

In Christ, We Live, Love and Learn  
2012-2013



Saint Margaret Mary Catholic School  
*Parent/Student Handbook*

7813 Shelbyville Road  
Louisville, Kentucky 40222  
502-426-2635

[www.stmm.org](http://www.stmm.org)

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# ST. MARGARET MARY ELEMENTARY SCHOOL CALENDAR 2012 - 2013

August 2012				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15E	16	17
20	21	22	23	24
27	28	29	30	31

August	
15	First Day of 1:15 Dismissal

January	
1-2	New Year Holiday
16	1:15 Dismissal
21	M.L. King Holiday
28-29	P-T-S Conference
28-30	1:15 Dismissal
31	Winter Break No School Possible Snow Make-up

January 2013				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16E	17	18
21	22	23	24	25
28E	29E	30E	31S	

September 2012				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19E	20	21
24	25	26	27	28

September	
3	Labor Day Holiday
19	1:15 Dismissal

February	
1	No School
13	1:15 Dismissal
18	Presidents Day Possible Snow Make-
22	End Second Trimester
25	Begin Third Trimester

February 2013				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13E	14	15
18S	19	20	21	22
25	26	27	28	

October 2012				
M	T	W	Th	F
1E	2E	3E	4	5
8	9	10	11	12
15	16	17E	18	19
22	23	24	25	26
29	30	31		

October	
1-2	P-T-S Conference
1-3	1:15 Dismissal
4-5	Fall Break
17	1:15 Dismissal

March	
11-22	Terra Nova Testing
13	1:15 Dismissal
29	12:30 Dismissal

March 2013				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13E	14	15
18	19	20	21	22
25	26	27	28	29E

November 2012				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14E	15	16
19	20	21	22	23
26	27	28	29	30

November	
6	Election Day/ Professional Dev.
9	End First Trimester
12	Begin Second Trimester
14	1:15 Dismissal
21-23	Thanksgiving Holidays

April	
1	Easter Monday
1 - 5	Spring Break
17	1:15 Dismissal

April 2013				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17E	18	19
22	23	24	25	26
29	30			

December 2012				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19E	20	21
24	25	26	27	28
31				

December	
8	High School Placement Test
19	12:30 Dismissal
20-31	Christmas Holidays

May	
3	Derby Eve Holiday
23	Last Day of school 12:30 Dismissal
24	P-T-S Conference
27	Memorial Day

May 2013				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23E	24
27P	28	29	30	31

- ✪ Trimester Ends
- S-Possible Snow Make-up
- ☐ Holiday
- 📅 Conference Day
- ❖ Professional Development

## 2012-2013 ST. MARGARET MARY STAFF

<b>Church Office</b>	<b>426-1588</b>
<b>School Office</b>	<b>426-2635</b>
Father Steve Pohl, Pastor	ext. 124
Mrs. Donna Schmidt, Community Director	ext. 127
Mrs. Susan White, Business Manager	ext. 140
Mrs. Wendy Sims, Principal	ext. 235
Mrs. Ellen Martin, Assistant Principal	ext. 244
Mrs. Brenda Clark, Counselor	ext. 130
Mrs. Sherry Baird, Special Needs Resource Teacher	ext. 131
Mrs. Allison Moore, Resource Teacher	ext. 131
Mrs. Susan Keenan, Office Manager	ext. 234 or 305
Mrs. Kim Haering, Communications Director	ext. 234 or 305
Mrs. Carla Barber, School Secretary	ext. 234 or 305

### CLASSROOM FACULTY

Miss Hillary Barter	8B	ext. 231	Mrs. Pat Toombs	4T	ext. 154
Mrs. Charlotte Colley	8C	ext. 228	Mrs. Carolyn Gnau	3G	ext. 142
Mrs. Dee Dee Walsh	8W	ext. 230	Mrs. Jenny Schulten	3J	ext. 241
Mrs. Pat Garr	7G	ext. 121	Mrs. Michelle Stull	3S	ext. 239
Mrs. Lisa Stiff	7S	ext. 229	Miss Melanie Hagan	2H	ext. 315
Mrs. Joyce Wicke	7W	ext. 226	Mrs. Kristen Kischnick	2K	ext. 243
Mrs. Natalie Androla	6A	ext. 144	Mrs. Suzy Sneiderman	2S	ext. 314
Mrs. Barb Voet	6S	ext. 517	Mrs. Tina Chaput	1C	ext. 152
Mrs. Martha Stout	6S	ext. 133	Mrs. Julie Domzalski	1D	ext. 242
Mrs. Debbie Zangari	6Z	ext. 158	Mrs. Jennifer Imorde	1I	ext. 236
Mrs. Chris Bowles	5B	ext. 157	Mrs. Donna Laemmler	KD	ext. 320
Mrs. Chris Malone	5M	ext. 156	Mrs. Laura Miller	KL	ext. 206
Mrs. Lisa Priest	5P	ext. 159	Mrs. Alissa Moore	KM	ext. 160
Mrs. Shelly Freeders	4F	ext. 150	Mrs. Theresa Watson	KW	ext. 205
Mrs. Cathy Rueff	4R	ext. 143			

### SPECIAL AREA FACULTY

Mrs. Brenda Harrison	Music	ext. 153
Mrs. Angie Moth	Music/Drama	ext. 319
Mrs. Amy Burch	Art	ext. 151
Mrs. Teri Nelson	PE	ext. 322
Mrs. Lisa Iceman	PE	ext. 322, voice mail ext. 554
Mrs. Diane Justice	Librarian	ext. 132
Ms. Sandi Stinson	Computer	ext. 227
Mrs. Susan Delk	Spanish	ext. 313, voice mail ext. 518
Mrs. Ginny Pratt	Spanish	ext. 313, voice mail ext. 504
Mrs. Jan Wilmes	Reading Lab	ext. 317

### INSTRUCTIONAL ASSISTANTS

Mrs. Kathy Donlon	KD	Mrs. Mary Gilroy	2H
Mrs. Denise Bayens	KL	Ms. Missie Kitchen	2K
Mrs. Jude Bauer	KM	Mrs. Dawn Reed	2S
Mrs. Ann Thornberry	KW	Ms. Pat Harris	3G
Mrs. Stephanie Pfeifer	1C	Mrs. Iole Kohl	3J
Mrs. Stacey Crush	1D	Mrs. Sharon Duff	3S
Mrs. Karen Krill	1I	Mrs. Terry Minton	Office
Mrs. Selma Petrovic	Computer	Mrs. Kathy Wirtzberger	Office

## **SUPPORT ORGANIZATIONS MEMBERS**

### **SCHOOL ADVISORY COUNCIL MEMBERS**

Chairperson Mr. Chris Ocshner  
Vice-Chairperson Mrs. Trish Cermack  
Mrs. Martha Callahan  
Mr. Mike Domzalski  
Mrs. Kelly Hass  
Mr. Fabian Lipp  
Mr. David Mahan  
Mrs. Jenny Nichols  
Mrs. Nikki Taylor

### **PTO BOARD MEMBERS**

President Mrs. Julie Henderson  
Vice-President Mrs. Erin Haynes Reed  
Treasurer Mrs. Kim Cox  
Treasurer-Elect Mrs. Kathryn Winspear  
Publicity Coordinator Mrs. Angela Tobias  
Hospitality Coordinator Mrs. Mindy Glass, Mrs. Judy Reader  
Assistant Principal Mrs. Ellen Martin

### **ATHLETIC ASSOCIATION OFFICERS**

President Mr. Rick Boeckmann  
Vice-President Mr. Christian DiMercuiro  
Secretary Mr. Derrick Barnes  
Treasurer Mr. Chris Kamer  
Operations Director Mr. Mike Sherman  
Athletic Co-Directors Mr. Cres Bride  
Mr. Brian Fichter  
Mr. Mark Grass

### **BUS COMMITTEE MEMBERS**

Bus Committee Chairperson	Ron Maddux	254-5154
Treasurer	Laurie Atwell	419-0806
Bus #1 Middletown; Douglas Hills, east of Moser and south of Shelbyville Rd.	Scott Sherman	468-8513
Bus #2 Lake Forest/front of Hurstbourne	Ron Maddux	254-5154
Bus #3 Owl Creek (main bus)	Laurie Atwell	419-0806
Bus #4 Hurstbourne	Missy Varga	384-3187
Bus #5 Old Dorsey/Foxboro Sterling Springs/Owl Creek (front)	Regina Parrill Leslie Hamilton	254-0741 244-0987
Bus #6 Holly Springs, Hurstbourne, LaGrange Rd, Whipps Mill, Bellemeade	Stephanie Burch	742-6338
Bus #7 North and Northeast of SMM	David Boggs Maria Harouff	228-5180 618-0964

## **ST. MARGARET MARY PARISH PHILOSOPHY**

St. Margaret Mary Catholic School is a key component in the education work of the Community of St. Margaret Mary. As such, we embrace the ***Parish Mission Statement***

### **Striving to Know, Love and Serve God**

#### **Vision Statement:**

Our vision statement is based on five pillars: Worship, Service, Stewardship, Formation and Community

#### **Worship**

**To inspire** inclusiveness, participation, faith in action, and a loving relationship with Christ

#### **Service**

**To foster** an attitude of joy in serving, an alignment of opportunity and servants, relationships with those we serve and becoming the working face of Christ

#### **Stewardship**

**To commit** to being responsible caretakers and growers of gifts, to the discipleship of giving back from our first fruits, and to unconditional sharing of time, talent and treasure

#### **Formation**

**To instill** education for all ages, a sense of tradition and belonging, spiritual growth as a way of living, confidence in our catholic faith, desire for a faith journey and a welcoming environment for those who have moved away from their faith

#### **Community**

**To create an environment** where all are welcomed and accepted, where people want to belong, where love is shared, where we play and pray together, and where individuals are recognized as children of God.

In keeping with the Parish Mission Statement and the guidelines for schools issued by the Archdiocese of Louisville, this handbook serves as a guide as to whom and what we are.

## **ST. MARGARET MARY CATHOLIC SCHOOL PHILOSOPHY**

St. Margaret Mary Catholic School, as part of the Archdiocese of Louisville's Strategic Plan for Lifelong Formation, provides an atmosphere in which all children may develop a love for learning, both spiritually and academically. In keeping with our mission of working in partnership with parents, the Christian values, which the children bring with them, are nurtured and enhanced. Recognizing the uniqueness of each child, the school provides opportunities for growth and enrichment at a developmentally appropriate rate. We strive to foster self-esteem in our students, at the same time challenging their abilities. The school will assist each student in the acquisition of the knowledge, skills, and values which will enable the child to succeed as we move toward the future. Our goal is for all students to carry the Christian message into their everyday lives by making a positive contribution to family, church, and community.

### **MISSION STATEMENT**

St. Margaret Mary Catholic School is a vital part of the educational ministry of the parish. In partnership with parents, we are committed to nurturing the uniqueness of each student as we provide a quality educational program. We strive to prepare our students to become moral, responsible, and self-motivated members of their church and community.

### **MOTTO**

In Christ, We Love, Love and Learn

### **VISION STATEMENT**

St. Margaret Mary Catholic School is a faith-filled ministry of the St. Margaret Mary Catholic Community that strives to nurture faith formation, foster academic excellence, and celebrate the unique gifts and talents of each student.

### **OBJECTIVES**

The following have been identified as essential to the education of a Christian person. *We seek to provide experiences that help develop and deepen:*

- Awareness of our beliefs as a Catholic Community that will foster lifelong habits
- Moral and spiritual values through personal prayer, Sacramental preparation, Liturgy planning and preparation
- A positive sense of self-esteem, through self-discovery of and appreciation of one's uniqueness

- Power to think constructively, to solve problems, and to reason independently
  - Responsibility for self-motivation, direction, evaluation, and completion of daily tasks
  - Appreciation of his/her own aesthetic values through exposure to art, music, literature, and theatre
  - Awareness and respect of one's body as a gift of God
  - Appreciation for each one's heritage, and the unique gifts and diversity brought by each
  - Social skills through practice of effective communication and cooperation
- Respect for individual differences among faculty, staff, and students.

