during recess time

Days: Days arranged through the office

Description of the Duties:

- Arrive on time, check in and out at the office, and stay the entire time.
- Give your attention to all the children not just your own or a few.
- **Please refrain from using your cell phone while monitoring students on the playground.**
- Remind children of the rules when needed.
- Encourage the children to be independent.
- Please keep walking around the playground area at all times. Do not spend your time visiting and/or sitting with your child. If you would like to have lunch in the cafeteria, please make arrangements to do so either before or after your duty or on an off-duty day.
- Parents/guardians picking children up from school must sign the child out and have a note from the office before you can release the student.
- Every student must be escorted to and from the school building to the playground. Do not send a student to the school by him/her self.
- Injuries of a more serious nature should be handled by school personnel.
- Direct questions and more serious disciplinary situations to lead volunteer.
- Problems and/or concerns should be directed to the principal.

Other: If you are unable to be here on your assigned day, please try to find a substitute from the list supplied to you. If you are unable to do this, please call the school office as soon as possible.

NOTE: During inclement weather, if students remain in the classroom during lunch recess, it is helpful to have several volunteers to travel back and forth between classrooms to monitor.

### **ROOM PARENT**

Immediate Supervisor: HSA Room Parent Coordinator(s)

Hours: Varies

Days: Varies

Description of the Duties:

I. Parties/Events

- a. Coordinate the following scheduled parties/events for the class:
  - i. Christmas Party
  - ii. Teacher Luncheons (with HSA)- scheduled in groups by grade level throughout the year
  - iii. End of School Field Day- coordinate parent workers for your class
- b. Party Planning
  - i. Check with teacher for his/her preference on snacks and arrange for them to be at school at the scheduled time.
  - ii. Treats and paper goods are to be provided by parents; ask each family to help at least once.
  - iii. Plan craft and/or activities for the party- encourage parents to participate and help when available.

II. Fundraising Events:

- i. Room parents will be responsible for an item for the class project auction. This can be delegated to one or more of your parents. Ask teacher how for input & help coordinating the activity during class time. Check with your HSA Room Parent Coordinator(s) for direction with regard to reimbursement of expenses if necessary.
- ii. You will be assigned a booth for the fall carnival. Duties include set up, tear down, and scheduling of parent workers. There will be several meetings to discuss more specific responsibilities & timelines.
- iii. Popcorn and Coke Sales –Coordinated by HSA and held monthly after school. You are responsible for recruiting parent workers at your scheduled sales event.

III. Miscellaneous

- a. Keep in touch with your teacher to see that the class is serviced as needed.
- b. Any notes to be sent to parents/guardians MUST be cleared through the office.

Other: Any time you are at school, arrive on time, and check in and out at the office. You receive volunteer hours for all of your work- please be sure to document your time on the designated sheet in the office.

## Story time Volunteer

Immediate Supervisor: Classroom Teacher

Hours: 20 minutes

Days: As scheduled

Description of the Duties:

- Arrive on time and check in and out at the office.
- Teacher or volunteer may select reading materials to be read.
- Respect and cooperation are required of the students. Please refrain from showing any favoritism, for example, holding children (your own or anyone else's) on your lap, etc.
- A younger sibling may come as long as he/she does not cause a distraction.



