Let Your Light Shine!

In Christ, We Live, Love and Learn!

2026-2027

St. Margaret Mary Catholic School

Parent / Student Handbook

Please note that this is not a legal document.

7813 Shelbyville Road
Louisville, Kentucky 40222
502-426-2635
www.stmm.org

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2025- 2026 ST. MARGARET MARY STAFF

Church Office	426-1588
School Office	426-2635
Father Bill Hammer, Pastor	ext. 124
Mrs. Susan White, Business Manager	ext. 140
Mrs. Wendy Sims, Principal	ext. 235
Ms. Emma Sears, Assistant Principal	ext. 132
Mrs. Kathryn Federico, Counselor	ext. 130
Mrs. Jourdann Heite, Counselor	ext. 130
Mrs. Sherry Baird, Learning Coordinator	ext. 131
Mrs. Courtney Cecil, Curriculum and Learning	ext. 244
Mr. Matt Hammond, Office Manager	ext. 312
School Secretaries	ext. 234
Mrs. Laura Hoehn, Communications Director	ext. 145
Mrs. Stephanie McCrocklin, Preschool Director	ext. 250

CLASSROOM FACULTY

Mrs. Charlotte Colley	8C	ext. 228
Mrs. Dee Dee Walsh	8W	ext. 231
Mr. Michael Drummond	8D	ext. 230
Ms. Elizabeth Ramirez	7R	ext. 121
Mr. Dimitri Cooper	7C	ext. 229
Mrs. LeAnn Dauenhauer	7D	ext. 226
Mrs. Grace Vetter	6V	ext. 144
Mrs. Lisa Priest	6P	ext. 159
Ms. Heather Miller	6M	ext. 133
Mrs. Chris Malone	5M	ext. 156
Mrs.Andrea O'Brien	5O	ext. 158
Mrs. Shelly Freeders	5F	ext. 157
Ms. Anna Rhodes	4A	ext. 150
Mrs. Cathy Rueff	4R	ext. 143
Ms. Allie Cornett	4C	ext. 146
Mrs.Haley White	3W	ext. 142
Mrs. Jenny Schulten	3J	ext. 241
Mrs. Michelle Stull	3S	ext. 239
Mrs. Christine Barnhill	2B	ext. 314
Ms. Melanie Hagan	2H	ext. 315
Mrs. Kristie Ayre	2A	ext. 243
Mrs. Tina Chaput	1C	ext. 152
Mrs. Julie Domzalski	1D	ext. 242
Mrs. Caroline Matthews	1M	ext. 236
Ms. Abigail Grosvenor	KG	ext. 185
Mrs. Elysia Schaaf	KE	ext. 184
Mrs. Donna Laemmle	KD	ext. 160
Mrs. Kristen Jones	JKJ	ext. 320
Ms. Ashley Wheatley	PreK4	ext. 311
Mrs. Jessie Neal	PreK4	ext. 180
Mrs. Ann Bischoff	PreK 4	ext. 183
Mrs. Paige Matthews	Prek 3	ext. 182
	PreK3	ext. 181

SPECIAL AREA FACULTY

Mrs. Brenda Harrison	Music	ext. 153
Mrs. Angie Moth	Music/Drama	ext. 319
Mrs. Amy Burch	Art	ext. 151
Mr. Brandon Moore	PE	ext. 322
Mrs. Cindy Karagianis	Librarian	ext. 207
Mrs. Susan Vlahos	STEM	ext. 245
Mrs. Susan Delk	Spanish	ext. 313, voicemail ext. 518
Ms. Carmen Buffington	Spanish	ext. 313, voicemail ext. 504
Mrs. Natalie Androla	Reading Lab	ext. 317
Mrs. Barb Voet	Reading Lab	ext. 317

SUPPORT ORGANIZATIONS MEMBERS

SCHOOL ADVISORY COUNCIL MEMBERS

Chairperson	Mrs. Jenny Mitchell
Vice-Chairperson	Mrs. Megan Zinser
Mrs. Katie Meurer	Mrs. Stacy Northup
Mrs. Ashley Wilhem	Mrs. Brittany Musick
Mrs. Alana Nelson	Mr. Greg Zeller
Mr. Frank Willoughby	

PTO BOARD MEMBERS

President	Mrs. Allie Barnes Kreft
President Elect	Mrs. Alicia Brown
Treasurer	Mrs. Katie Meurer
Asst. Treasurer	Mrs. Jackie Bergamini
Secretary	Mrs. Ann Fore
Publicity	Mrs. Katie Uttich
Risk & Integrity Analyst	Mr. Ryan Fetsch
Assistant Principal	Ms. Emma Sears
Teacher Representative	Mrs.Tina Chaput

ATHLETIC MINISTRY OFFICERS

President	Mr. Brian Driscoll
Vice-President	Mr. Chris Schneidtmiller
Social Media/Volunteers	Mrs. Shelly Smith
Communications	Mr. Allen Balderson
Treasurer	Mr. Brian Gohmann
Field/Gym Scheduling	Mrs. Diane Gioia

Athletic Directors:

Girls' Volleyball: Patrick Herm	Boys' Volleyball:
Football: Billy Gatti	Basketball: Chris Hennessey
K-2 Soccer: Andrew Shone	CSAA Soccer: Carl Gioia
Powder Puff: Patrick Herm	