## ADMISSION

### NON-DISCRIMINATORY POLICY

St. Margaret Mary Catholic School does not discriminate on the basis of race, color, or national origin in administration of its educational policies, programs, and other school administered programs.

### ADMISSION OF NEW STUDENTS

St. Margaret Mary Parish is committed to the existence of a parish school, staffed with educators who help our children prepare, in a Christian atmosphere, for their secondary education.

The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. All students are expected to participate fully in the religious program of the schools.

The application process for all incoming students in grades 2-8 who are interested in transferring from another school includes an interview for both the parents and the child. An application packet which includes a reference form completed by the child's previous parish and/or school must be submitted before acceptance is granted by the Admissions Committee. *All transfer students who are allowed to enroll are accepted on a probationary status which will be reviewed at the end of the student's first full grading period in the school.*

Also at the time of application, parents will be asked to complete a number of forms and to provide appropriate documentation, as needed. In addition to various health and medical forms (which are required to be completed in full and kept on file at school) there are requirements for the school in terms of dealings with custodial and non-custodial parents/guardians. All health and medical forms and divorce/custodial forms will be maintained in a confidential, locked file, but must be kept up to date by the student's parents. It is important to update these forms in cases where there is a change of status. Failure to keep the school administration informed of and all such issues (or changes in status) could carry severe consequences.

Catholic parents of children new to our school are required to attend a Newcomer's Meeting. There they will have the option to join our parish. These meetings are held a monthly basis. Contact the Parish Office for further information regarding this.

The school will meet or exceed the educational requirements as stated by the KY State Board of Education and the Office of Lifelong Formation and Education for the Archdiocese of Louisville.

In order to accomplish this purpose, the following policy has been adopted and approved by the St. Margaret Mary Parish Council:

Except in extreme circumstances and situations, which shall be judged by the pastor, community director and the principal, the number per classroom (gr. 1-8) shall not exceed twenty-eight (28) and shall not exceed twenty-two (22) in Kindergarten.

### RE-ENROLLMENT

As a private school, St. Margaret Mary reserves the right to determine which students will be re-enrolled. Re-enrollment decisions are made each year (for all students) by the school principal and the administrative team, and subsequently, reviewed by the pastor. Only those children who have exhibited the necessary cooperation and attitude for the school to fulfill its educational mission will be re-enrolled. St. Margaret Mary School sees it as unfair to the students, parents, and teachers to allow individuals who are disruptive to the teaching and learning atmosphere to continue their association with our school.

Students with academic deficiencies which are severe enough to require the services of a Special Education teacher may also be unable to return to St. Margaret Mary School if the school administrative and special needs resources staff team determines that their diagnosed needs cannot be properly addressed. Once admitted to St. Margaret Mary Catholic School (K-8), students of active, participating, registered parish families maintain first priority for the annual re-enrollment. Families who fail to maintain that active status or who do not comply with the mission or policies of the school will lose their priority status.

### **ADMISSION TO KINDERGARTEN**

Priority for enrollment is based on the following qualifications:

1. Siblings of students presently enrolled or siblings of graduates will be accepted considering those families are active, participating, registered parishioners fulfilling their Stewardship commitments.
2. Children of registered, active, and participating members will be accepted considering date of membership (regardless of location of residence) and stewardship activity. Active membership is defined as "one who regularly participates in the liturgical life of the parish; who is committed to Stewardship of Time, Talent and Treasure as witnessed by completing the annual Stewardship Commitment Document, and who lives up to his/her commitment".
3. Children of new parishioners who are transferring from a Catholic school, or from an area where Catholic school was not available, but who participated fully in the religious education programs offered will be accepted on a tuition paying basis (see Tuition Plan pp 9).
4. Catholic children of non-registered families may be admitted on a space available, tuition paying basis, at the discretion of the principal in consultation with the Admissions Committee after an interview with the family.
5. Non-Catholic children may be admitted on a space available, tuition paying basis at the discretion of the principal in consultation with the Admissions Committee after an interview with the family.
6. Child shall be five years of age by October 1 of the current school year.

Note: After a prospective Kindergarten student has been accepted for admission, a screening will be held to determine his/her readiness for Kindergarten. This screening has been a successful tool used to indicate the student's success in our Kindergarten program. After reviewing the student's screening test results, the Admissions Committee, in partnership with parents, will determine enrollment for the upcoming year or the possibility of delaying enrollment until the following year. Families of students choosing to delay enrollment will be given priority status for the next school year.

### **FIRST TIME ENROLLMENT IN GRADES 1-8**

Priority for enrollment is based on the following qualifications:

1. Children of registered, active and participating families who are presently enrolled in public school will be accepted.
2. Children of families who become active, participating, registered parishioners and who were enrolled in a Catholic school at their former residence will be accepted. Equal priority is granted where children were not registered in Catholic schools because Catholic schools were not available in the former location.
3. Children of non-registered families will be accepted on a space available, tuition-paying basis, Catholic families and non-Catholic families. Enrollment of non-Catholic children of non-Catholic families is at the discretion of the principal in consultation with the Admissions Committee after an interview with the family.
4. In case of conflict, the date of parish registration determines the order of admission.
5. Faculty of St. Margaret Mary Catholic School can be considered as registered parishioners who have children enrolled or graduated from St. Margaret Mary, as long as they are actively participating in a parish or wish to participate in St. Margaret Mary Parish.

### **PRE-REGISTRATION**

Pre-registration for new students will take place in January of each year. A \$75.00 non-refundable pre-registration fee will be required of all Kindergarten students and all new students in grades 1-8. A \$50.00 non-refundable pre-registration fee will be required in early winter for those current students whose families remain active parishioners. This amount will be determined on an annual basis.

The registration process begins in late January according to the following procedure:

January - Prospective parent meeting is held



	- Current school families receive pre-registration information
	- K/New student registration forms available
	- Registration
February	-School Administration/Parish Office review applications in regard to time, talent, treasure commitments/activities
	-Information acknowledging applications/screening times sent to families
	-Kindergarten screenings held
	-School Administration/Parish Office conduct second review of applications
March	-Kindergarten acceptance letters sent out by Admissions Committee
April	-New (1-8) student acceptance letters sent out by Admissions Committee.

### **FIRST GRADE ENTRANCE INFORMATION**

- ❖ Students must be six (6) years of age by October 1 of the year of entrance and shall have successfully completed a certified kindergarten program.
- ❖ A School Readiness Test and recommendations of the kindergarten teacher and of the parent(s) will help determine placement.

## **FINANCIAL SUPPORT OF THE SCHOOL**

### **STEWARDSHIP**

St. Margaret Mary runs its school as part of the parish mission to “teach and share our faith.” The school, then, is both a responsibility and a benefit to the entire parish community. In 1994, our parish committed to “full stewardship” as the way to most faithfully reach our mission of knowing, loving, and serving God. As a result, the school’s funding is largely dependent upon the faithful practice of stewardship by our active, participating members. The following guidelines are established with regard to funding our school. An “active” participating member is “one who regularly participates in the liturgical life of the parish; who is committed to Stewardship of Time, Talent, and Treasure as witnessed by completing the annual Stewardship Commitment Document, and who lives up to his/her commitment.”

Based on the Biblical concept of tithing, or giving one-tenth of one’s blessings back to God, our pastor, Father Steve Pohl, asks parishioners to give 10% of their Time, Talent, and Treasure back to God, including 5% of their gross income to our parish church, and the other 5% to other parish (such as the school), Archdiocesan, and/or community charities.

If, at any time, a school family is determined to be an “inactive” member status, the student(s) in that family may be denied participation in certain activities the school sponsors for “active” members or tuition paying families (i.e., 8<sup>th</sup> grade graduation ceremonies, extracurricular activities, and so forth). “Inactive” families whose children attend the parish school will do so on a tuition basis.

### **TUITION PLAN**

Families joining the parish after August 1 in any year, prior to the school’s winter pre-registration, and having their children accepted into the parish school, will pay tuition per the established base tuition as specified below. School families are encouraged to be fully participating members of the parish stewardship effort by giving generously of their Time, Talent, and Treasure.

Once established as “active” participating members who are meeting their parish stewardship commitment (after paying tuition for a Stewardship/school year), the family child(ren) will be removed from the tuition list and may attend our school without paying tuition. Parish families meeting their St. Margaret Mary Stewardship commitments may have their children attend the parish school (as space is available) without additional financial obligation (except for general school fees). Families placed on the “inactive” member status, due to failure in meeting their stewardship commitment, will be required to pay tuition in accordance with the base tuition figures listed below:

#### ***Catholic Families***

- \$4750 for one child
- \$7250 for two children
- \$8500 for three or more children

#### ***Non-Catholic Families***

- \$7250 per child

### **SCHOOL FEES (Due at summer registration)**

School fees are set each year by the School Advisory Council and published prior to registration. If a child is entering school mid-term, fees will be pro-rated based on the entry date. Applications for financial assistance are available in the parish office and must be submitted by the appropriate deadline. All fees must be paid in full unless an exemption has been approved by the Parish Office. All fees are non-refundable.

## **SUPPORT SERVICES**

### **ADMISSION OF SPECIAL NEEDS STUDENTS**

The Archdiocese of Louisville promotes a model of inclusion for children with mild disabilities in our schools. We believe that children with mild disabilities can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write I. E. P.'s (Individualized Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Special Education Protocol, which includes developing School Strategy Plans and Section 504 Plans. In addressing the special needs of students prior to admitting a student with a diagnosed disability, our school must consider documentation referring to the disorder, and:

1. The severity and degree of the disability
2. The level of support needed from special services or any special equipment that the student may require
3. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in one classroom.
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

Principals may engage the services of the Archdiocesan Special Education Consultant to assist in making a determination of whether a student's educational needs can best be met in a particular school setting.

### **AFTER SCHOOL CARE**

Our After School Care program is sponsored by the Northeast YMCA and St. Margaret Mary Catholic School. Professionally trained staff ensures quality programming. The program is licensed by the State of Kentucky and exceeds the minimum day care standards. Those not able to pay the full fee may receive financial assistance based on their demonstrated ability to pay and the YMCA's ability to fund the subsidy. For further information, contact the Northeast YMCA at 425-1271.

### **COUNSELING**

St. Margaret Mary employs a full time counselor. Concern for the spiritual, academic, social, and psychological growth of each child is a primary concern to us. It is our belief that children need someone who will take the time to listen, to help them accept who and what they are, and who will help them change those things they can change.

The challenges, problems, and difficulties faced by our students are typical of their age and our demographics. The counselor is here to help the children with these problems, both small and large. If the counselor deems it advisable to meet with a child on a regular basis, parental permission will be sought. Otherwise, our counselor may occasionally meet with your child. Your signature on the letter attached to this handbook signifies your approval of this.

### **READING LAB**

This program has been set up for students in grades 1-6 who need reinforcement in decoding and comprehension. Classroom teachers and/or parents may refer students through the school's special needs resource teacher. Classes are held twice a week for 30 minutes during the regular school day. For further information, please contact Mrs. Baird at 426-2635.

### **SPECIAL EDUCATION PROTOCOL**

For those students enrolled in our schools who are experiencing learning difficulties, a school Strategy Team made up of school personnel who know the student best, meets to write a Strategy Plan which identifies specific goals and strategies which are directly related to the student's strengths and needs. The School Strategy Plan is shared with parents. Teachers keep ongoing documentation of the teaching strategies they are utilizing, as well as the results of those strategies, and the Strategy Plan is re-evaluated/revised after a designated period of time. If/When it is determined by the school Strategy Team that formalized testing information is needed, a request for a psycho-educational assessment will be made.

For those students enrolled in our schools with a diagnosed disability, Section 504 Plans are written. The school will convene a meeting of a 504 Team whose members consist of school personnel, parents, and the student-when appropriate. This team collaborates to identify the accommodations which can be provided to enable the student to become a more successful participant in a particular class setting. These accommodations may include strategic teaching strategies, modified curriculum, and adjustments in grading practices. All members of the 504 Team are asked to sign an agreement stating the responsibilities and rights of all parties. Documentation is kept on student progress and reconvening dates are established to evaluate the 504 Plan. It is required that current formalized assessment information be provided to the school and updated every 3 years.