## **APPENDIX**

### **GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY**

1. Users are not to copy, change, transfer, remove or install software, audio or video media without prior approval from school administrators.
2. Users are not to use the internet, email or other technology for the purpose of violating law and/or any school policy. This includes, but is not limited to, copyrighted software, text, graphics or music.
3. Users are not to deliberately use technology to annoy or harass others with language, images or threats. Users are not to deliberately access or create any obscene or objectionable information, language or images.
4. Users are not to access fee services on the internet (i.e., purchases, game sites, downloads) without first obtaining permission from the administration. The user is entirely responsible for costs incurred by violation of this rule.
5. Users are not to attempt to gain access to resources belonging to others and/or restricted by the school administration. This includes, but is not limited to, logons, passwords, email, personal files and restricted Internet sites. Users are not to delete, examine, copy or change the files or data of another user without prior consent. (Exception: Faculty and Staff may examine or copy the files belonging to students. Administration may delete, examine or copy files belonging to any user.)
6. Users are not to allow other individuals to use their name, logon, password or files for any reason (except for authorized individuals).
7. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited. All damages incurred due to the misuse of the school's technology will be charged to the user.
8. The use of cell phones or other similar devices should not be used while a student is in the classroom or during school-sponsored activities during the regular instructional day, such as school Masses, exams or student assemblies. Cell phones and other similar devices should primarily be used in emergency situations and should not interfere with student learning and individual privacy.
9. The privilege of the internet, email or other technology use will be suspended or revoked at any time in the case of violation of this policy.
10. All users are to immediately report any security problems or misuse of the school's technology resources to a teacher or administrator.

## APPENDIX

### CAFETERIA AND PLAYGROUND RULES

#### Montessori Students:

Montessori students are dismissed by class and are accompanied to the playground by an adult. The students are counted to insure that all students are where they need to be.

#### GENERAL CAFETERIA GUIDELINES:

1. Stand appropriately in line.
2. Sit at assigned table with your class.
3. Use appropriate manners.
4. Food is to be eaten and not played with.
5. Talk in a low voice only to those sitting near you.
6. Chairs are to sit in and not to be used as foot rests.
7. If you bring your lunch, **no carbonated beverages or fast food deliveries** are allowed. **Parents may not bring any type of take-out food. We will not be able to heat foods in a microwave. Please be sure to send lunches that do not require heating.**
8. When you are finished eating, sit quietly at your seat until the supervisor dismisses your table.
9. Place silverware in designated container; be careful not to throw it away.
10. Do not leave the cafeteria by yourself. Line up at the supervisor's designated spot. You will be led outside with your grade.

Failure to comply with these guidelines will result in a child having to sit quietly at the table, thus losing his/her recess time.

#### GENERAL PLAYGROUND GUIDELINE:

1. NO playing in the following areas:
  - A. On the ramp to the Hut and around it.
  - B. On blacktop near parked vehicles.
  - C. By north and south fences
  - D. Any further than track area
2. No jumping out of swings or twisting in swings
3. No running in between moving swings.
4. Footballs are not allowed at school.

5. Any balls (other than footballs) should be played with in the open grassy areas or the four-square pad....not in the gravel areas.
6. No climbing on the top of the monkey bars or chicken fights while hanging.
7. No flips of any kind from the bars.
8. No handling of rocks. If they are not picked up, they cannot be thrown.
9. No digging in the gravel in any of the new or old parts of the playground.
10. No abusive language or obscene gestures. Any such act will result in being sent to the principal's office.
11. No food on playground. ALL food should be eaten in the cafeteria.
12. Keep twigs and branches off of the playground area.
13. No student shall leave playground area without adult escort. Students will be allowed back into the building only if injured, ill, or if they desperately need to use the restroom. They may not go back in to get a drink.
14. Any student who misbehaves will be given a warning first. If misconduct continues, the student will be made to sit out at the discretion of the teacher/supervisor. Angry words or tones, when correcting students, is not acceptable.
15. Consistency is the key to well-behaved students on the playground. It's very important that everyone enforces these rules.
16. General respect for the property and common sense rules on the equipment should be enforced.
17. Drums should be played with your hand and not your feet.
18. There is no need to scream or yell through the megaphones.
19. Try to have those involved in a scuffle to make peace among themselves.
20. Injured students should be accompanied into the building by an adult.
21. Any condoms, syringes, or other possible drug-related items should not be touched by hands. A cloth or Kleenex can be used to bring to the Office by an adult only.