BUS COMMITTEE MEMBERS

Bus Committee Chairperson		**Ron Maddux**	**376-3765**
Bus 1	Blue Ridge, Plainview, Middletown, Douglass Hills	Open	
Bus 2	Lake Forest	Kimberly Dickson	
Bus 3	Owl Creek (main bus)	Open	
Bus 4	Hurstbourne	Courtney Scott	
Bus 5	Old Dorsey, Foxboro, Sterling Springs, front of Owl Creek	Ron Maddux	
Bus 6	Holly Springs, Bellemeade Whipps Mill & Lagrange Road	Nicole Young	
Bus 7	North and Northeast of SMM	Open	
Bus 8	Old Middletown, Douglass Hills Estate	David McFarland	

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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 Live, Love and Learn

VISION STATEMENT

St. Margaret Mary School is a faith-filled ministry of St. Margaret Mary Catholic Community that nurtures discipleship through faith formation and academic excellence, while celebrating 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 of discipleship
- Moral and spiritual values through personal prayer, Sacramental preparation, Liturgy planning, preparation, and participation
- An appreciation of what it means to be good stewards, gratefully giving one's time, talent and treasure in the service of God and community
- 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 theater
- 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 may include a meeting for both the parents and the child with the principal or a designee. A complete application packet must be submitted before acceptance is granted by the Admissions Committee. It is the right of the committee to determine whether

or not a student is accepted. *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, including a Stewardship Intention Card for parishioners, 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 dealing 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.

Information relating to any previous or current assessments, diagnoses or treatments and therapies must be disclosed at the time of application. Failure to do so may result in the loss of a spot in school. The Admissions Committee will determine if SMM can meet the needs of the child during the application process.

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 and the principal, the number per classroom (gr. 1-8) shall not exceed twenty-eight (28) and shall not exceed twenty- four (24) 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 violate the behavior expectations in this handbook, or are otherwise disruptive to the teaching and learning atmosphere, to continue their association with our school. Students who are re-enrolled will be on probations for 90 days. Their status will be reevaluated at that time.

The progress of students with a Student Accommodation Plan or School Strategy Plan will be reevaluated annually to ensure that St. Margaret Mary School is an appropriate placement where they can continue to achieve academic and social success. 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. 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.
4. 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.
5. Children must be five years of age by August 1 of the current school year. Required health forms must be on file in the school office by Oct. 30th 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. Students entering

Kindergarten with previous or ongoing assessments may be accepted on a probationary status with review occurring by the end of the first trimester.

ADMISSION TO JUNIOR KINDERGARTEN

The Junior Kindergarten class meets the needs of students who will benefit from extra time and support in the areas of academics and social/emotional learning prior to enrolling in Kindergarten. Students must be 5 years old before starting in the program. Siblings and current parishioners will be accepted first. A completed application, Parent Questionnaire, and Preschool Questionnaire are required for enrollment consideration. Incoming JK students must also be fully potty trained.

FIRST TIME ENROLLMENT IN GRADES 1-8

Applications for enrollment in grades 1-8 will be considered based upon availability in that grade level, a review of report cards, standardized test scores, attendance, and conduct/behavior at the previous school.

Should spots be limited, priority for enrollment is based on the following qualifications:

1. Children of registered parishioners who are presently enrolled in a public school.
2. Children of families who become registered parishioners and who were enrolled in another Catholic school or a public school.
3. Children of non-parishioner or non-Catholic families.

PRE-REGISTRATION

Pre-registration for new students will take place in January of each year. A $150.00 non-refundable processing fee will be required of all Kindergarten students and all new students in grades 1-8. A $65.00 non-refundable pre-registration fee per child will be required in early winter for those current students whose families remain active parishioners.

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

January
- Current school families receive pre-registration information
- Kindergarten/New student registration forms available online
- Registration will be online

February
-School Administration/Parish Office review applications
-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

April -New (1-8) student acceptance letters sent out

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.

FINANCIAL SUPPORT OF THE SCHOOL

TUITION- See Policy on Page 30

School families will be charged the following tuition rates for students JK-8:

Catholic Families

- $8400 for one child
- $13,500 for two children
- $16,800 for three children
- $18,000 for four or more children

Non-Catholic Families

- $10,500 for one child

➢ $17,500 for two children

Preschool

- $8,100 per child (no multi-child discount is available) Plus $300 snack fee.

School fees are incorporated into tuition.

Arrangements for monthly, quarterly, or semi-annual payments must be made through FACTS.

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 Student Accommodation 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/Guidance

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 and will do classroom guidance lessons. Your signature on the letter attached to this handbook signifies your approval of this. Meetings are kept confidential to all parties, however, certain situations are shared in confidence with the principal.

READING LAB

This program has been set up for students in grades 1-4 who need reinforcement in decoding and comprehension. Classroom teachers and/or parents may refer students through the school's Learning Coordinator. 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/Intervention 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, Student Accommodation Plans are written. The school will convene a meeting whose attendees consist of school personnel, parents, and the student (when appropriate). This team collaborates to identify the reasonable 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 attendees 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 SAP. It is required that current formalized assessment information be provided to the school and updated every 3 years. Student Accommodation Plans are not considered as contractual documents.

