

# SAINT MARY SCHOOL

## SCHOOL HOURS

Building opens at 7:40 AM  
Regular day – 8:00AM-3:00PM  
Half day – 8:00AM-12:00 Noon  
Pre-Kindergarten – 8:00AM-12:00 Noon  
Kindergarten (first semester) – 8:00AM-12:00 Noon  
Kindergarten (second semester) – Regular Day times  
APPLE – 12:00 Noon – 3:00PM  
SMASH – 3:00PM – 5:00PM

## SCHOOL PHILOSOPHY

St. Mary School is a parish school rich in the tradition of Catholic education and committed to academic excellence. Together with the family and parish community, we are dedicated to creating an enthusiastic vision of the future. Together, we teach the message of the gospels and formation of Christian values. Together, we value the uniqueness and dignity of each person and promote a warm and welcoming community. Together, we challenge our students and ourselves to develop the skills to think critically, to express ourselves creatively, and to act responsibly as we become true agents of Christ.

## PARENT AND SCHOOL PARTNERSHIP

Parents are the primary educators of their children, and most of life's early lessons and faith formation come from their instructions, interactions, and examples. St. Mary School recognizes parents' leadership in developing children's attitudes, behaviors, and values. Our school seeks to support parents in this most challenging task. St. Mary School's philosophy is based on teamwork and built upon the belief that communication and support among parents, teachers, and administrators is essential to creating an effective school environment. Parent input is welcomed and encouraged. Formal and informal vehicles for discussion and communication are as follows:

**Chain of Command** – When a parent has an issue with a classroom procedure, whether it is academic or discipline, the parent must go to the teacher FIRST. If a satisfactory solution is not come to, then the parent should come to the principal or assistant principal. If a solution is still not found, the parish priest is the next step, with the superintendent being the last resort.

**School Board** – The School Board is an advisory body to the governance of the school. Governance includes the following: Strategic Planning, Policy Development, Financial Recommendations, Public Relations, Policy Evaluation, and Selection of Administrator Recommendations. Meetings are generally held the first Tuesday of the month in the Weller Building. Meetings are open to parents; however, a meeting may be closed if subject matter being discussed requires it. Appointment to the School Board comes via the Parish Priest.

**Parent-Teacher Society (PTS)** – The purpose of PTS is to bring about a closer relationship between school and home in the education and training of children. Through meetings, volunteerism, and fundraisers, the PTS oversees projects designed to assist in the operation of the school under the direction of the principal and pastor. Meetings are usually held the second Thursday of each month, at 6:30 pm, in the Parish Center.

**Volunteer Service Requirement** – St. Mary is a small school community that relies on the generosity, gifts, and talents of its parents, grandparents, extended family, and friends. Many vital programs exist because of dedicated volunteer participation. Therefore, it is necessary that each family commits time and support to the many PTS, Parish and School-sponsored programs.

**Parent/Teacher Conferences** – A conference is held with each parent/guardian at the end of the first nine weeks of school. Parents may request a conference with the teacher any time during the year by contacting the teacher. Teachers also may request a conference to discuss a student's progress.

**Newsletters** - Newsletters from the office are sent home on Wednesday. These newsletters list important information, and it is important for parents to read them.

#### **OFFICE PROCEDURES**

**Visitors** - For the safety of the students, visitors are required to report to the front office before entering any classroom. The instructional program cannot be interrupted for visitors.

**Money** - Money sent to school for any reason should be put in an envelope and clearly marked with the student's name and the purpose of the money. All checks, unless directed otherwise, should be made to St. Mary School (including all book and software orders).

**Field Trips** - Field trips taken must correlate with the classroom curriculum and be of educational value. The Principal must approve all field trips. Written parental permission is required. Parents may be asked to chaperone and drive on trips. Proper driver forms **MUST BE ON FILE** in the office.

**Lost & found** - Parents are urged to label all articles with full last name so that lost items can be quickly identified and returned to the owner. St. Mary School is not responsible for items not properly labeled. Children and parents are welcome to check the lost and found for lost items. Items left after several months will be donated to a charitable organization.

#### **TRANSPORTATION**

It is the responsibility of the family to organize transportation to and from school. An adult will walk students enrolled in the YMCA after-school program.

#### **DROP OFF-PICK UP**

7:30AM-8AM and 2:50-3:15PM are Drop Off/Pick Up times.

Teachers have responsibilities to the students at these times to assure safety.

Conferences may NOT be scheduled at these times.

#### **St. Mary Building Procedures**

##### **NO PARKED OR UNATTENDED VEHICLES AT ANY TIME ON 12<sup>TH</sup> ST.**

12<sup>th</sup> St. is for drop off and pick up only; traffic must keep moving on 12<sup>th</sup> St. to prevent back up onto Main Street. Vehicles should be pulled up as far up as the corner of 12<sup>th</sup> and High St. Double parking must be avoided for safety reasons.