## APPENDIX ELEMENTARY TEACHER'S GRADING SCALE

**Kindergarten** Checklist of skills that are mastered (M), developing (D) or underdeveloped (U)

Music, PE, Computer, Library – Grades indicated by Outstanding (O),  
Satisfactory (S), Needs Improvement (N), Unsatisfactory (U)

**Grades 1-5** Numerical grades are given for all academic subjects:

- A 100-93
- B 92-85
- C 84-77
- D 76-70
- F Below 70

Computer – 1<sup>st</sup> Grade letter grade (O,S,N,U)  
Grades 2-5 – numerical grade

Library - Grades K-5 letter grade (O,S,N,U)

Music - Grades K-5 letter grade (O,S,N,U)

Spanish - Grades 1-5 letter grade (O,S,N,U)

S N U - Music, Art, Oral Reading and  
Comprehension, Math (Facts), and Conduct

Numeric grades for all core subjects including Religion and Computer.

Note: Listings under Conduct (social skills) do not need OSNU unless teacher needs or prefers.  
S+ and S- may be used.

### HONOR ROLL FOR GRADES 3 – 5:

First Honor: All A's (and O's and/or S's)

Second Honor: At least one A (or O) and rest A's and B's

For Either O or S in conduct in all academic subjects

INELIGIBILITY: S- in overall conduct

**Note:** Spanish grades are not included in honor role eligibility.

For attendance, effort, attitude, headings under SOCIAL SKILLS, and subjects like Art, PE, Handwriting, Music, etc: O, S, S- is teacher(s) discretion.

Letter Value: Numeric Value

O .. 100-93	100—93	A
S .. 92-82	92—85	B
N .. 70-81	84—77	C
U .. 69 and below	76—70	D
	69—below	F

## APPENDIX – Dress Code/Uniform Policy QUICK REFERENCE

	Monday/Tuesday/ Wednesday	Thursday	Friday (MASS)
<b>Girls</b> Elementary and Montessori	<b>Top:</b> Navy Polo (short or long sleeve)  <b>Bottom:</b> khaki pants/shorts/skirt or skort	<b>Top:</b> St. Mary's T-shirt  <b>Bottom:</b> Blue Jeans / Jean shorts	<b>Top:</b> Light Blue Polo or button down shirt (short or long sleeve)  <b>Bottom:</b> Plaid Skirt Or Kindergarten and Montessori should wear Navy Jumper
<b>Boys</b> Elementary and Montessori	<b>Top:</b> Navy Polo (short or long sleeve)  <b>Bottom:</b> khaki pants/shorts	<b>Top:</b> St. Mary's T-shirt  <b>Bottom:</b> Blue Jeans / Jean shorts	<b>Top:</b> Light Blue Polo or button down shirt (short or long sleeve)  <b>Bottom:</b> Khaki Pants (no shorts)

### Additional Notes for Montessori AND Elementary:

- Tennis shoes must be worn each day. No flashing light, no sandals or flip flops.
- No boots of any kind except snow boots on snow days.
- Socks must be at least one inch above the shoe in white, navy or black.
- Knee socks may be worn in white, navy, or black.
- Girls can wear plain tights/panty hose in white, navy or black (**no leggings**). Nails should be unpolished.
- No jewelry except pierced earring simple studs or a simple religious necklace (if desired).
- Head bands, barrettes and bows in navy, light blue, white, black or tortoise can be worn. Also the plaid bows from Amarillo Screen Graphics.
- School attire should be neat and clean.
- Hair is to be neat, clean and styled so that vision will not be obstructed. Reasonable judgement should be used. No faddish hairstyles. (see details in handbook)
- A belt must be worn with pants (except Montessori students). Shirts should be tucked in.
- Blue jeans and blue jean shorts must not have embellishment or bling.
- Khaki shorts and blue jean shorts may be worn after spring break through the end of October, if the weather is warm.
- Shirts come in short and long sleeve. Long sleeve undershirts/turtlenecks should not be worn under a short sleeve shirt.
- On cold days, a navy sweatshirt/hoodie or cardigan with the St. Mary's logo may be worn in classrooms. No other jacket or sweater may be worn inside the building.
- Students in grade 4-5 must wear PE uniform for physical education class. The PE uniform consists of navy gym shorts, no shorter than three inches above the knee, and a uniform shirt or St. Mary's t-shirt.