If needed, an Archdiocesan Representative is available to consult with schools on particular students and to offer assistance and support to the School when strategies and accommodations are being identified. (Refer to the Archdiocesan Special Intervention Protocol Handbook.)

LEARNING DIFFERENCES RESOURCE DEPARTMENT

St. Margaret Mary is fortunate to have a highly qualified Learning Coordinator and part-time Reading Lab and Math Lab teachers 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 required 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. Failure to provide updated and accurate information will result in the child being put on probation.

CURRICULUM and GRADING

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. 7th and 8th 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, Theology of the Body and Speak Up Be Safe (Catholic Values and Sexuality)
- The Step by Step Stewardship Program is Coordinated in conjunction with volunteers and the parish to teach students the value of service.

Fine Arts

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

Foreign Language

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

Health/PE

Physical fitness, physical development and hygiene programs, drug and alcohol prevention programs, and SEL programs.

Language Arts

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

Mathematics

Mathematics skills, Pre-algebra, Algebra

Science

General Science and laboratory experiences

Social Studies
History, Geography, Current Events

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 skills in the above areas include, but are not limited to: Spelling Bees,Art Fair, Science Fair, 4-H, Quick Recall, Governor's Cup Competition, Volunteer Programs,Student Council, National Junior Beta Club and many aspects of Scouting. St. Margaret Mary Schools follows the curriculum set forth by the Archdiocese of Louisville. Specific standards can be found on the Archlou website.

ACCELERATED MATH GROUPING/TRAVEL GROUPS

Differentiated Instruction will be used to meet the individual academic needs of our students in all subjects. However, there will be accelerated math groups in grades 6-8 when it is appropriate and warranted by test scores. Groups will be determined using the following criteria:

6th grade Math

- MAP Math score from grade 5
- Diagnostic math test score (from textbook series)
- Teacher Recommendation based upon classroom performance and grades
- Students are placed in the group until we have a full class; parents **do** have the right to deny placement in the advanced group if they think it will be too stressful or otherwise not a good fit.
- The other two travel groups are of mixed ability
- All other subjects are taught in the same way across the three groups
- Placement will be reevaluated before the first conferences and groups may be adjusted accordingly
- Students must maintain an A average to remain in the class

GRADING SCALE/ CONDUCT GRADES

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

Kindergarten and Grade 1 use versions of Standards Based Grading
Grades 2 through 8

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

Students will receive a conduct grade on their report cards 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, restrooms, cafeteria, church, recess, and bus. Two disciplinary infractions issued during the same trimester will be reflected on the report card as an N in conduct, which indicates that conduct improvement is needed. Three or more infractions, or extreme behavior that leads to suspension of a student, will result in a "U" 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 loss of points or other such consequence as designated by each grade level. 3 late slips will result in a Referral. Three such Referrals will be followed by a 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.

FACTS

Our school uses an online communication and student information system called FACTS. On this site, 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.Parents are expected to track FACTS 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. ***Attendance by the parent(s) and student at these conferences is mandatory, as prescribed by the Archdiocese Office of Lifelong Formation and Education. Any student not attending the conference will be counted as absent for the conference day. Conferences will not be held ahead of the conference days for those who are going out of town.*** 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.

Grades for all students can be found in FACTS on an ongoing basis. 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.

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. It is preferable that children attending school sponsored field trips must ride the transportation provided by the school to and from the field trip. Exceptions will be made at the discretion of the school administration*. 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 a 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.

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.

Policies and Procedures
ADMINISTRATIVE REVIEW OF ACADEMIC PERFORMANCE AND/OR BEHAVIOR

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. This can also be done at the end of each trimester if a student has a "D" or "U" in one or more subjects, and/ or a "U" in conduct. 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 consequences. These can include: restrictions towards eligibility in extra-curricular activities, requests for academic testing or counseling, school consequences, tutoring, a written improvement plan, or academic probation.

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. If a student fails 1 or 2 core subjects, or misses more than 30 school days, they will be required to attend a summer program prior to being promoted to the next grade. If the school requests retention for a student, a meeting will occur with the parents to make the final decision. If the parent does not agree, the student may be "placed" in the next grade rather than "promoted". Reevaluation of student progress will take place throughout the school year. If a student is recommended for retention twice, a meeting will take place to discern whether SMM is the right school for that student.

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.

7:15 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 a.m. will be counted as tardy.
- Students who arrive between 9:30 a.m. and 1:30 p.m. or who leave between those hours and don't return are counted as one-half day present.
- Students leaving after 1:30 p.m. 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/ Inclement Weather Days

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

All Catholic elementary schools in Jefferson Co. are OPEN: SMM 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 9:00 a.m. Classes for students will begin at 10:00 a.m. and end at 2:45 p.m.

All Catholic elementary schools in Jefferson Co. are CLOSED: SMM will be 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 the school emergency alert system. The emergency closing information will also be posted online.

NTI school days will be utilized after one out of school snow day has occurred in the school calendar. This information will be communicated to parents and students in advance.