##### **Parents needing to do business in the school are to park on Main St. OR in the Weller Building parking lot.**

**Drop off** - Students should exit vehicles on the side of the sidewalk and enter the school grounds at the nearest gate. Students may enter the school through either the back or front door. Students should enter the building UNESCORTED after the second week of school.

**Pick up** – Students will be released in coordination with the cars parked closest to High St. Drivers who park and/or walk up may pick up children immediately.

## **Weller & Annex Buildings Procedures**

### **NO PARKED OR UNATTENDED VEHICLES AT ANY TIME ON 11<sup>TH</sup> ST.**

This is a two-way street, and particularly in the morning, there is quite a bit of non-St. Mary traffic.

**Drop Off** - Students may be dropped off on Main Street in front of the buildings or in the Weller Building parking lot. When using the Weller Building parking lot, cars need to enter the parking lot using the entrance closest to the building and exit the drive near High Street, making a half circle.

**Pick up** - Students will be dismissed using the door at the side of the Weller Building parking lot. **Riders** will remain by the back door by the wooden ramp until his/her ride is in view of the teacher. **Walkers** will be excused immediately and are expected to proceed to his/her destination upon dismissal.

### **SCHOOL DAY ATTENDANCE**

Regular and prompt attendance is vital to the success of the student. We ask that appointments be concluded by 7:40 AM or commence after 3:15 PM. We expect students to be ready to learn by the start of the school day. The Principal will have the final say as to whether an absence is excused or unexcused. Students with excessive absences will be dealt with on a case-by-case basis.

**Absences** - If a child will be absent, parents are to notify the school office. A message may be left on the recorder. A student who is absent **MUST**, upon returning to school, present a note giving the date of absence, the reason and be signed by the parent or guardian. A student absent for more than two consecutive days, must present a doctor's note upon his/her return. **THIS IS A STATE REQUIREMENT.**

**Early Dismissal** - Parents wishing to have a child excused from school early for reasons other than illness need to notify the teacher in writing. No student, ill or not, may leave the school grounds during the school day without the permission of the Principal or teacher. Parents must enter the building and sign-out the student before the Principal or teacher may release a student.

**Non-illness Absences** - Parents who need to take their child out of school for reasons other than illness need to notify the Principal and classroom teacher in writing. The teacher will work with the parent to disclose the general subject matter that will be missed. The teacher is **NOT** required to provide tutoring, graded make-up work or special testing schedule for such a period of absence.

**Tardiness** - School begins at 8:00AM. Students not in their classroom seats at 8:00AM are considered tardy. Every three tardies in one quarter grading period will be marked as an absence. Habitual tardiness will be discussed with the parents. Exceptions will be made when accidents or bad weather/roads create slower driving conditions.

**School closings** - In the event of inclement weather which makes it necessary to close school, an announcement will be recorded on the school telephone (987-3815) and be on all three local television stations by 7:00AM. School may be delayed one or two hour(s) for roads to improve. If school is not closed, however, and a parent believes the roads home to school are too dangerous to travel, then the parent may choose to keep a child home with an excused absence.

**Early closings** - Generally, once students are in class, we will hold students until dismissal time. However, if a parent wants to pick up early, then we will accommodate. If it is necessary to dismiss school early because of inclement weather or emergency, the school personnel will call to notify parents using the numbers on the emergency cards.

## **STUDENT MANAGEMENT & EXPECTATIONS**

**Discipline** - Courtesy and respect should characterize the students from a Catholic school and a Christian home. Students are expected to possess self-discipline and to be considerate and cordial toward others in the classroom and on the playground. In particular, reverent participation is expected at all liturgical functions.

The teacher handles his/her own discipline problems using a pre-determined management system that includes recess detention, lunch isolation, and Campus Beautification Project (classroom/campus cleanup). If the behavior does not change, the student will be brought to the Principal. If the discipline problem is not solved, a conference with the parents, teacher, Principal and student will be held.

When actions warrant immediate removal, the next step would be an out of school suspension. Parents will be informed and a follow up conference will be required. If a child is suspended more than three times, the school reserves the right to require counseling or move for permanent removal from school.

Any serious disciplinary problems pertaining to threats, both verbal and physical or other serious problems that affect the health and safety of the students or staff may warrant out of school suspension immediately. The Principal has the final decision in these situations.

**Dress Code** - All students are required to be in uniform, except on special pre-approved non-uniform days. Students of parents who attend PTS meeting may dress out of uniform the following Friday. The last Friday of the month, families may donate \$1 to charity in exchange for a dress out of uniform privilege. The specifics of the dress code can be found on the "St. Mary School Uniform Policy" sheet.