If needed, an Archdiocesan Special Education Consultant is available to consult with schools on particular students and to offer assistance and support to School Strategy Teams as well as Section 504 Teams when strategies and accommodations are being identified. (Refer to the Archdiocesan Special Education Protocol Handbook)

### **SPECIAL NEEDS RESOURCE DEPARTMENT**

St. Margaret Mary is fortunate to have a highly qualified special needs resource teacher and a part time special needs teacher on our staff. The resource teachers work with classroom teachers to make appropriate accommodations based on teacher observation and/or the student's educational/psychological evaluation. The resource teachers also meet with parents, teachers, and the administration to review the progress of identified students and to serve as a liaison between testing agencies and the school and family. At times, the resource teachers may work with students on a one to one basis or in a small group experience. Parents may initiate contact for the resource teachers through their child's teacher or by calling the school office, 426-2635. Parents are to provide the school with all pertinent educational and medical records and all previous assessment information. This includes notification if a child is taking medication or if a medication change occurs.

### **CURRICULUM**

St. Margaret Mary School offers its students opportunities in the following major subjects:

#### ***Religion***

- ❖ Catholic doctrine, preparation for the reception of Reconciliation and First Eucharist (grade 2) and Confirmation (grade 8).  
All students, Catholic and non-Catholic, will receive instruction leading to Reconciliation, First Eucharist, and Confirmation. All students, Catholic and non-Catholic, and their parents are expected to participate fully in the meetings, retreats, and other events leading to these sacraments. Non-Catholic students will not, of course, receive the sacrament, but, as a part of the class, will be given an inclusive role in the ceremony. Failure to participate in these activities will be reflected in the student's Religion grade and may result in the student being asked to leave St. Margaret Mary School. 7<sup>th</sup> and 8<sup>th</sup> grade Confirmation service hours are not permitted during the school day.
- ❖ Liturgy of the Eucharist is celebrated weekly, on Holy days, and for special events.
- ❖ Retreats and Reconciliation Services
- ❖ Family Life Series, and Valuing Values Series (Catholic Values and Sexuality)
- ❖ The Step by Step program was introduced at St. Margaret Mary in 2004. The purpose of this program is to bring our Christian call to stewardship into the school at all grade levels. The program was designed to teach our students at SMM that no one is too young to make a difference. Step by Step is run by parent and grandparent volunteers who work in conjunction with the teachers and the parish to rein force the idea of stewardship. Volunteers begin each year educating students about stewardship and the needs within our community. Each grade has its own focus for volunteering their time. The idea behind the various focuses is to expose our students to as many volunteer opportunities as possible while they are students at SMM.

#### ***Computer Literacy***

Word processing, data base, spread sheets, and integration with curricular subjects

#### ***Fine Arts***

Studio art, music, choral concerts, drama, music in historical and cultural context.

#### ***Foreign Language***

Students in K-8 have the opportunity to participate in the Spanish foreign language curriculum

**Health**

Physical fitness, physical development and hygiene programs, drug and alcohol prevention programs, and A.I.D.S. education

**Language Arts**

Reading and English skills, literature, library skills, creative writing, penmanship

**Mathematics**

Mathematics skills, Pre-algebra, Algebra, and Algebra I

Qualified students have an opportunity to participate in an Honors Algebra I course for high school credit.

**Science**

General Science and laboratory experiences

**Social Studies**

History, Geography, Current Events

**Related Arts**

- ❖ **Related Arts (grades 4, 5, and 6)** Students will take three years of PE, Computer, Spanish and Fine Arts. In grades 4 – 6, the homerooms will rotate through three “related arts” classes each year. Each child will have one trimester of drama, instrumental ensemble and academic enrichment.
- ❖ **Related Arts (grades 7 and 8)** Students will take two years of PE, Computer, Spanish, and Fine Arts. Students in grades 7 and 8 will have a trimester of art, music, & drama.

Physical Education, Music, Art, Drama, and Choir sometimes contain a performance grade element in their respective classes. These performances are often held “after school hours.” Students receive a grade for these “after school hours” performances. It is expected that all students in these programs will participate in these performance events. Non-attendance could adversely affect their trimester grade in these classes.

Opportunities to broaden knowledge and skill in the above areas include, but are not limited to: Spelling Bees, Geography Bees, Art Fair, Science Fair, 4-H, PE Demonstrations, Quick Recall, Governor’s Cup Competition, Volunteer Programs, Red Cross baby-sitting training, Student Council, National Junior Beta Club and many aspects of scouting. Seventh graders who qualify may participate in the Duke University TIP Program, and take the SAT and/or ACT.

**S.E.E.K. (STUDENT ENRICHMENT AND EXPLORATION OF KNOWLEDGE)**

Recognizing the responsibility to provide challenging educational opportunities appropriate to students of all ability levels, six Catholic schools, through a cooperative effort, have established SEEK. It is designed to meet the needs of academically gifted students. Students from participating schools will work together in project areas under the guidance of teachers representing the schools. Each fall classes are open to qualified students in sixth, seventh and eighth grade. Fifth, sixth and seventh graders participate in the spring of the year. To be eligible to participate the student must have scored a 95th percentile or above nationally in the most recent Terra Nova test.

**GRADING SCALE/HONOR ROLL**

St. Margaret Mary follows the grading scale adopted by the Archdiocese of Louisville:

**Kindergarten through 2nd Grade**

Grading scale will vary by grade level.

**Grades 3 through 8**

A	93%-100%
B	84%-92%
C	75%-83%
D	70%-74%
U	below 70%

**Honor Roll**

The achievement of 7<sup>th</sup> and 8<sup>th</sup> grade students is recognized at the end of each trimester. Students are placed on the Honor Roll according to the following criteria:

- ❖ Principal’s List: Straight A’s and no more than one behavioral Notice of Concern
- ❖ Honor Roll: A’s and B’s (not more than 2) and no more than one behavioral Notice of Concern.

The student must also maintain an O or S in conduct.

## HOMEWORK

Assignments are made to reinforce daily lessons and to supplement class work. The Office of Lifelong Formation and Education GUIDELINES for homework time allotments per grade level are:

Kindergarten	fifteen minutes
Grades 1 and 2	thirty minutes
Grades 3 and 4	forty five minutes
Grades 5 and 6	sixty minutes
Grades 7 and 8	seventy-five minutes

Homework is to be completed as assigned. Late assignment slips will be given for missing assignments. No faxed copies of homework will be accepted. These slips are to be *signed and returned, along with the missing assignment(s)*. Failure to return the signed late slip and/or the missing assignment will result in a notice of concern. Three such referrals will be followed by an academic detention. Repeated disregard for the completion of homework and assignments will result in an academic probation.

While it is valuable for children to participate in sports, scouts, dance classes, etc., it is essential for parents and students to realize that schoolwork must take priority during the academic year. Parents are encouraged to monitor the number of extracurricular activities in which their child participates.

## POWER SCHOOL

Our school uses an online communication and grading system called Power School. On this website, you will not only find your child's grades, but we also use this site to keep parents and students up to date on everything happening in the classrooms and at school. There is a wealth of information found on this site from the school newsletter to class assignments and study guides.

Parents are expected to track Power School for any and all updates.

We utilize this tool because all parents need current and relevant information to effectively help their children in school. When parents have timely information, they can use it to make a positive impact on the success of their children. They can:

- ❖ Ensure homework is completed and turned in on time
- ❖ Acknowledge achievements and provide positive encouragement
- ❖ Intervene when their child is struggling, avoiding surprises and preventing a small problem from becoming a large one
- ❖ Help their children learn important life management skills such as responsibility and planning
- ❖ Volunteer to participate in school, or for class trips and other activities
- ❖ Build a stronger, informed partnership with teachers and school administration

## PROGRESS/EVALUATION

Parent-Teacher-Student Conferences are held in October and February. An optional conference may be held at the end of the school year. ***Conferences are counted as school days, so students who do not attend such days will be considered absent.*** PTS Conferences will be rescheduled only at the request of the teacher. Parents or teachers may request an additional conference any time during the school year.

Progress reports are distributed at the end of each trimester. Student progress is determined by the child's attainable goals, his/her achievement in subject matter, and the quality of the work in light of the student's ability and rate of learning.

### Testing Program

Grades 3, 4, 5, 6, 7	Terra Nova/CAT 6
Grades 1-8	Mastery tests in subject areas
Grades 7, 8	Acuity Math Test

Tests results are given to parents at conference time.

## FIELD TRIPS

All St. Margaret Mary School field trips are extracurricular activities. Often, field trips are an outgrowth of classroom instruction offered as a supplement to our curriculum, but participation in field trips is not required in order to successfully complete the academic program at our school. Permission slips will be given prior to the trip, and *must* be returned *prior* to departure. A one-time field trip fee is added to the summer registration fees and is non-refundable due to bus and program reservations which are made in advance. Children attending school sponsored field trips must ride the transportation provided by the school to and from the field trip. *Field trips are a privilege, not a right*, and the school

principal/administration reserves the right to make determinations regarding student eligibility to participate. Children not enrolled in St. Margaret Mary may not attend field trips.

The chaperone/student ratio on field trips will sometimes vary depending upon the grade level, the activity the student will be engaged in while on the field trip, and the individual requirements, if any, of the site the class is visiting. In general, it is SMM's policy that a minimum of one (1) adult chaperone be provided for every ten (10) students, unless otherwise specified by the field trip host. A sample permission slip is in the appendix of the Handbook.

**All volunteers must have documentation of attendance at the Archdiocese's Honor Thy Children Safe Environment Workshop and a completed background check on file before they are permitted to volunteer.**

#### **ADMINISTRATIVE REVIEW OF ACADEMIC PERFORMANCE AND/OR BEHAVIOIR**

Members of the faculty and/or staff of St. Margaret Mary may request an administrative review of a student's academic performance and/or behavior at any time during the academic year. Once the request has been made, the administration will inform the parents that a review has been requested. The administration will meet with the faculty/staff member requesting the review; the student, and if advisable, the parents of the student involved. Upon completion of the review, the administration will notify the parents/student of its outcome and any restrictions towards eligibility felt appropriate by the administration. Other recommendations (e.g. tutoring, evaluation, and/or improvement plan) may be made based upon the review. At the time of PTS conferences and at the end of each trimester, the administration will request notification from the teacher of any student who has a cumulative average of "D"; a "U" in one or more subjects, and/or an "N" in the area that reflects a student's disregard for the school's Code of Conduct. Upon notification an administrative review will take place. Information will be solicited from the student's teachers and parents. Upon the completion of the review, the administration will notify the parents/student of its findings, and any restrictions regarding eligibility for participation in the extracurricular activities sponsored by the school. Other recommendations may be made based upon the outcome of the review.

Two or more behavioral Notices of Concerns issued during the same trimester will be reflected on the report card as an unsatisfactory conduct grade, which indicates that conduct improvement is needed. This is listed under the "Conduct/Interpersonal" reporting section on the K-3 report cards and under the "General Conduct" section on the grades 4-8 report cards. This may include conduct in the classroom and in such areas as: hallways, restroom cafeteria, church, recess, and bus.

#### **PROMOTION POLICY**

Students who have completed their grade level work satisfactorily and met all other criteria will be promoted. It may be recommended that a student attend summer school and/or work with a tutor to better prepare for successful performance at the next academic level.

#### **SHADOWING**

Shadowing is designed to assist students in choosing the Catholic high school that will be best for them. Shadowing offers prospective 7<sup>th</sup> and 8<sup>th</sup> grade students the opportunity to experience a typical high school schedule of classes and activities. All secondary and elementary schools in the Archdiocese of Louisville support shadowing. The shadowing experience is most successful when all participants follow the common practices and procedures.