ATTENDANCE POLICY

1. **Leaving school during regular school hours**
   If a student needs to be excused during the school day for any reason, parents are encouraged to contact the homeroom teacher and the school office in advance. A parent must sign the student out in the main office. If the student leaves and misses two (2) hours or more of the school day, they will be marked as one-half day absent. Two half-day absences will equal an absence. If the absence is for a doctor or dentist appointment, please send the official excuse to the school office upon return.
2. **Excused absence**
   Students will be considered excused in FACTS if the office is informed that they are out for illness, doctor's appointment, approved educational absence, or a death in the family. All other reasons are unexcused unless approved by the principal.
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). This applies to excused and unexcused absences. Parents will be notified when a student has missed ten days of school and will talk 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 will 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. If an 8th grader has excessive absences, this also be reported to the high school they plan to attend. 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 treated as unexcused absences.

ABSENCE

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) the school office to report a student's absence. ***If we do not hear from a parent, the absence will be counted as unexcused***. Please contact the school office by 9:30 a.m. to report an absence. Upon return to school, the student should bring a note from their parents or a doctor stating the reason for their absence. For everyone's well-being and protection, we ask that all abide by the following guidelines:

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).

EDUCATIONAL ABSENCE

An Educational Absence Request Form allows students to have an excused absence to participate in an educational activity outside of school. The activity must have significant educational value and be related to the curriculum. The form cannot be used to extend a vacation or school holiday. The principal will determine the validity of the request and have final say in approval. A student may be approved for up to two such days during the school year. Students who receive approval will be allowed to make up all school work without penalty. Please complete and turn in the form at least three days prior to the request date. The form can be found on the school website under Parent Resources.

TARDY

- 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. Students who leave school early will receive a PM tardy mark or a half day absence in FACTS depending on the time of day. Excused tardies are given for doctor and dental appointments. Any child receiving five (5) tardy slips in one trimester will serve an early morning detention.Tardies will be reflected on the report card. Three tardies will equal one absence. **Perfect attendance will not be affected by excused or unexcused tardies unless the student acquires five (5) or more tardies during the school year**.

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 email the school office by 1:00 p.m. 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 door and call the school office.** Do not go to your child's classroom. Your child will be called to the office upon your arrival and sent out to your car with supervision. For safety reasons, **students leaving school early must be signed out 20 minutes prior to dismissal** (2:25 p.m. for normal dismissal and 12:55 p.m. 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 7:15 AM unless special arrangements have been 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 p.m., unless special arrangements have been made with the school office or classroom teacher. (On 1:15 p.m. dismissal days, the walkers are dismissed at 1:35 p.m.)
- Children ***not*** engaged in specific supervised extracurricular activities must be picked up by 3:10 p.m. A log will be kept of all students who are not picked up on time. Students not picked up by 3:10 p.m. will be charged a late fee of $10.00 per child unless arrangements are made in advance with the school office staff or a classroom teacher. Students picked up between 3:15–3:30 p.m. will be charged a late fee of $20.00 per child. Payment will be made directly to the supervising staff member. The same time frame will be in effect for early dismissal days. Students participating in after school activities or clubs may lose membership privileges after the second late pick-up.
- 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.
- 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 Responsibility Referal. 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 Mass Days. Thursdays, Holy Days of Obligation or any other school liturgy days are mandatory uniform days unless permission to do otherwise is given by the pastor or school administrator. 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.

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

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.

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 Jr High additions in the addendum section.

Please see that all clothing is labeled. Uniforms may be purchased through a number of stores. Many families find that Shaheen's and Land's End Online are 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,other than the SMM uniform logo 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 or red polo shirt, (short or long sleeve) or white turtleneck. No colored or imprinted undershirts may be worn. Red shirts are required to have the SMM logo. White polos can be plain.

- Fleece, Pullover, or Sweatshirt – SMM uniform logo only (Red sweatshirt or 3/4 zip - grades JK-6 or Gray sweatshirt or 3/4 zip -grades 7-8). ***SMM Mustang "Spirit" sweatshirts are not considered uniform sweatshirts.***
- Socks – solid white or black, 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. Apple watches or those with internet access are not permitted. No costume jewelry may be worn (necklaces, bracelets, earrings and/or anklets, etc.) Meta glasses are not permitted. 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, hair dye, etc.) are unacceptable.

UNIFORM FOR GIRLS

- **Grades JK-5**: Black watch plaid uniform jumper. Skirt length must measure no shorter than the longest finger tip when arms are resting at her side.**Shorts under the jumper are required.**
- **Grades 4-8:** Black watch plaid uniform skirt.Skirt length must measure no shorter than longest finger tip when arms are resting at her side.**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 or red polo shirt (short or long sleeve), white turtleneck, or white uniform blouse. Red shirts are required to have the SMM logo. White shirts can be plain.
- Sweater – red uniform cardigan with SMM logo is available at Shaheen's.
- Fleece, Pullover, or Sweatshirt – SMM uniform logo sweatshirt only (Red sweatshirt or ¾ zip grades JK-6 or Gray sweatshirt or ¾ zip-grades 7-8). ***SMM Mustang "Spirit" sweatshirts are not considered uniform sweatshirts.***
- Socks – solid white or black, 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,sweats, or uniform pants – Solid navy/black/white tights or solid navy/black/white leggings (must be long straight legs only - no capri length or elastic around the ankles) or school uniform pants can be worn under the jumper or skirt and must be of an appropriate size. Girls may wear plain black, navy, or grey sweatpants under their skirts during the colder months.*
- Purses- must be of reasonable size; no larger than 8" by 10". A piece of copy paper is a good measure of this standard.