## APPENDIX VOLUNTEER DRIVER INFORMATION FORM

**DIOCESE OF AMARILLO  
VOLUNTEER DRIVER INFORMATION**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_  
 State Restrictions: \_\_\_\_\_

We greatly appreciate your interest in assisting your Church or School meet its transportation needs. Responsible risk management dictates that we ask our volunteer drivers to answer the following questions. Thank you for your understanding and cooperation.

Have you had any of the following citations or convictions in the past THREE years:			
	No	Yes	When
a. Driving under the influence of alcohol or drugs			
b. Hit and run			
c. Failure to report an accident			
d. Negligent homicide arising out of the use of a motor vehicle			
e. Using a motor vehicle for the commission of a felony			
f. Permitting an unlicensed person to drive			
g. Reckless driving			
h. Speed contest			
Are you currently taking any medication which you have been told may make you drowsy?			
Do you have any physical limitations?			

In order to provide for the safety of our students, youth and all members of our Church or School, we cannot use your services as a volunteer driver at this time if you answered YES to any of the above questions.

**IT IS EXPECTED THAT ALL PASSENGERS WILL ADHERE TO THE TEXAS  
SAFETY BELT LAWS AND REGULATIONS**

This certifies that the information given above is true and complete to the best of my knowledge.	
_____ Date	_____ Volunteer's Signature

**THANK YOU FOR HELPING US WITH OUR  
TRANSPORTATION NEEDS!**

**APPENDIX  
PRIVATE VEHICLE INFORMATION FORM**

**DIOCESE OF AMARILLO  
PRIVATE VEHICLE INFORMATION**

Year, Make and Model of Vehicle: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Owner's Name: _____		
Address: _____		Phone Number: _____
City: _____	State: _____	Zip: _____

Insurance Company Name: _____	
Policy No.: _____	Expiration Date: _____
Agent's Name: _____	
Address: _____	
Phone No.: _____	
City: _____	State: _____
Zip: _____	
Limits of Coverage _____ to _____	
Personal Injury Protection _____	

Please be aware that under insurance regulations, in case of an accident,  
the insurance policy on this vehicle will be primary coverage.  
There is a policy within the Diocese of Amarillo that could offer additional  
liability coverage should a claim exceed the limits of the private policy.

It is expected that all passengers will adhere to the Texas  
Safety Belt Laws and Regulations

**Please note the minimum acceptable liability insurance  
for privately-owned vehicles is \$100,000/300,000**

This certifies that the information given is true and complete and that to the best of my knowledge, the vehicle is currently in a safe operation condition.	
Date: _____	Signature: _____

**THANK YOU FOR HELPING US WITH OUR TRANSPORTATION NEEDS!**

**ST. MARY'S CATHEDRAL SCHOOL  
PARENT – STUDENT HANDBOOK ACKNOWLEDGMENT**

*(NOTE: This form should be signed and returned to the office **ONLY** if parent opted to receive a hard copy during online enrollment)*

I/We have been issued a copy of the St. Mary's Cathedral School Parent-Student Handbook.

I/We understand that I/we are responsible for the information presented in this handbook.

I/We understand that the continued enrollment of the student is subject to the parents and student observing all school rules as set out in the school handbook including, but not limited to, general behavior, academic performance, and attendance.

I/We acknowledge that the school governs the conduct of the student when on the school property, during the aftercare program, participating in school activities off of the school property, or at any school event.

Continued enrollment, in any given school year and re-enrollment in any subsequent school year, is subject to the parents'/guardians' continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. The parents or school administration, either with or without cause, may withhold that agreement.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***Please return this signed form to the school office.***