Students should shadow on days when their elementary school is **not in session** (e.g. conference days, school holidays). If those dates do not work with your schedule, the students may choose a convenient day to shadow when their elementary school **is in session**. The correct procedures are as follows:

1. The parent calls the high school as soon as possible, preferably at least 72 hours in advance, to schedule the shadowing experience.
2. Parents should not schedule shadowing dates when tests or exams are being administered at either the elementary or high school. Students are discouraged from shadowing during the Terra Nova tests.
3. The parent prints a *Shadowing Documentation Form* from Power School. The elementary school principal, the junior high teachers and the parent must sign the form.
4. The student notifies the teachers at the elementary school regarding the pending absence.
5. On the day of shadowing, the student has the *Shadowing Documentation Form* signed by someone in authority at the high school and returns the signed voucher to the elementary school office upon the return to school.

6. The student must complete all missed work as directed by the teachers.
7. The day away from school is processed as any other excused absence, such as a doctor's appointment, **if the procedures listed above are followed by student and parent.**

### **General Information**

1. Each 7th and 8th grade student has a total of six possible days to shadow over a two-year period.
2. Shadowing begins in mid-September for 8th grade students.
3. Eighth grade students are encouraged to shadow in the fall. High schools may choose to allow 8th grade students who have not selected a high school, or those who are considering transferring their placement test scores to another high school, to shadow by the date in May determined by the individual school.
4. Seventh grade students may shadow only between January and late April.
5. In order to maximize the experience, students are strongly encouraged to shadow before May. However, each high school reserves the right to make accommodations for 7th and 8th grade students when possible.
6. Shadowing only once at each high school is preferred.
7. In order to provide the best possible experience for students, secondary schools are free to limit the number of students permitted on any given shadowing day (i.e., close shadowing when the number of students reaches a predetermined number).

### **SCHOOL HOURS**

In accordance with the directives from the Office of Lifelong Formation and education, the school day consists of a minimum of six (6) hours of instruction and 20 minutes for lunch.

7:20	School doors open....Students report to Cafeteria
7:40	Classroom doors are open
7:55	Warning bell
8:00	School day begins
2:45	School day ends

- ❖ Students who arrive between 8:00 and 9:30 am will be counted as tardy.
- ❖ Students who arrive between 9:30 and 1:30 or who leave between those hours and don't return are counted as one-half day present.
- ❖ Students leaving after 1:30 pm are marked as early dismissal.
- ❖ Students who leave and miss more than two hours of the school day will be counted as one-half day absent.

The Administration reserves the right to evaluate on a case-by-case basis.

### **EMERGENCY CLOSINGS**

Please listen to the media. St. Margaret Mary will adhere to the following:

**All Catholic elementary schools in Jefferson Co. are OPEN:** We will operate on our regular schedule.

**All Catholic elementary schools in Jefferson Co. will be OPEN, but on a DELAYED SCHEDULE:** The school building will be open at 9:00am. Classes will begin at 10:00am and end at 2:45pm.

**All Catholic elementary schools in Jefferson Co. are CLOSED.**

***Schools are open unless announced otherwise. Once we are in school, students will not be dismissed unless a parent or guardian is notified. Please do not call the school seeking early dismissal information.***

If in the event school is dismissed early due to weather or other circumstances, parents will be notified during the day via school emergency alert system. The emergency closing information will also be posted on Power School.

### **ATTENDANCE PROCEDURES**

#### **1. Leaving school during regular school hours**

If a student needs to be excused during the school day for any reason, she/he is to present a note stating the reason and the time of leaving. This note must be presented to the homeroom teacher before the school day begins. The parent must sign a form in the main office and wait for the child in that area. If the student leaves and misses two (2) hours or more of the school day they will be marked as one-half day absent.

#### **2. Excused absence**

If a child misses school for illness or a death in the family, a note of explanation is **required** from the parent/guardian before the child is re-admitted to class. The classroom teacher will keep the note on file. A physician letter of explanation may be required in cases where a child is absent more than 10 days in the school year. Such notifications will be kept in the office confidential files.

**3. Policy for make-up work, excused absence**

**Grades K-3:** Upon the student's return to school, the teacher will supply the student with missed assignments. All work is due three days after the student returns from an excused absence.

**Grades 4-8:** It is the student's responsibility to pick up missed assignments from their teacher upon return from an excused absence. The student will be allowed one day per day absent for make-up work unless the teacher specifies otherwise. Any tests missed due to an excused absence **must** be made up within three school days of the student's return to school. Exceptions for longer absences may be made at the teacher's discretion, depending upon the circumstances involved. **When a student is absent, it is the parent's responsibility to coordinate homework efforts via email with their child's teachers.**

**4. Excessive absence**

Ten (10) days or more is considered excessive absence in all but exceptional cases (i.e., medical crises). Parents will be notified when a student has missed ten days of school and will meet with the school administrator regarding the situation. In cases where cumulative absences exceed 15 days, a physician's note will be required for each additional absence. The student may be required to attend a summer school program to make up for missed instructional time. In cases where students miss more than 25 days, Pupil Personnel at JCPS will be contacted per the Archdiocesan policy. Students who cumulatively miss thirty or more days of school may not be promoted to the next grade and are required to have a conference with the student's teacher and a member from the administrative team. The school has the right to require a doctor's letter of explanation if absences are deemed excessive.

**5. Unexcused and non-medical absences**

Any absence that is not related to the illness of the student or death in the family will be considered an unexcused absence. If, for reasons other than illness, absence seems imperative, parents are requested to consult with the principal and present a written reason for the absence. (This includes such vocational-related activities such as "take your child to work day", volleyball tournaments, cheerleading tournaments, etc.) Parents are requested not to plan vacations that include their children during the school term. Missed assignments are the student's responsibility. Teachers are not required to give make-up assignments or tests for unexcused absences or absences due to vacations, or when there are excessive unexcused absences which are detrimental to the student's grade.

There will be no excused absences granted immediately prior to or immediately following a scheduled school break. The exception to this would be if the student were sick, in which case acceptable medical documentation for the absence must be provided the first day the student returns to school.

**6. Out of school suspensions**

Out of school suspensions are an unexcused absence.

**ABSENCE**

Regular attendance is important if a child is to benefit fully from school. The expectation is that no child should be absent more than ten (10) days in any school year. Any absences over 10 cumulative days will be considered excessive, and the school has the right to require a physician's letter of explanation for such cases. Students who miss 15 or more days of school (cumulative) in a school year will be subject to administrative review which will determine whether or not attendance at summer school is appropriate to make up for missed classroom instruction. Students who cumulatively miss thirty (30) or more days in the school year may not be promoted to the next grade.

While we encourage regular attendance, we realize that students do get sick from time to time. Parents are expected to call or email ([school@stmm.org](mailto:school@stmm.org)) the school office to report a student's absence. **If we do not hear from a parent, the absence will be count as unexcused.** Upon return to school, the student should bring a note from their parent or a doctor stating the reason for their absence. For everyone's well-being and protection, we ask that all abide by the following guideline:

***Do not send a student back to school from an illness until he/she has been at least 24 hours "fever free and vomit free" (with no medication).***



## ARRIVAL

- ◆ Children are **tardy** if they are not in their homeroom seats ready for the day to start at the 8:00 am bell. She/he **MUST** report to the office, where a tardy slip will be given. Students who are tardy will not be admitted to class without a tardy slip. Any child receiving five (5) tardy slips in one trimester will serve an early morning detention for each subsequent tardy that trimester. The detention will run from 7:00-8:00 a.m. and will be served on the Monday or Wednesday following the tardy received. Tardies will be reflected on the report card. **Perfect attendance will not be affected by excused or unexcused tardies unless the student acquires three (3) or more tardies during the school year.**
- ◆ Bus riders enter the school via the breezeway door and exit the school via the front doors. Car riders may enter the school by the front door or the breezeway door. Drivers are asked to follow the direction outlined by the school administration.

## DISMISSAL

- ◆ Walkers and car riders will be released only in the designated area behind the school gym. Parents making a change in their child's normal transportation routine are asked to call or e-mail the school office by 1:00pm. Students will be dismissed through the breezeway door with other car riders.
- ◆ If you need to pick up your child before normal dismissal, **please come to the school office.** Do not go to your child's classroom. Your child will be called to the office upon your arrival. For safety reasons, **students leaving school early must be signed out 20 minutes prior to dismissal** (2:25pm for normal dismissal, 11:25 for half day and 12:55 for early dismissal). If you arrive after this time, you will not be permitted to exit the premises until the buses have left the premises.
- ◆ Parents who desire that their children go home by other than their usual means of transportation must write a note giving the specific information to the teacher. Otherwise, the child will not be released. Students are not permitted to change buses at any time. No one may ride a bus that has not been previously pre-registered to do so.
- ◆ School personnel cannot be responsible for supervising children before 7:20 a.m. unless there have been special arrangements made with the school office, i.e., early morning detention. After school there is no supervision by school personnel after the walkers leave the building, which is usually at 3:05, unless there have been special arrangements made with the school office or classroom teacher. (On 11:45 dismissal days, the walkers are dismissed at 12:05; on 1:15 dismissal days, the walkers are dismissed at 1:35) Children **not** engaged in specific supervised extracurricular activities must be picked up by 3:15pm. A log will be kept of all students who are dismissed at the regular time and are not picked up by 3:15pm. When this occurs for the third time, the parent will be required to register with the YMCA After School Care. Any time after that, if the parent is not here by 3:15pm, the student will report to the YMCA After School Care Program.
- ◆ Early dismissals are a disruption to the classroom routine. Parents are expected to make every effort to schedule appointments after 3:00 p.m. or after school on early dismissal days.
- ◆ When a parent/guardian is a chaperone for a field trip (including Pioneer Day & Festival of Nations) or holiday parties, it is the policy of the school for the child/ren not to be allowed to leave school prior to regular dismissal.

The school realizes that on occasion it is necessary to schedule doctor's appointments during the school day; however, this is discouraged in order to prevent the children from missing any classroom instruction. Remember, the mass held on Thursday is a very valuable resource to our religious program.

## DRESS CODE

The dress code has been explicitly written in order to help parents and students avoid confusion about what to wear. The dress code is designed to give our students a look that is neat, clean, age appropriate, and befitting the image of a Catholic elementary school. The dress code will be strictly enforced. All unapproved variations will result in a dress code violation form. Continued disregard for the school's dress code will result in parents being called to school to bring appropriate attire. If the school is unable to reach the parents, the school reserves the right to address the violation as it deems fit and in some cases to remove the student from the classroom until such time as the parent can be reached.

**School uniforms will be worn to mass on all school liturgy days.** Thursdays, Holy Days of Obligation or any other school liturgy day is a mandatory uniform day. If a child comes to school in free dress on a liturgy day, the office will attempt to contact the parent to ask that they bring

appropriate clothing to school. Regardless, the child will receive a notice of concern for a dress code violation.

***School uniforms are required to be worn on field trips unless specifically exempted by the principal.***

**Scouts** - Those students in scouting may wear their official uniform on the days of their meetings or events authorized by their scout leaders. The students may wear their vest/sashes along with scouting apparel from the national girl or boy scout organization. The official uniform should be approved by the principal.

P. E. Guidelines: P. E. shoes should be appropriate footwear for physical activity. The shoes may not be floppy and untied, as this constitutes a safety hazard. Shoes must fit properly.

## UNIFORMS

***St. Margaret Mary uniform codes are intended to encourage cleanliness, neatness, and pride in one's appearance, foster respect for the way in which one presents himself or herself to others, create a disciplined learning environment, and to provide a manner of dressing and grooming which minimizes social differences that may exist among students. By choosing to be a student at St. Margaret Mary, these codes become the responsibility of the students and their parents.***

***School administration will be the final judge on what is considered acceptable in both dress and hairstyles.***

Please see that all clothing is labeled. Uniforms may be purchased through a number of stores. Many families find that SHAHEEN'S is convenient and consistent with our dress code.