All girls' hair needs to be out of their eyes. Unusual or distracting hairstyles, hair dyes, or hair ornaments are unacceptable.This includes headbands that are costume in nature.

A watch, ring, and/or one pair of stud earrings may be worn. One Religious necklace is allowed. Students may wear one bracelet for a charity cause or one religious bracelet.

No costume jewelry is permitted. Apple watches, or other watches with internet access, are not permitted. Meta glasses are not permitted.

No make-up, including fingernail polish, artificial nails, French manicures, or nail tips will be allowed in grades JK-6.See Jr High uniform additions in the addendum.

NON-UNIFORM DAY/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, pajama pants, clothes with holes in them, shorts shorter than 4" above bent knee, jogging shorts, tank tops, shirts with spaghetti straps and T shirts with inappropriate slogans and/or decals are not acceptable.***
- ***Yoga pants and leggings may only be worn if they are covered by a long shirt or dress that is no shorter than 4" above the knee. Bottoms must be completely covered, even when raising a hand.***
- ***Jeans, joggers, sweatpants, and shorts of uniform lengths (no more than 4 inches above the bent knee) are acceptable on free dress days.***
- ***For safety reasons,students must wear shoes with rubber soles, even on free dress days.***

- ***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 Responsibility Referral 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. Basketball 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.

BUS TRANSPORTATION

Miller 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 signed 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 are sold in the cafeteria, managed by Taher. The monthly menu is posted on the school website 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 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.

The cafeteria will no longer send out a paper copy of your child's negative balance because updated balances will be posted.

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

Soft drinks are not permitted. Sugary drinks are strongly discouraged. Likewise, ***parents are not allowed to bring "fast food" to their children at lunchtime.***

Pricing for the 2026-27 school year:

- **PreK-5 Classic- $4.78**
- **6-8 Grade- $5.36**
- **Adults- $5.36**
- **Milk- $0.92**

DAILY SNACKS

Students in all grades may bring a daily snack. Snack times and water breaks will be determined by each grade level. Plastic, or non breakable, water bottles are allowed. Glass and stainless steel water bottles are not allowed.

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 occasions, a forgotten item to the office. Forgotten homework assignments remain

subject to the homework policy found on pg. 13. It is not acceptable to bring in forgotten items to the school office on a regular basis.

EMAIL ADDRESSES

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

SAFETY DRILLS

Fire, 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 LIBRARY/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 library supports the Accelerated Reader Program and the school STEM Lab.

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. Appropriate fees will be charged for all texts and materials not kept in an acceptable manner.

No writing in rented textbooks is permitted. Students who lose a book or books will be charged a replacement fee.

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.

WATER BOTTLES

Students will be allowed to have plastic water bottles during the school day as needed. Grades 5-8 **must** use the SAC approved school water bottle. The first bottle will be provided. Replacements will be purchased by the parent or guardian. Students in the younger grades may purchase the school water bottle if desired. Parents will need to label each child's water bottle with their full name. Proper storage and usage will be determined by the classroom teachers.

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.

SCHOOL OWNED and PERSONAL ELECTRONIC DEVICES, incl. cell phones

As part of our commitment to maintaining a 21st 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, 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 and guardians will sign the Acceptable Use Policy for electronic 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 social networking sites or games without approval of the school.
- Students using the school internet, school devices, or personal devices are not allowed to email, text, take or post photos, search inappropriate sites, or use social media without permission.
- 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 earbuds 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.
- Students may not use devices to take photos, video or audio recordings on school property unless directed to do so by the classroom teacher and they are done in an acceptable manner.
- Taking or sending inappropriate pictures or texts is prohibited both in and outside of school. Consequences for such behavior can include detention, suspension, and in extreme and/or repeated cases, expulsion from school.
- Misuse of the Internet, school, or personal devices will result in the loss of this privilege for a time determined by the administration. Consequences may also include detention, in school suspension or out of school suspension.
- School administration reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and after school hours. Thus, inappropriate use of technology, may subject the student to school consequences. Inappropriate use includes: harassment/bullying, use of the school name, negative remarks about the school, faculty, or staff, offensive communications, and safety threats.

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.

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 backpack (K-4) and locker (grades 5-8) for the duration of the school day. The student may turn the cell phone back on after exiting the building unless permission for use is given by school personnel. If the student is found in violation of this policy, the following will occur:

- **1st 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.
- **2nd 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.
- **3rd 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.

- The school administration reserves the right to investigate, search, and confiscate electronic devices if needed.