**Homework** - Homework is an extension and review of schoolwork to help the child thoroughly grasp and master the skills already presented. It is given as a help to the students. One of the values of homework is to help students acquire good study habits, self-discipline and to learn to budget time. Parents can assist the students with their homework by providing a quiet place and a regular study time each day, and by making sure all assignments are complete. Parents should NOT have to RETEACH skills to the students and provide extensive help. If this occurs, please contact the classroom teacher.

It is the responsibility of the STUDENT to complete and return all homework. The student (with the help of parents) needs to establish a plan for organizing the homework and returning it to the teacher. When students are negligent, teachers may require work to be done during recess time or after school.

**Computers**- Students have access to a computer lab with Internet access for educational purposes. Acceptable use of computers is expected. Only internet sites approved by the teacher may be used. Students are also prohibited from changing the desktop arrangement without permission. All students will use personal flash drives to save documents. Failure to comply with the spirit of computer use may lead to a student being prohibited from using school owned computers. Students who bring in personal laptop computers are expected to follow the same rules while on school campus.

**Overnight Field Trips** – 5<sup>th</sup> to 8<sup>th</sup> grade students attend overnight field trips in May for an additional cost. The cost will be published as soon as possible. Payments may be made to cover costs. Students who are not current with tuition will not be allowed to attend an overnight field trip without the permission of the Principal and Annunciation Pastor. Students must be in good academic and discipline standing to be eligible to attend.

**Promotion** - Students are promoted to the next level on an annual basis. If a student has not attained satisfactory achievement, a teacher/principal conference will be held. If a teacher is considering retention of a student, parents will be notified by the end of the 3<sup>rd</sup> grading period. Subsequent progress reports are given to the parents for the good of the student. In the final analysis, the school has the right to retain students who need additional time to achieve satisfactory at the grade level.

**Graduation** - According to Diocesan policy, graduation should consist of a simple religious ceremony. Therefore, certificates denoting completion of the required course of studies are presented to the 8<sup>th</sup> grade graduates after a special Mass attended by the students and their families.

### **NUTRITION & FITNESS**

**Health** - Before entering school for the first time, each student must present a medical examination form from a physician, a certificate of immunization, an eye exam, a birth certification and social security card. A medical examination form and an MMR booster inoculation certificate are required before entering sixth grade.

Forms indicating who should be notified in the event of an emergency are sent home at the beginning of the school year. These forms **MUST** be on file in the school office. In case of injury or illness, parents will be notified. The child will be dismissed from the school office only to the parents or to persons listed on the emergency form. The Principal will deal with extreme emergencies until a parent arrives.

School personnel may **NOT** administer medicine, including Tylenol, without **WRITTEN PERMISSION** of the parent. When prescribed medication must be taken at school, it shall be sent to school in the original prescription bottle. Written directions must accompany the medicine. The Administration of Medication Release Form has to be completed before medication is given.

The Paris Lions Club performs eye examinations each year and will provide glasses for any family having financial difficulties. Eye Exams are usually done in October.

**Lunch and Snack Time** - Lunch and snack times provide nourishment to better enable the students to learn the day's lessons and function with appropriate behavior. Foods with excessive sugar may have a negative effect on a child's learning curve and behavior. Federal, State, and Diocesan regulations forbid soda pop, candy, and baked sweets for lunch and snack.

Students bring lunch from home and eat in the classroom under the supervision of the teacher. A volunteer monitor supervises the playground after lunch.

Parents may order lunches from approved local vendors. St. Mary School organizes a pizza lunch on Fridays. St. Mary School participates in the Federal Milk Program, so milk may be purchased at a reduced rate. Milk and pizza money is paid for the year on Back to School Night. If a child does not wish to purchase milk, a non-soda drink in a juice box or thermos is recommended.

**Parties** - Federal, State, and Diocesan regulation limit use of non-approved food (soda pop, candy, baked sweets, etc.) to no more than once per month (includes birthday treats). Dates for the celebration of birthdays and other significant dates (ie. Halloween, Valentine's Day, etc.) are determined by the St. Mary School.

**Physical Education** - Time each week is devoted to a planned program of physical activity designed to increase the development of motor skills, physical fitness and good sportsmanship. The class is held at the YMCA. Furthermore, daily activity for all grades is built into the schedule.

### **RELIGIOUS ACTIVITIES**

**School Liturgy** - St. Mary School students will celebrate a school mass every Wednesday at 8:30 AM. Family members are welcome to attend.

**Sacrament of Reconciliation** – The Sacrament of Reconciliation may be received periodically. According to the directives of the Diocese, the Sacraments of Reconciliation and Holy Eucharist are first administered during the second grade after an intensive preparation for the students and their parents.