To ensure that all students are dressed in a uniform manner, no articles of clothing with insignias, whether sewn or embroidered, are acceptable. It has been the experience of our parents that items sold as "school uniform clothing" do not fade. Faded uniform clothing is not acceptable uniform attire. Extreme fads in hairstyles, hairstyles that impede vision, extreme fads in belts and shoes are not acceptable. Uniform checks will be held periodically. Shirt tails are to be tucked in at all times. Pants/shorts must be of an appropriate size and worn at the waist. The length of uniform skirts and shorts will be reviewed by the school administration each trimester and parents notified if the uniform is not acceptable. Parental cooperation and support of this matter is expected.

Navy blue, knee-length uniform walking shorts may be worn throughout the school year at the discretion of the parents.

## UNIFORM FOR BOYS

- Pants/shorts-navy uniform
- Belt-navy, black, or dark brown-must be worn with pants and/or shorts
- Shirt-white uniform short or long sleeve, white or red polo shirt, white turtleneck
- Sweater-navy uniform cardigan
- Sweatshirt-SMM uniform logo sweatshirt only (2 options)
  - Red sweatshirt-grades K-6
  - Gray sweatshirt-grades 7-8
- Socks-solid white, must be visible above the top of the shoe. No visible emblems are allowed.
- Shoes-athletic shoes, comfortable (size appropriate) and must be properly tied (no glitter or light-up shoes are acceptable)

A watch, ring, and/or holy medal may be worn. No costume jewelry may be worn (necklaces, bracelets, earrings and/or anklets, etc.) Students may wear one bracelet for a charity cause. Facial hair is not permitted for our young men. Their hair needs to be neat, clean and out of their eyes, trimmed above the eyebrows, cannot be longer than half-way over their ears and must not touch their collars. Unusual or distracting hairstyles (Mohawks, etc.) are unacceptable.

## UNIFORM FOR GIRLS

**Grades K-5** Black watch plaid uniform jumper, ***no shorter than 4 inches above bent knee.*** (Shorts under the jumper or skirt are required.)

- **Grades 3-5** have the option of wearing the jumper or black watch plaid uniform skirt ***no shorter than 4 inches above bent knee,*** with the appropriate blouse.
- **Grades 6-8** Black watch plaid uniform skirt ***no shorter than 4 inches above bent knee.*** (Skirts may not be rolled and shorts **are required** under the skirt.)
- Pants/Shorts-navy uniform style

- Belt-navy, black, or dark brown-must be worn with pants and/or shorts
- Shirt-white uniform short or long sleeve, white or red polo shirt, white turtleneck
- Sweater-navy uniform cardigan
- Sweatshirt-SMM uniform logo sweatshirt only (2 options)
  - Red sweatshirt-grades K-6
  - Gray sweatshirt-grades 7-8
- Socks-solid white must be visible above the top of the shoe. No visible emblems are allowed.
- Shoes-athletic shoes, comfortable (size appropriate) and must be properly tied (no glitter or light-up shoes are acceptable)
- Leggings or uniform pants - Solid navy/white tights or solid navy/white leggings (must be straight pant legs only - no elastic around the ankles) or school uniform pants (these may be ordered through Uniform Apparel) can be worn under the jumper or skirt (but not the skort) and must be of an appropriate size.

All girls' hair needs to be out of their eyes and unusual or distracting hairstyles (Mohawks, etc.) are unacceptable.

A watch, ring, a holy medal and/or one pair of stud earrings may be worn.

No make-up, including fingernail polish, artificial nails, French manicures or nail tips will be allowed. No costume jewelry (other than stud earrings) may be worn (necklaces, bracelets, hoop or dangling earrings, and/or anklets, etc.) Students may wear one bracelet for a charity cause.

#### **NON-UNIFORM DAYS/FREE DRESS DAY**

On occasion, the students will be allowed to have a non-uniform day. On such days, student dress should be neat, clean and suitable for school and of appropriate size. Cut-offs, clothes with holes in them, short shorts, jogging shorts, tank tops, shirts with spaghetti straps and T shirts with inappropriate slogans and/or decals are not acceptable. Jeans and shorts of uniform lengths (no more than 4 inches above the bent knee) are acceptable on free dress days. For safety reasons, sandals, crocs, keens, open toed shoes, and shoes without a closed heel of any type are prohibited. SOCKS must be worn at all times. Shoe laces must be tied and roller blade shoes/cleats are prohibited. Tattoos/temporary tattoos are unacceptable at any time. Parental cooperation and support of this guideline is expected. A Notice of Concern for inappropriate dress will be given and parents will be called to bring acceptable attire if infringement occurs.

On designated Spirit Days, the students will be allowed to wear t-shirts or sweatshirts with a SMM logo. Shorts or sweatpants with the SMM logo are allowed to be worn. Denim jeans, shorts, skirts, skorts or capris may be worn as an option. All shorts, skirts or skorts must be of uniform length. Athletic shoes and socks must be worn on these days.

Friday is the only day eligible as a non-uniform day/free dress day unless otherwise determined by the Administration. Children must wear socks at all times.

Field Day, usually held in late May, is a non-uniform day. On this day **only**, shorts may be no more than 6 inches above the bent knee. All other non-uniform day regulations apply on this day.

#### **BUS RIDERS**

Morrow's Transportation provides bus transportation. A detailed information sheet regarding the bus service and regulations is given at summer registration. Emergency bus drills for the entire student body are held during the fall of the year.

In order to maintain the safety and welfare of all children who ride the buses, any child who endangers the safety and welfare of any other bus rider, or other person, may, at the sole discretion of the principal, be removed for any length of time, including permanent removal. Inappropriate language and/or behavior will warrant removal from the school bus.

Students are not permitted to change buses at any time. Students may get off at a different stop with a note from the parent, which has also been initialed by the school office. No one may ride the bus who has not previously pre-registered to do so.

Members of the Bus Committee and their areas of concern are listed in the front section of the handbook.

## CAFETERIA

A daily selection of balanced, nutritional meals is sold in the cafeteria. The monthly menu (set by the Archdiocese) is sent home at the beginning of each month. The children make their selections daily in homeroom. St. Margaret Mary uses a Point of Sale system as payment for lunch. Parents will pre-pay for their children's lunches.

Student accounts are expected to maintain a positive balance. The system does not allow for credit. Our suggestion is to send cash or check in monthly or weekly to cover the cost of lunch and any extras your child will eat. The Archdiocese of Louisville currently has a meal charge policy. The rules state that any child who has a negative balance of \$10.00 or more on their lunch account will be served peanut butter or cheese and crackers. They will not be permitted to purchase (charge) any ala carte items such as cookies until the lunch account is brought up to a positive balance.

Please check Power School frequently to see your child's balance. The cafeteria will no longer send out a paper copy of your child's negative balance because updated balances will be posted on Power School.

Balance/credit remaining will be rolled over to the following year. Any balance over \$10.00 in the account of an 8<sup>th</sup> grader or last child at SMM will be refunded at the end of the school year. If a positive balance remains in an 8<sup>th</sup> grader's account, it will be transferred to the next oldest child of the family.

Lunch	\$2.45
Milk	.45

A la carte are offered at various prices A la carte items will be deducted from your child's POS account balance. **Soft drinks are not permitted.** Sugary drinks are strongly discouraged. Likewise, **parents are not allowed to bring "fast food" to the children at lunchtime.**

## DAILY SNACKS

Students in all grades may bring a daily snack. Snack times will be determined by each grade level. K/1 students are provided with a daily snack drink that is paid for at summer registration.

## FORGOTTEN ITEMS

In an attempt to minimize classroom disruptions, parental cooperation is expected and encouraged. However, we realize that from time to time our students may forget some needed items which will allow for their day to continue more smoothly. Parents will be allowed to bring in, on rare occasion, a forgotten item to the office. Parents who take advantage of this policy will have their privileges reviewed by the administration. Forgotten homework assignments remain subject to the homework policy found on pg. 13.

## EMAIL ADDRESSES

St. Margaret Mary school family email addresses cannot, under any circumstance, be used for any purpose that is not parish or school related.

## SAFETY DRILLS

Fire drills are conducted as directed by O.L.F.E. Intruder, tornado and earthquake drills are conducted at various times throughout the school year. To help assure safety, speed, and order, absolute silence must prevail during these drills.

## SCHOOL MEDIA CENTER

The Library Media Program is fully integrated into the curriculum, serving the school's educational goals and objectives by providing flexible access to information and technology for the entire school community. The Media Center hours are 7:40 a.m. - 3:15 p.m. Monday through Friday. Students may check out books and are expected to return them on the due date. A fine of five cents per day is charged for overdue books. The school will be reimbursed in full for any book that is not returned within a reasonable length of time. The Parenting Resource and Adult Fiction areas are available for checkout under the child's pin number.

## SCHOOL PROPERTY

Proper care is to be taken of supplies, furniture, equipment, buildings and other people's property. Parents will be obligated to pay the full amount of repair and/or replacement in cases where a child deliberately, negligently, or carelessly damages property not his/her own. At the beginning of the school year, each student will be given a sheet listing the condition of each rented text and material. It will be signed by the teacher and the student. At the end of the year that same sheet will be used to determine the condition of the rented items. Appropriate fees will be charged for all texts and materials not kept in an acceptable manner.

***All textbooks must be covered properly at all times. No writing in rented textbooks is permitted.*** Students who lose a book or books will be charged a replacement fee.

Students in grades 7 and 8 are issued hall lockers. These are to be kept locked at all times. St. Margaret Mary is not responsible for lost or stolen items. Students should not bring valuables with them to school. The principal or his/her representative may open any student's locker at any time if warranted.

**Gum chewing** is not allowed on the school property or the school bus, unless permission is given by the administration.

Training our children to respect school property and the property of others is an excellent means of forming good habits, which, hopefully, will become a part of them throughout life.

#### **SNOW DAYS**

Refer to school Handbook, EMERGENCY CLOSINGS.

#### **WEAPONS**

"Possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000.00) fine." RS 527 94 RS HB 312/EN

#### **WITHDRAWING STUDENTS**

A family leaving the parish should notify the principal, who will, in turn, notify the teachers and the pastor. Please allow ample time for grades and appropriate records to be prepared.

Once the student is enrolled at his/her new school, the school should send St. Margaret Mary School a request for records transfer. Upon receipt of that request, we will forward the student's permanent records as required by law.

#### **PERSONAL ELECTRONIC DEVICES**

As part of our commitment to maintaining a 21<sup>st</sup> century learning environment, St. Margaret Mary School supports the use of technology for educational purposes by staff and students. It is our policy that all technology, that which is the property of the school and those devices owned by individuals in the school, is to be used in a responsible, ethical and legal manner. All who utilize these resources will adhere to this Technology Acceptable Usage Policy.

- ❖ All users will sign the Acceptable Use Policy for personal devices and cell phones.
- ❖ Use of the Internet is a privilege, not a right. Use of the Internet by a student is only permitted at the discretion of the teachers and school administration. Students using the Internet may not access Facebook or any other social networking site; games will be limited to those approved of by the school.
- ❖ All personal devices should be placed in "airplane mode" while on school property if that is an option. This allows material to be filtered through the school Internet filters and virus protection.
- ❖ Sound on personal devices should be muted on school property. Personal headphones or ear buds should be used.
- ❖ No downloads or purchases will be made on school property. Parents should supervise the downloads of books or other materials purchased on the Internet.
- ❖ St. Margaret Mary School is not responsible for lost, stolen or broken personal devices. They are sent to school at the parents' discretion.
- ❖ Students are expected to abide by the rules of network etiquette. Students are not to use the network in any way that will disrupt network usage by others or harm or destroy any equipment or data of any other user.
- ❖ Students will not access material that is inappropriate in any way. That includes profanity, pornography, violence and illegal acts.
- ❖ Misuse of the Internet or personal devices will result in the loss of this privilege for a time determined by the administration. Consequences will follow those set out in the cell phone policy.

#### **PHONE/CELL USAGE**

Children who have a specific need may use the telephone in the office with office permission. Classroom phones are not to be used by students for any reason. Children will not be allowed to call home for forgotten items such as homework, lunch, permission slips, etc.