SOCIAL MEDIA POLICY FOR CATHOLIC SCHOOLS

St. Margaret Mary School Staff, Students, and Parents will adhere to the Social Media Policy of the Archdiocese of Louisville. Any posts made by students or adults regarding the Archdiocese of Louisville Catholic Schools, an individual school, or a person associated with a school should reflect a spirit of community and collaboration and be consistent with the values of Catholic schools. Parents should contact the teacher, principal, or other school personnel at the point of contact to discuss any problems that exist or persist. Negative comments made by parents on social media directed at the school, school personnel, parish personnel, or members of school communities are deemed inappropriate and may result in a student being asked to leave the school if the parent persists. The full Social Media Policy can be found on the school website under Parent Resources.

WORKING TOGETHER IN CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Louisville work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

This partnership recognizes:

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our schools.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our schools.

Parents can expect that their child's school will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for their children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

The school can expect that parents will:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers.
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.

As integral partners in the life of school communities, the school with parents have a co-responsibility to:

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.
- Model Christian values and support the mission of Catholic schools with all members of the school community.
- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support the child's learning at school and home.
- Contribute to consultation through the advisory board and participate in appropriate decision-making processes.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the school advisory group and associated committees within the school and parish.

CODE OF CONDUCT

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 to become 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.

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. It is expected that all students will abide by the Code of Conduct at all times.

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.

DISCIPLINE PROTOCOL

Consequences will be decided based upon the severity of the action and the developmental age of the child.

Minor Behavior:

- Excessive talking
- Disrespect
- Noncompliance
- Minor physical contact
- Rough play (grabbing, pushing)
- Teasing (name calling, rumors)

***Minor behaviors that are excessive will be labeled as major offenses.**

Major Behavior:

- Crude or vulgar language
- Fighting, physical aggression
- Vandalism
- Cheating/plagiarism
- Misuse of technology
- Escalated noncompliance or disrespect

*** Major behaviors that are excessive will be labeled as severe offenses.**

Severe Behavior:

- Bullying
- Threatening/Menacing Behavior
- Harassment
- Possession of a Weapon
- Illegal Substances

BEHAVIOR EXPECTATIONS FOR COMMON AREAS

Students are expected to follow school rules in common areas that maintain a safe and respectful learning environment for all. This includes, but is not limited to, walking quietly in halls and on stairs, staying on the right side of hallways and stairwells, maintaining quiet voices, and keeping hands, feet, and objects to oneself.

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 lunchroom monitors is expected at all times.Due to the tight schedule and number of students using the cafeteria, we cannot accommodate visitors who wish to eat lunch with students.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.
- Stay in your seat.
- Raise your hand for help or 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 manner.

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,
- Allowing another student to copy your work,
- Use of AI to complete an assignment.

Cheating incidents in grades 1-4 will be handled on an individual basis with the teacher.
Cheating incidents in grades 5-8 will have the following consequences:

- Students who cheat on homework, classwork, assignments, or assessments will receive a detention and a failing grade. The classroom teacher may decide to allow the student to redo the work for partial credit.
- Further cheating incidents will be handled by the school administration and could include more serious consequences.

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.**

ADMINISTRATOR'S DISCIPLINARY ACTIONS

The principal and assistant principal may utilize appropriate and various measures to insure and maintain safety and discipline in the school. When a student misbehaves or shows continued poor progress in academics or behavior, the administrator will contact the parent to discuss the situation or set a conference. The purpose will be to discuss the nature of the problem(s), share possible solutions, and choose actions that will help the child become successful. A probationary period may be put into effect utilizing a behavior or academic contract. The other following options may be discussed:

- Temporary removal of school privileges
- Separate student from peers
- Refer for counseling or evaluation
- Modified school program
- Denied access to bus transportation
- Suspension from school
- Dismissal from school

As it is impossible to anticipate all forms of inappropriate behavior, the school administration reserves the right to impose disciplinary action, as it sees fit, on conduct not specifically covered in the discipline policy. Parents are expected to support the teachers, administrators and school policies.

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.**

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 takes 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 may be made to the pastor who has the ultimate authority for all matters of the parish.**

Issues with a teacher should follow these steps: First, contact the teacher or staff member in question to set up a time to meet or discuss the issue. If the issue isn't resolved to your satisfaction, then, contact an administrator for assistance and mediation. All conversations should be kept confidential and professional in nature.

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 of Louisville. Before a student is readmitted 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, Ipad, 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/Referrals

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 responsibility violations.

- **Referrals are due back the next day with a parent signature.**
- **Responsibility Referrals will be given for: late assignments, dress code violations, uncharged Chromebooks, or late submission of forms or permission slips.**
- **3 Student Code of Conduct referrals = a detention**
- **5 Responsibility referrals= a detention**

BULLYING POLICY

All people have dignity because they are created in God's image and are of indefinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

Bullying is defined as repeated unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual. Cyberbullying is bullying conduct that is undertaken through the use of electronic devices and/or social media.

Bullying and cyberbullying shall not be tolerated and are hereby prohibited. School officials may consider the following factors in determining whether behavior is bullying in nature: history of inappropriate behaviors, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental age of the student, other relevant background information. Bullying issues with our students that occur off of school grounds or outside of school hours may still be subject to school consequences.