**Stations of the Cross** - Stations of the Cross may be held during Lent.

**Forty Hours Devotion** – The Forty Hours Devotion honoring the Blessed Sacrament is held during November.

**May Procession** - A May Procession honoring Mary is held during the month of May. All students are welcome to participate.

**Altar Servers** – All students in grades four through eight have the opportunity to be trained as a server.

**Confirmation** - Preparation for Confirmation is part of the 8<sup>th</sup> grade Religion curriculum. Because Religion is taught daily, attendance at Sunday CCD classes is NOT required for students attending St. Mary School. **However**, attendance at retreats and/or social functions organized by the Parish IS REQUIRED.

**Community Service** – Teachers may organize various on or off campus community service projects throughout the school year.

**Mardi Gras** - Mardi Gras is usually celebrated on “Fat Tuesday” (the day before Ash Wednesday). Money from the games, raffles, contests and refreshments benefits different charitable organizations.

#### TUITION

Parents of all children attending St. Mary School are charged tuition. The Finance Committee of the Parish Council of Annunciation Church sets the tuition fee. Tuition payments are paid in monthly increments. Tuition is due by the 10<sup>th</sup> of each month. Late charges will be assessed on all payments made after the 10<sup>th</sup> of the month. A full month's tuition is charged if a child is enrolled on the first day of the month. All registration and tuition fees paid to St. Mary School are NON-REFUNDABLE. Financial scholarships are available through the Pastor of Annunciation Church. Starting in the school year 2009-10, first payment will be due in May.

**Donations/Gifts** – Donations/gifts to St. Mary School are tax deductible. Donors may specify where they want their donations to go towards, eg. technology, endowment, scholarship, other.

#### ADMISSION AND REGISTRATION

St. Mary School is a parish school. First priority will be given to children whose parents or guardians are registered and active members who attend Mass and contribute regularly to Annunciation Parish. Admission into St. Mary School will be as follows:

1. Children of the parish who are attending St. Mary School
2. In-coming parishioners
3. Non-parishioners who are attending St. Mary School
4. Non-parishioners who desire to have a child attend St. Mary School

In the event of more application than classroom space, acceptance will be on a first come-first served basis, provided that the school's requirements are met.

**St. Mary School does NOT discriminate against students on the basis of race, sex or national origin in its admission policies, or other school administered programs.**

Because of the school's size and limited financial resources, children and families with special needs in the areas of mental health, cognitive development, discipline, etc. will need to follow specific guidelines available from the Principal.

Registration for children who will enter Pre-Kindergarten at St. Mary School the following fall and any other new students is held in January during Catholic Schools Week. Students entering Pre-Kindergarten must be four years old by October 1<sup>st</sup>. A one-time non-refundable \$150.00 registration fee will be charged. Re-enrollment for students attending St. Mary School

will be held in the spring. A yearly \$100 re-enrollment fee per family holds the student's place for the upcoming school year.

### **ASBESTOS INSPECTION**

This notice is to advise parents, teachers and all school employees that our school has been re-inspected as required by AHERA federal legislation for the presence of asbestos in our school facility. A complete asbestos management plan for the Catholic schools of the Diocese of Lexington is on file at the Catholic Center, 1310 W. Main Street, Lexington. St. Mary has the local inspection history on file.

### **ST. MARY SCHOOL STAFF AND ROSTER**

Father John Curtis	Pastor	Annunciation Parish Rectory
Rich Martinez	Principal/Middle School	Weller Building
Melissa Murphey	Pre-Kindergarten/SMASH Director	St. Mary Building
Debbie Johnson	Reading Specialist/APPLE Director	St. Mary Building
Jennifer Arnold	Kindergarten	St. Mary Building
Joan Clark	1 <sup>st</sup> Grade	St. Mary Building
Amanda Roberts	2 <sup>nd</sup> Grade	St. Mary Building
Christy Rickert	Assistant Principal/3 <sup>rd</sup> Grade	St. Mary Building
Donna Steffen	4 <sup>th</sup> Grade	Annex Building
Johnna Malone	5 <sup>th</sup> Grade	Annex Building
Danny Ellison	Middle School	Weller Building
Rachel Arauz	Middle School	Weller Building
Katherine Leer	Office Manager	St. Mary Building
Office Telephone	859/987-3815	
Rectory Telephone	859/987-1571	
School Website	stmaryschool.cdlex.org	
Principal's Email	rmartinez@cdlex.org	
Office Email	stmarykrl@aol.com	

#### **School Board:**

Fr. John Curtis, Rich Martinez, Stan Galbraith, Jim Akers, Karen Bailey, Holly McMillin, Brenda Paul

#### **PTS Officers:**

President-Melissa Murphey, Vice President-Tammy Hunt, Secretary-Cynthia Duffy, Treasurer-Wendy Koch