If parents find it a necessity for their child to bring a cell phone to school, the parent will need to sign a permission form before the phone is brought to school. Any student bringing a cell phone to school

must turn the phone off when they enter the building. The phone is to remain turned off in the student's back pack (K-4) and locker (grades 5-8) for the duration of the school day. The student may turn the cell phone back on after school is dismissed for the day. If the student is found in violation of this policy, the following will occur:

- ❖ **1<sup>st</sup> offense:** The student will serve a detention. The cell phone will be confiscated and the parent must pick up the phone from the school office.
- ❖ **2<sup>nd</sup> offense:** In-school suspension. The parent must pick up the phone in the office and sign a form stating that he/she is aware that in the event that any offense of this nature occurs again, the student will lose the privilege to have the phone on school property.
- ❖ **3<sup>rd</sup> offense:** Out of school suspension. The student loses the privilege of being able to have a cell phone at school for the remainder of the school year.

### **EIGHTH GRADE GRADUATION**

Eighth grade graduation will be observed annually on the date determined by April 1<sup>st</sup>.

- ❖ The members of the school class will be honored by:
  - Having their achievements recognized in an appropriate environment separate from the Graduation Para-Liturgy. This event known as the Graduation Breakfast is coordinated by the School Advisory Council. Parents are invited to this function.
  - Celebrating a Para-Liturgy and attending as a group. The pastor, other invited priests, the principal, and school personnel will officiate. Parents, family, and friends are invited to this function at which diplomas are given. Special recognition may also be given at this time.
- ❖ Graduation event attire will be established by the school principal and staff, but will, at a minimum, be as follows:
  - Girls-street length dress that is appropriate for church
  - Boys-dress pants, long sleeved shirts, and ties (Sport coats are optional.)Graduation gowns are also worn by all graduates at the graduation ceremony.
- ❖ Fees: A non-refundable graduation fee has been added to the summer registration fees paid prior to the opening of the school year.

If, at any time, a school family is determined to be an "inactive" member status, the student(s) in the family may be denied participation in certain activities the school sponsors for "active" members or tuition paying families (i.e. 8<sup>th</sup> grade graduation ceremonies, extracurricular activities, and so forth).

The goal of Christian discipline is self discipline. The student needs to be brought to a point in his/her life where behavior is freely chosen and the consequences accepted. The student who chooses actions which violate the rights of others in the school community must be dealt with in Christian justice.

It is the belief of the faculty and the School Advisory Council of St. Margaret Mary that all students have the potential for learning to behave appropriately and for becoming responsible, contributing citizens of our school community. We are committed to providing a positive, Christian classroom environment which fosters an atmosphere of mutual respect between teacher and student, and between students. With this goal in mind, it is essential that parents, teachers, administrators, and students work together in support of this endeavor.

All students and employees of St. Margaret Mary are to be treated with dignity and respect. This includes face to face communication, e-mail, Internet and voice mail. The school does not condone any behavior which will negatively affect the child or the learning environment of the classroom.

### **CODE OF CONDUCT**

As a school community we have adopted a CODE OF CONDUCT and ask each student, teacher, and parent to show their personal commitment to accept, support, and live by this CODE OF CONDUCT:

We understand that St. Margaret Mary School exists to promote the spiritual, emotional, academic, and physical development of students in a Catholic atmosphere. In order to support this mission, we agree to:

- ❖ Treat all members of our school community with care, kindness, respect and courtesy.
- ❖ Show appreciation for parish property, equipment, and facilities at all times.
- ❖ Be honest in speech and class work (not cheating).
- ❖ Help create and maintain a safe and positive learning environment.
- ❖ Abide by the rules established by St. Margaret Mary School.

With God's help we can live the Code of Conduct.

In guiding the student's growth in habits of virtue and Christian attitudes, it is encouraged to emphasize positive approaches. Classes that are well prepared and well conducted reduce disciplinary problems, particularly when positive motivation for conduct and achievement is apparent. Christian respect for the dignity of each person is of the utmost importance. There may be times, when, unfortunately, a disregard for school rules and/or procedures becomes apparent; when one chooses not to demonstrate the behaviors outlined in our Code of Conduct. The following guidelines are given as an effective and positive disciplinary process:

- ❖ Communicate to the student so that he/she will understand what he/she has done and the consequences of the act.
- ❖ Consequences should be constructive and proportionate to the act.
- ❖ Consequences should be applied as soon as possible after the act, but only after careful deliberation by the teacher/administrator.

#### **BEHAVIOR EXPECTATIONS FOR THE BUS**

When children are riding the bus for field trips or for transportation to/from home, the following rules must be observed:

- Students are to conduct themselves at all times according to the rules of behavior established by the bus driver as well as obey all bus regulations.
- No one is to change seats after boarding the bus.
- Everyone should remain in their seats until a chaperone/staff member tells the students otherwise.
- Any behavior deemed unacceptable by the driver/staff member will be reported to the school administration and the appropriate course of discipline will occur.

#### **BEHAVIOR EXPECTATIONS FOR THE CAFETERIA**

While in the cafeteria, students are expected to use the same manners required in their home dining room. Cooperation with teachers, staff and lunch room monitors is expected at all times. Any parent wishing to eat with his/her child/ren may do so by contacting the school OFFICE by 9:00 a.m. or sending a note with the child in the morning. Students are also required to follow these rules:

- Walk in a proper manner into and out of the cafeteria.
- Speak in reasonable voices.
- Use manners when talking.
- Respect school property.
- Sit correctly.
- Do not move chairs (seven chairs per table). Stay in your seat.
- Raise your hand for help or for when you need to use the restroom.
- Out of concern for health guidelines, students are asked not to share food with one another.
- No playing with or throwing food.
- Be respectful of others.
- Clean-up after yourself – table and floor.
- Sit quietly until you are dismissed by the monitor.
- Exit in silence until you get to the parking lot.
- No talking on the stairs going outside.
- No yelling on the sidewalk by the first grade classroom.
- Acknowledge truthfully when you are a table cleaner.

Following these rules will ensure that all students will have a fun and enjoyable lunch.

#### **BEHAVIOR EXPECTATIONS FOR CHURCH**

- Students are expected to enter church with reverence and in a quiet manner.
- Students are expected to participate in song and prayer in the liturgy.
- Students are expected to be respectful and give their attention to the celebrants.
- Students are expected to leave church in an orderly and quiet way.

#### **BEHAVIOR EXPECTATIONS FOR THE PLAYGROUND**

- Fighting, playing Keep-Away, Kill-the-man, etc. are not allowed.
- Students are not to enter the building without the permission of the supervising playground monitor
- Students may not play near the church, classrooms, nor near or between the cars.
- Hard footballs, baseballs, and softballs are not allowed.
- No unnecessary roughness.
- No snowball or rock throwing.
- No electronic equipment.

- Students are to stay in the areas designated by the playground monitor.
- Food, candy, drinks, etc. are not to be taken onto the playground.

Please note: Students are excused from recess only with a written note or doctor's excuse.

### **CHEATING**

It is not acceptable for any St. Margaret Mary student to cheat. This is a grave violation of the Code of Conduct. Cheating includes, but is not limited to:

- Copying another student's work and presenting it as your own,
- Plagiarizing,
- Copying or receiving answers to questions on tests or quizzes,
- Procuring or distributing copies of tests or examinations,
- Forging another's signature.

Cheating incidents in grades 1-3 will be handled on an individual basis with the teacher.

Cheating incidents in grades 4-8 will have the following consequences:

- Students who copy or give homework, reports, or classwork to another student to copy or who plagiarize will receive a Notice of Concern and a "0" on the assignment.
- Students who cheat on tests will receive a Notice of Concern and a "0" on the test.
- Further cheating incidents will be handled by the school administration and faculty and could include suspension or more serious consequences.

Students who abuse the Accelerated Reading Program by arranging with another student to take a test for them or any student who uses another student's code number to access (for whatever reason) a student's AR record will have an in-school suspension or out of school suspension to be determined by the principal.

### **CLASSROOM INCIDENT REPORT/NOTICE OF CONCERN**

When an incident is considered serious in nature, the teacher and the student are asked to complete a Notice of Concern, which is sent home to the parent for a response and signature. A duplicate copy is forwarded to the principal. Some misbehavior might be determined to be of such a serious nature that the offender may receive an immediate detention, probation, or even a suspension. This can occur even if there is no prior record of discipline code violations.

Three (3) Notices of Concern in a Trimester will result in a detention. If a pattern of misbehavior is noted, the administration will require a meeting with the parents. Future misbehaviors may result in more serious consequences such as in-school or out of school suspension, or removal from an upcoming field trip.

### **COMPLIANCE**

The St. Margaret Mary School conduct expectations are established in order to provide a safe, positive learning environment for all students. In enrolling for school, students and their parents agree to abide by our conduct and discipline rules and policies. **Failure to do so, either on the students' or the parents' part, constitutes lack of compliance with our established conduct and discipline policy and will automatically result in the denial of re-enrollment for the child (and possibly his/her siblings) for the next school year.**

**As it is impossible to anticipate all forms of deviant behavior, the school administration reserves the right to impose disciplinary action, as it sees fit, on conduct not specifically covered in our discipline policy or listed in this handbook.**

The principal, or his designated administrative representative, is the only school official with the authority to impose probation, temporary suspension, or indefinite suspension.

### **COMPUTERS**

Students who use computers for anything other than assigned work will be removed from school computer privileges for two weeks. This would mean that any assigned work from computers would have to be done at home.

### **DISCRIMINATION**

St. Margaret Mary School community supports the fair and equal treatment of employees, volunteers, and students regardless of their sex, age, race, religion, ethnic background, national origin, or physical handicap.

Any individual who thinks that he/she has been discriminated against within the meaning of this policy should immediately report it to the principal, the counselor, or a teacher. **It is of utmost importance that any violation is reported at the earliest point so the matter can be immediately remedied.**



## DUE PROCESS/GRIEVANCE POLICY

Honest disagreements can, and sometimes do, occur. For those instances, we request that the parents follow the same procedure we attempt to teach the students (i.e., that discussion first take place between the two parties involved). This is the simplest and most effective way. If it is not satisfactorily resolved, we ask that BOTH parties, TOGETHER, approach the next level, in each step. **Settling the complaint or disagreement at the level closest to the disputed question is the most effective way. The principal is the final decision making authority for matters involving the school, and any appeal of decisions by the principal will be made to the community director, who has ultimate authority for all matters of the parish.**

## HARASSMENT POLICY

**St. Margaret Mary follows the Olweus Bullying Prevention Program.** This program defines bullying as: "A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students." There are four basic rules which guide this program:

1. We will not bully others.
2. We will help others who are bullied.
3. When we are bullied, or someone we know is being bullied, we will tell an adult at school and at home.
4. We will include others who are left out.

Consequences for those exhibiting bullying behaviors are established by the Olweus Committee (consisting of the Counselor, a member of the school's administrative team, teachers, and parents) and approved by the appendix section of this handbook.

Verbal harassment, such as taunting, excessive teasing, and bullying will not be tolerated. As a Christian school, each child has the right to attend school without being humiliated and/or harassed by others. While children are encouraged to handle certain childhood disagreements themselves, children are asked to inform a caring adult when inappropriate and hurtful situations occur. Parents are asked to inform the school immediately if such a situation develops and/or continues after being addressed by the school.

Threats of physical harm to another student, teacher, or any member of our school community will be taken seriously and dealt with accordingly. Students making such threats can be permanently removed from school.

Harassment is anything that makes teachers, staff, or students feel uncomfortable, and prevent students from learning and enjoying school. Harassment can take many forms. The following are only examples and not limited to these types of harassment:

1. Physical
  - Bumping into another student or brushing up against them on purpose
  - Assault
  - Standing in someone's way, standing too close or deliberate impeding/blocking movements
  - Patting, hugging, kissing without permission
  - Grabbing, unwanted physical touching, pinching
2. Verbal
  - Threatening or belligerent words
  - Insults, derogatory comments
  - Comments about a person's body
  - Sexual jokes, suggestions, slurs, or remarks
  - Sexual stories or rumors
  - Notes, letters, or graffiti
  - Pressure to go out on a date or to an activity
  - Whistles, catcalls, rude noises
3. Visual
  - Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures
4. Nonverbal
  - Staring at another's body
  - Mimicking or pantomiming in an insulting way
  - Gestures or looks, winking, licking lips, or suggestive body movements
5. Electronic
  - Any harassment that takes place through e-mail, voice mail, or picture phones which negatively affects the learning environment of the school.