Examples of bullying behavior may include but are not limited to the following:

- Written: Derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.
- Verbal: Name calling, taunting, insulting remarks, racial slurs, gossiping, teasing, spreading rumors, insulting gestures or looks.
- Physical: Hitting, punching, kicking, pinching, shoving, tripping, scratching, biting, threatening to do physical harm, taking or damaging someone's personal property.
- Social: Undermining other relationships, ostracizing, excluding from the group, making jokes about or making someone look foolish, or playing mean tricks.
- Cyberbullying: Via email, text, social media, images. This can be harassment, use of vulgar language, impersonation, outing and trickery, or stalking.

Reporting Bullying:

St. Margaret Mary Catholic School Procedure for dealing with bullying of any student or staff member by another student:

- Any student believing that they are being harassed/bullied should try to express their displeasure to the student harassing them or should tell a teacher or a trusted friend.
- If the harassment continues, the student should report the incident(s) to the appropriate school official immediately and/or should tell a parent or guardian who should contact the school office immediately.
- Upon receipt of the complaint, the principal, assistant principal and/or school counselor will initiate an investigation of the complaint, including an individual meeting with both the student alleged to have been harassing/bullying and the student reporting the incident.
- The administration will report to the parents of both students the results of the investigation, however, due to confidentiality laws, St. Margaret Mary Catholic School cannot disclose any disciplinary action taken towards any child but their own.
- The school counselors, teachers, and administrators will ensure that all students involved are supported following an incident report.This includes the victim(s) and the student(s) engaging in the bullying behaviors.

- Possible consequences may include, but are not limited to, the following:
    - A meeting with parents and students involved to discuss the incident and set up a behavior modification program.
    - A written apology.
    - Required counseling or similar recommendation.
    - Possible isolation of student harassing/bullying from other students.
    - Possible loss of privilege or removal from school or extra-curricular activity.
    - A detention or in-school suspension.
    - If after initial investigation and consequences the situation continues, possible consequences may include: out of school suspension or in extreme cases, expulsion from school.
    - The age and developmental level of a student will be considered before a consequence is decided upon.
- <u>False Threats</u> - Any student falsely reporting threatening behavior is subject to disciplinary action.
- <u>Consultation</u> - The Superintendent and Director of Family Counseling are available to consult with schools dealing with bullying, harassment, and threatening behavior.

The Archdiocese of Louisville and St. Margaret Mary Catholic School will not condone any form of bullying and will pursue the necessary measures to create a safe learning environment for all students and employees.

HARASSMENT POLICY:

St. Margaret Mary does not condone any form of harassment. Each child has the right to attend school without being harassed and/or bullied by others. Harassment is behavior/actions that make teachers, staff, or students feel uncomfortable, and prevent students from learning and enjoying school.

Examples of harassment include, but are not limited to:

- **Physical Harassment:**
    - Unwanted physical touch/contact
    - Deliberate impeding or blocking movements
    - Intimidating interference with normal work or movement
- **Sexual Harassment:** refers to unwelcome sexual behavior/advances that make a student or teacher feel uncomfortable or unsafe.
    - Patting, hugging, kissing without permission
    - Touching or grabbing a person's body in private areas
    - Sexual jokes, suggestions, slurs, or remarks
    - Sexual stories or rumors
    - Displaying sexually offensive pictures, magazines, notes, cartoons and/or jokes
    - Pressure to go out on a date or to an activity
    - Whistles, catcalls, rude noises
- **Verbal Harassment:**
    - Threatening or belligerent words
    - Insults, derogatory comments
    - Notes, letters, or graffiti
    - Racial name-calling
    - Inappropriate comments or inappropriate treatment of a person based on gender
- **Visual Harassment:**
    - Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, pictures, videos, or gestures

Cyber Harassment:

- Any derogatory or demeaning action that takes place through text, social media, direct messaging, email, or pictures

Reporting Harassment

- In cases where a student believes they are being harassed, they should try to express their displeasure to the student harassing them, or tell a teacher, parent/guardian, or trusted friend. If harassment continues, the student or parent/guardian should contact school administration to file a complaint.

    - Steps:
        - A written complaint is filed with school administration.
        - A discussion surrounding the complaint will take place between the reporting party(ies) and administration.
        - The Principal, Assistant Principal, and/or school counselor will initiate an investigation of the complaint. The investigation will include individual meetings with both the student alleged to have been harassing and the student reporting the incident.
        - Results of the investigation will be reported to parents of both students, however, due to confidentiality laws, St. Margaret Mary can not disclose disciplinary actions taken towards any child but their own.
        - School counselors and administrators will ensure all students involved in the incident are supported following a reported incident. This includes support and services to the victim, support and services

to the student engaging in harassing behavior, and outside resources that parents may need to utilize.

- Possible consequences may include, but are not limited to, the following:
  - A meeting with parents and students involved to discuss the incident and set up a behavior modification program.
  - A written apology.
  - Required counseling or similar recommendation.
  - Possible isolation of student harassing/bullying from other students.
  - Possible loss of privilege or removal from school or extracurricular activity.
  - A detention or in-school suspension.
  - If after initial investigation and consequences the situation continues, possible consequences may include: out of school suspension or in extreme cases, expulsion from school.
  - The age and developmental level of a student will be considered before a consequence is decided upon.
- False Threats: Any student falsely reporting harassing behavior is subject to disciplinary action.
- Consultation: The Superintendent and Director of Family Counseling are available to consult with schools dealing with harassment, bullying, or threatening behavior.
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The Archdiocese of Louisville and St. Margaret Mary Catholic School will not condone any form of harassment or bullying and will pursue the necessary measures to create a safe learning environment for all students and employees.