Sexual harassment refers to unwelcome sexual behavior that makes a student or teacher feel uncomfortable or unsafe. It can destroy the advantages our school has to offer, and it undermines our goals. Federal and State laws make sexual harassment, whether it involves different-sex or same-sex situations, a punishable offense.

Students/parents are asked to notify the school **immediately** if such incidents of harassment occur. Such behavior will not be tolerated and can result in an immediate suspension. When reporting such an incident, it is necessary to have the complete cooperation of the parties reporting the incident (i.e., names, details, etc.).

#### **INDEFINITE SUSPENSION**

Indefinite suspension is a disciplinary procedure by which a student is removed from the school indefinitely. Indefinite suspension is used in those cases where probation and temporary suspension seem inadequate to effect the desired changes in the student's attitude and/or behavior. If indefinite suspension is necessary we will follow the procedures outlined by the Archdiocese Office of Lifelong Formation and Education Flaget Center, 1935 Lewiston Dr., Louisville, KY 40216 (502)448-8581.

Before a student is re-admitted to school after a temporary or indefinite suspension, a conference between the parent/guardian and school administration is required.

#### **PROBATION**

If after consultation with parents, misbehavior and/or poor academic effort continues without any improvement noted, then the school reserves the right to initiate a period of probation. Probation is a disciplinary procedure by which a student who is in school is evaluated in regard to attitude and behavior over a specified period of time by teachers and the principal in order to determine his/her resolve to remain in the school community. **The school administration reserves the right to issue an immediate probation when deemed appropriate.**

#### **SEARCH AND SEIZURE POLICY**

School authorities will retain the right to search student possessions brought into school or onto parish property. Lockers, desks, etc. are under the ownership of the school and can be searched as well. If there is cause to believe that a student has a cell phone, I-pod, a dangerous item, or an item in violation of the school's Drug, Alcohol, and Tobacco Policy or other item in violation of school policy, on his/her person, the child will be detained by the principal and reasonable effort will be made to contact the parent to come to school to conduct a search of the child. School authorities will expect cooperation of a student and parent/legal guardian in any search procedure; failure to reasonably cooperate will be considered a serious breach of discipline.

#### **SCHOOL TO HOME NOTIFICATION**

Most infractions of our Code of Conduct can be dealt with by the notifying of and working cooperatively with parents. Parents will receive notification regarding inappropriate school behavior; unacceptable classroom performance, and dress code of violations. **Parents are required to return the form the next school day with their signature and a written response as to how the notification has been addressed at home.** Such parental feedback shows a clear understanding of the role parents must play in supporting the school and its Code of Conduct.

Parents are **expected** to be supportive of teachers and the school. When disagreements of questions occur parents are asked to discuss the situation with the teacher first. If no resolution can be found then the parent and teacher should approach the principal for additional guidance.

Please do not approach the teacher at school during the school day, as the teacher has responsibilities to his/her students and should not be asked to remove himself/herself from his/her class for a conference. Parents may request a conference with any member of our faculty. Parents wishing a conference are expected to contact the school office and leave a detailed voice message for the teacher.

#### **TEACHER-ASSIGNED DETENTION**

If misbehavior warrants a detention, it will be served as promptly as possible. Detentions are held from 7:00-8:00 a.m. for students in grades K-8. Parent signatures on disciplinary forms indicate their awareness of, though not necessarily their agreement with, the actions taken by the school. Lack of compliance with our discipline policy will automatically result in the re-registration for all children of this family being denied for the next school year.

#### **TEACHER-STUDENT DIALOGUE**

The teacher and the student should seek an understanding and solution for the behavior when it develops. Ways of adjusting behavior should be discussed and agreed upon between teacher and student. Consequences should be set up, such as extra work, loss of privilege, time out, etc. The

teacher may elect at this time to contact the parents or may choose to work with the child to find a workable solution.

### **TEMPORARY SUSPENSION**

Temporary suspension is a disciplinary procedure by which a student is removed from the school/class for a specific period of time to give the student the opportunity to realize that certain aspects of his/her behavior and attitude are unacceptable to the school community. A temporary suspension may be in the form of "in-school" or "out of school" suspension, as determined by the administrator.

During an in-school suspension adequate supervision will need to be provided. If an in-school suspension is given at the request of the parents, it must be with the understanding that we do not have extra personnel available to monitor this punishment, and will hire a substitute teacher to do so. This cost will be billed to the parents at the current rate set by the Archdiocese (\$60.00 per day). Payment for the substitute teacher must be paid before the student returns to his/her regular classroom. The school administration reserves the right to issue an immediate temporary suspension when deemed appropriate.

When a student is serving any type of school suspension, he/she is not eligible to participate in parish/school sponsored extra-curricular activities (athletics, Quick Recall, etc.), and he/she is **not** permitted in the school for any reason. This ineligible status will remain into effect from the first day of the suspension until the first day that the student has returned to his/her regular classroom. Also, when a student is serving an out of school suspension, teachers will **not** supply the student with make up work or tests. Any work that the student misses during this suspension time will be recorded as a zero (0) in the teacher's grade book.

### **HOMICIDAL THREATS**

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.

### **RANGE OF PENALTIES**

It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats will result in suspension and required mental health assessment. The principal and administrative team may elect to take more severe and immediate actions, should it be determined to be appropriate, and such actions may include immediate suspension until such a time as a mental health assessment is completed.

### **THREATENING/MENACING BEHAVIOR**

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to one's self and/or another and/or damage property.

Behaviors deemed threatening, even if made in a casual manner, will be taken seriously and are to be addressed in the following manner:

- ❖ Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
- ❖ Student's parent/guardian is notified. Community Director and Superintendent of Schools are also notified.
- ❖ Student is suspended from school pending the result of a mental health assessment conducted by an appropriately credentialed professional. Principals may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
- ❖ Student may not attend school, any school activity, or be present on school grounds pending the result of the mental health assessment and a final placement decision.
- ❖ Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.

The Superintendent, Director of Family Counseling, and the Associate Director of School Counseling Services are available to consult with schools dealing with threatening behavior.

## **DRUG, ALCOHOL, AND TOBACCO POLICY**

St. Margaret Mary is committed to both the education and personal development of its students. This commitment acknowledges the need to provide a school environment that is safe and free from drugs, chemicals, alcohol, and tobacco products.

No student may at any time have in his/her possession on the parish grounds or at any school/parish sponsored event or at any Catholic school in the Archdiocese of Louisville any of the following: alcohol, chemicals, tobacco products, illegal drugs or controlled substances, prescription or over the counter medication, drug paraphernalia or any look-alike of the foregoing. Any student found in violation of this policy is liable for disciplinary action including, without limitation, suspension or dismissal.

Upon information that the student is in violation of this policy, the following steps shall be taken:

- ❖ The teacher or other person having the aforesaid information shall notify the principal of the school wherein the student is enrolled.
- ❖ The student's parents or legal guardian shall be notified and written documentation kept on file.
- ❖ The principal will remove the student from class pending investigation where there is probable cause to believe that he/she has been in violation of this policy and a personal conference between the parents or legal guardian and the principal will be required before consideration will be given to allowing the student to return to the classroom. The principal may involve other persons in the conference to the extent he/she determines it is appropriate.
- ❖ If, following investigation, the principal concludes that there has been a violation of this policy, the principal will determine the appropriate disciplinary action and, when the principal deems it appropriate, he/she may condition the student's return to class upon proof that the student/family is seeking appropriate professional assistance in dealing with the problem; provided, however, that if the principal determines that the student was engaged in the sale or distribution of any illegal drug, controlled substance, or drug paraphernalia the student will be permanently dismissed.
- ❖ In all situations, the principal shall contact law enforcement authorities whenever he/she deems it appropriate or as may be required by law.

The School Advisory Council may adopt a zero tolerance policy if it deems such to be necessary for the protection of the students.

## **EMERGENCY SITUATIONS**

If a student passes out while at school, EMS will be notified at the parents' expense.

## **FALSE THREATS**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school.

## **HEALTH AND MEDICAL**

### **COMMUNICABLE DISEASES OR COMMUNICABLE "HEALTH NUISANCES"**

- ❖ **Strep throat** - The child may not return to school until 24 hours after the first dosage of medication was taken.
- ❖ **Fever** - The child may not be in school with a fever and must be fever free (without medication) for 24 hours before he/she can return to school.
- ❖ **Pink eye** - The student may return 24 hours after the first application of the prescribed medication.
- ❖ **Head lice** - St. Margaret Mary follows a **no nit, no lice policy** of the Archdiocese of Louisville. Meaning that students are not allowed in the school building if they are discovered to have nits or live lice on their scalp.
  - All Members in a particular grade or class may be checked once one person is discovered to have lice.
  - Carpool riders and siblings will also be checked to help eliminate the spread of lice.
  - If any of these people (carpool riders or siblings) are found to have lice, their classes or grades may be checked.

- Students will be checked by a trained staff member before being allowed back into the classroom. A parent/guardian must be present during the recheck. The child may only be checked once every 24 hours.
- Students will be checked seven days later to make sure lice/nits have not returned.
- Students, who have lice more than once, must have a Health Department statement clearing them of lice/nits.

Please be respectful of each family and child who is identified as having lice. Please remind your children not to gossip or make fun of any child that has lice. It is important for children to understand that if they or a classmate is identified as having lice, they haven't done anything wrong and they aren't unclean or dirty.

If parents have further questions regarding the school's findings and/or decisions, they can contact the Health Department (574-6558).

- ❖ **All other** - We will adhere to the requirements of the State Department of Health in all matters.

### **CURRENT HEALTH/MEDICAL FORMS**

The state of Kentucky requires that we have the several forms in the health file of each student. Students entering our school for the first time must present the following:

- ❖ Medical examination form
- ❖ Kentucky immunization certificate
- ❖ Eye examination

### **MEDICATION**

- ❖ **Given at home**...Please inform the administration, in writing, if your child is taking medication for any reason. Sometimes children behave differently when on medication and it is most helpful for appropriate school personnel to be aware of such.
- ❖ **Prescription medication**...If this is to be taken at school, it **MUST** be brought in the prescription container to the office by the parent, along with medical form provided in the handbook for temporary prescriptions. The school office, who keeps a daily log, will dispense the medication. Children are **NOT** to medicate themselves with prescription medication or any other type of medication.
- ❖ **Non-prescription medication**...These medications, including cough drops, may be accepted on an individual basis as provided by the parent or legal guardian with a completed Medication Permission Form.
- ❖ **Physical and emotional abuse**...KY State Law (KRS 620.010) requires that we report all suspected abuse. Archdiocesan policy will be followed in cases of the use/misuse of alcohol/drugs/substances.

### **SUPPORT ORGANIZATIONS**

To assist the administration and staff in carrying out their mission to the children of the school, the following organizations exist. Their primary purposes are:

#### **ATHLETIC ASSOCIATION**

- ❖ Organize, maintain, and finance the after school sports program
- ❖ Provide each child an opportunity to learn and participate in team sports

For additional information, refer to section Extracurricular Activities.

#### **PTO (Parent Teacher Organization)**

- ❖ Promote active association of parents and teachers
- ❖ Develop closer relationship between home and school
- ❖ Make contact with new school families on their grade level
- ❖ Through various activities, financially help support non-budget items needed by the school and the teachers in carrying out their mission

Traditionally, a fall fundraiser, uniform sweatshirts/spirit wear, and shopping cards have been the primary fundraising activities.

## PTO SCHOLARSHIP

"Ann Kalmey Christian Scholar Award"

Each year, the PTO will award an 8<sup>th</sup> grade boy and girl who will be attending a Catholic high school a \$500 scholarship. Each student's eligibility will be determined by the following criteria:

- **Academics:** High school entrance exam: Students must score 85<sup>th</sup> percentile or higher on the standardized entrance exam to receive an initial invitation.
- **GPA:** Applicants must have maintained a B+ average or better during their 8<sup>th</sup> grade year at St. Margaret Mary
- **Time and Talent:** Each applicant's sharing of time and talent (as a server, etc.) in order to support the mission of the school and parish will be reviewed and considered.
- **Letters of Recommendation:** Each applicant is required to submit two letters of recommendation
- **Financial Need:** Each applicant's parents may fill out an optional section of the application to share any information about how this scholarship would be of assistance to their family.

Selection Process:

Recipients will be chosen by a selection committee consisting of the following: Ann Kalmey, one SMM staff member and the PTO president. All applicants are kept anonymous from the selection committee. The scholarship is paid directly to the school prior to the start of the fall semester.

## SCHOOL ADVISORY COUNCIL

The purpose of the SAC shall be to formulate policies and give direction governing the operation of Saint Margaret Mary Catholic School. The major function of the SAC includes:

- ❖ Planning
- ❖ Development and oversight of school budget in partnership with Administration
- ❖ Formulate general policies subject to approval of the Parish Council and Administration
- ❖ Evaluation of school including plant, facilities and programs with information gathered from teachers, students, parents, surveys or long range planning

## VOLUNTEERS

**All volunteers must have documentation of attendance at the Archdiocese's Honor Thy Children Safe Environment Workshop and a completed background check on file before they are permitted to volunteer.** Information is available on Power School regarding the date/time/location of the upcoming Safe Environment Training workshops. The application for a background check is in the school office. If you are interested in volunteering, please complete this form and return it to our office. We will mail it in to the appropriate destination for the background check.

### Room Parents

Each classroom has parents whose services are to:

- ❖ Call parents in case of school emergency
- ❖ Help teachers plan holiday parties, etc.
- ❖ Assist faculty in parent-teacher communications
- ❖ Be responsible for getting parent volunteers at the Fall Festival
- ❖ Be responsible for getting parent volunteers for the monthly Dine and Dash Luncheons

### Cafeteria

- ❖ Oversee and monitor lunch periods (10:30-1:30pm)
- ❖ Supervise students, serve food

### Health Screenings

- ❖ Assist with health screenings (Vision, Hearing, and Scoliosis)

### Physical Education

- ❖ Assist with teacher as needed

For the safety of the children, it is expected that a parent or a designated adult supervisor **be active and present to and responsible for children** when they are engaged in any activity in which the school name is used, be it on our school premises or elsewhere.

**For safety reasons, all volunteers and visitors must log the time in and out in the appropriate book located in the school office.** Visitors/volunteers will be issued a visitor's pass, which must be displayed at all times when in the building.

## EXTRA-CURRICULAR

### ACADEMIC TEAMS

The school offers students in grades 4-8 a variety of opportunities to represent the school as a member of an academic team, e.g. Quick Recall, Governor's Cup, 6<sup>th</sup> Grade Academic Showcase, Future Problem Solving, etc.

### BAND

Instrumental Band is an extra-curricular activity offered before school. Students in grades 4-8 may participate. Participating students range from beginners to accomplished on their particular instrument. Contact the school office for further information.

### CLUBS

The school offers students in grades 3-8 a variety of opportunities to participate in special interest clubs, e.g. Spanish Club, Journalism Club, Student Council, Chess Club, The National Junior Beta Club, etc. Please refer to the addendum for a full description of club opportunities.

### SCOUTS

Parent organized troops are available for the students. Registration papers are sent home during the first month of the school year.

### SPORTS-ADMINISTERED BY THE PARISH ATHLETIC ASSOCIATION

Inter-school sports are governed by the Catholic School Athletic Association. Refer to the School Handbook (SUPPORT ORGANIZATIONS) for additional information.

A variety of other extra-curricular and enrichment activities, including fall and spring musicals, are offered by the school on a year-by-year basis. Please contact the school office for further information.

**If the student has an absence or if he/she leaves school early due to illness, the student is not allowed to participate in the extra-curricular activities on the day of the absence. (This includes church, school or athletic sponsored events.) Participation in extra-curricular activities is never to be used as a reason for missing assigned school work.**

Through close cooperation between the principal, teachers, and other school/parish authorities as deemed appropriate by the principal, a student's eligibility in extra-curricular activities may be restricted or denied if the following are below acceptable standards:

- ❖ ACADEMIC PERFORMANCE
- ❖ BEHAVIOR/DISCIPLINE PROBLEMS IN SCHOOL OR IN A SCHOOL/PARISH SPONSORED ACTIVITY

The principal will develop guidelines to assist him/her in identifying those students on a case-by-case basis for whom restriction or denial of eligibility is appropriate. It is the intention of the School Advisory Council that the guidelines be fair as to all affected persons and provides that the overall circumstances affecting the students be considered in making any determination as to eligibility. It is the further intention of the School Advisory Council that the principal shall be given broad discretion in using his/her professional judgment in the development and application of the guidelines, taking into consideration the best interest of both the student and the school community.

## MISCELLANEOUS

### ASBESTOS

Metro Service Laboratories, Inc. conducted an independent study of our buildings. The Management Plan, a complete inspection report and laboratory analyses, are available in the asbestos file in the school office. The asbestos-containing materials at St. Margaret Mary are in good condition and therefore pose relatively little potential for the release of asbestos fibers under normal use and conditions. Every building is inspected on a regular basis to insure that

asbestos-containing materials pose no health hazards, and that all buildings meet government regulations.

Employees and teachers have been given specific instructions on how to avoid these materials and how to minimize any threat that might occur until removal is possible. All guidelines of the KY Department of Natural Resources and Environmental Protection Agency are being followed.

#### **AFTER SCHOOL ACTIVITIES**

- ❖ A note from the parent(s) to the teacher is necessary each day for children in K-5.
- ❖ A blanket note from the parent(s) to the teacher is necessary for each activity in grades 6-8.
- ❖ Transportation arrangements should be taken care of before the school day begins.
- ❖ For safety reasons, no child may be left after school without adult supervision.
- ❖ Children must be picked up immediately after the function.

In consideration of teachers, volunteers, monitors, and coaches, please pick up your children at the assigned time. Repetitive occurrences arriving late to pick up a child will be dealt with in a punitive manner on an individual basis.

#### **CLASSROOM INTERRUPTIONS**

Parents are asked not to interrupt the classroom teacher or students during the school day. Any important messages will be given to the child through the school office. **Parents are asked not to wait outside their child's classroom door at dismissal. After school, parents are asked to wait for their child(ren) in their cars outside the gym.**

#### **CUSTODY CASES**

According to the Buckley Amendment either parent has certain rights to school information concerning their child(ren), whether it is the custodial parent or the parent paying the tuition. St. Margaret Mary School operates in compliance with that amendment, and it is therefore **essential that parents provide the school office with court documentation regarding child custody.**

#### **DRINK MACHINES**

Children may not purchase soft drinks from the machine in the gymnasium during school hours including dismissal time.

#### **ELEVATOR**

St. Margaret Mary is equipped with an elevator which may be used by students who are temporarily or permanently physically handicapped. All other students are not permitted to use the elevator without special permission being granted by a teacher or assistant.

#### **LOST AND FOUND**

**All clothes are to be well marked with the child's name.** A lost and found area is available. Please check with the school office for the location. Any items not claimed by the end of each trimester will be taken to a charitable organization.

#### **NEWSLETTER**

Friday's "Newsletter" and Tuesday's "News from the Office" will be posted on Power School weekly.

#### **PARTIES**

Small, appropriate treats may be brought for a child's birthday. (Another option instead of a party is to purchase a book for the school's library in the child's name, and then have the child read the new book to the class. Contact the librarian if interested in this option.) Students are not to distribute party invitations at school.

#### **PERMANENT RECORDS**

Parents may request to see their child's school records, but the records may not be removed from school property by the parents.

#### **RECESS**

Every child who is well enough to be in school is well enough to play outdoors at recess time. The recess is part of the whole school program. It is essential to the physical, social, and mental well being of each child to be out in the fresh air with classmates. During inclement weather, or on very cold days, all students remain indoors. To ensure the safety of the children on the premises, teachers and assistants will be present to supervise.



### **STAIRCASE BY PARISH OFFICE**

The staircase near the Parish Office is not for student use.

### **VISITORS**

For the safety of all, volunteers and visitors must log time in and time out in the appropriate book located in the main office. Entrance to our building (during school hours) is restricted to the front entry door, and all visitors are to proceed directly to the school office and sign in and receive a visitor badge.

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Each year members of the school community are encouraged to suggest revisions, changes, additions, etc., to this handbook. The school administration, through duly authorized persons, reserves the right to change rules and regulations contained in this handbook. If and when this occurs, parents will be notified.

**While we have made every effort to include helpful information and guidelines, the principal reserves the right to interpret and administer policies and procedures that are in the best interest of all involved.**

# **BULLYING BEHAVIOR DISCIPLINE CHART**

**1-4<sup>th</sup> GRADES**  
**BULLYING BEHAVIOR CHART**

<b><u>BEHAVIOR</u></b>	<b><u>FIRST TIME</u></b>	<b><u>SECOND TIME</u></b>	<b><u>THIRD TIME</u></b>
<p><b><u>TEASING</u></b> (name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves spoken, written, drawn)</p> <p>Exclusion (starting rumors, telling others not to be friends with someone, or to be without friends)</p>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of Concern</li> <li>3. Letter of apology mailed to offended student's home via U.S. mail</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of Concern</li> <li>3. Student calls parent with teacher and/or administrator</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of Concern</li> <li>3. Student calls parent with teacher/administration conference (the third time a student shows this behavior in a school year, school staff and parents meet to develop an individual plan)</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. Detention</li> <li>6. Counselor Assessment</li> </ol>
<p><b><u>ROUGH PLAY/ HITTING</u></b> (pushing, slapping, grabbing, etc.)</p>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of concern</li> <li>3. Student calls parent with teacher/administrator</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. Detention</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of concern</li> <li>3. Student calls parent for teacher/ Administration conference (the second time a student shows this behavior in a school year, school staff and parents meet to develop an individual plan)</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. In-school suspension</li> <li>6. Counselor assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of concern</li> <li>3. Student calls parent for teacher and/or Administration conference</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. Out of school suspension or other administrative consequence</li> </ol>
<p><b><u>SEVERE HITTING/ FIGHTING/ STRIKING ANOTHER</u></b> (punching, kicking, and similar behavior that may injure others, etc.)</p>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of concern</li> <li>3. Student calls parent for teacher/ administrative conference to have school staff and parents develop an individual plan</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. In-school suspension</li> <li>6. Counselor assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of concern</li> <li>3. Student calls parent for teacher and/or administrative conference</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. Administrative Conference (may result in indefinite suspension)</li> </ol>	

AS IT IS IMPOSSIBLE TO ANTICIPATE ALL FORMS OF DEVIANT BEHAVIOR, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO IMPOSE DISCIPLINARY ACTION, AS IT SEES FIT, ON CONDUCT NOT SPECIFICALLY COVERED IN OUR DISCIPLINE POLICY.

**5-8<sup>th</sup> GRADES**  
**BULLYING BEHAVIOR CHART**

<b><u>BEHAVIOR</u></b>	<b><u>FIRST TIME</u></b>	<b><u>SECOND TIME</u></b>	<b><u>THIRD TIME</u></b>
<p><b><u>TEASING</u></b> (name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves-spoken, written, drawn) Exclusion(starting rumors, telling others not to be friends with someone, or to be without friends)</p>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of Concern</li> <li>3. Letter of apology mailed to offended student's home via U.S. mail</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of Concern</li> <li>3. Student calls parent with teacher/Administration conference (the second time a student shows this behavior in a school year, school staff and parents meet to develop an individual plan)</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. Detention</li> <li>6. Counselor assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher conference with student</li> <li>2. Notice of Concern</li> <li>3. Student calls parent with teacher/administration for conference</li> <li>4. Letter of apology mailed to offended student's home via U.S. mail</li> <li>5. In -school suspension or other administrative consequence (may result in indefinite suspension)</li> </ol>
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