STAFF-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.

Students in grades 5-8 may receive an Academic Detention for failing grades. This will entail checking in with administration at 7:20 AM on assigned days.

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 extracurricular activities (athletics, Quick Recall, etc.), and he/she is **not** permitted in the school for any reason. This ineligible status will remain in 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.

RANGE OF PENALTIES

There is 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, or dismissal, and a request for a mental health assessment prior to discussing a possible return to the school setting.

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 intentional statements, gestures,communications, or actions intended to cause harm to one's self and/or another person, or to damage property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstance surrounding the behavior, the nature of the statements, gestures, communications or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment matrix which could assist in determining the level of any threat. Behaviors deemed threatening, even if made in a casual manner, will be taken seriously and will 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. The Pastor and the Superintendent of Schools are also notified.
- Student is suspended from school and may not attend any school activity or be present on school grounds.
- Should the threat concern death or serious injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction, the local authorities will be contacted. The threat assessment matrix may be shared with local authorities. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible,
- Parents/guardians of the student are required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate health assessment.
- Mental health assessment results and recommendations are shared with the principal who makes the final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment, but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.

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,e-cigarettes,alternative nicotine products, vaping pens, 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 administration may choose to investigate by searching the student's locker, backpack, and personal items.
- 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. However, 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.

FALSE THREATS

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as reporting the false threat to the local authorities.

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 is 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.
- ❖ **Vomit** - The child may not be in school after vomiting and must be vomit free for 24 hours before he/she can return to school.
- ❖ **COVID**- The family will follow the current guidelines presented by the school and Archdiocese of Louisville
- ❖ **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. This means that students are not allowed in the school building if they are discovered to have nits or live lice on their scalp.

    - Parents must notify the school office if their child is suspected to have lice.
    - Prior to returning to school, students must be treated for lice with appropriate measures. Students will be checked by a trained staff member the next day to be sure they can return to the classroom. Parents must remain with the child during the recheck.
    - Carpool riders and siblings will also be checked to help eliminate the spread of lice.
    - Parents will receive email notification if lice has been identified in their classroom group.

    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. Please inform the school of any communicable diseases so that we can protect all children and adults.

CURRENT HEALTH/MEDICAL FORMS

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

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

MEDICATION

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- ***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 a 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.
- Should your child be taking medication for a diagnosis such as ADHD or anxiety, please inform the Learning Coordinator.
- ***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 MINISTRY

- 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

SCHOOL ADVISORY COUNCIL

The purpose of the SAC shall be to assist in formulating policies and give direction governing the operation of St. 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 regarding the date/time/location of the upcoming Safe Environment Training workshops on the school or parish website.

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 and Hearing)

PE/Library/Picture Day

- ❖ Assist teachers as needed

For the safety of the children, it is expected that a parent or a designated adult supervisor **be active 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 sign in at the school office or another designated area. Visitors/volunteers will be issued a visitor's pass, which must be displayed at all times when in the building.

EXTRACURRICULAR

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, 6th Grade Academic Showcase, Kentucky Youth Assembly, etc.

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, The National Junior Beta Club, etc.

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 MINISTRY

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

OTHER

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 extracurricular 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 provide 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 ensure 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 forfeit a child's ability to participate in the activity.

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 call or text their children during the school day. 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.**

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 or sold by the PTO.

BIRTHDAY TREATS

Small, single serving,appropriate treats may be brought for a child's birthday. Please send in only the amount needed for the homeroom class. Please check with the homeroom teacher prior to sending treats to the classroom. Some classes are nut free. 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 unless there is a physical limitation due to an injury or medical diagnosis. 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.

VISITORS

For the safety of all, volunteers and visitors must sign in at the school office. Entrance to our building (during school hours) is restricted to the front entry door, and all approved visitors will receive a visitor's pass.

St. Margaret Mary School Tuition Policy

The success of St. Margaret Mary School relies upon a positive partnership with school families. Families are asked to make a commitment to:

- Make Catholic education a financial priority
- Be involved in their children's education and faith formation
- Make tuition payments on a timely basis

The school relies on tuition and fees to provide a quality spiritual and academic program on a balanced budget. FACTS Tuition Management Company is the provider we've chosen to manage the collection of tuition. All parents/guardians, even if paying in full in advance, are required to create a FACTS account. Should a family experience a financial hardship that may warrant re-evaluation of the tuition commitment, it is the responsibility of that family to contact the Parish Business Manager.

We offer the following Tuition payment plans:

- **Pay in full:** One payment (less any tuition assistance if applicable) made on or before July 1st. Families receive a $100 discount for choosing this option. FACTS will assess a $20 annual fee.
- **Pay semi- annually:** Two payments (less any tuition assistance if applicable) made on or before July 15th and on or before Jan.15th. FACTS will assess a $20 annual fee.
- **Pay monthly:** Pay over 10 months (less any tuition assistance if applicable) with the first payment being on or before July 15th and the last payment being made on or before April 15th. FACTS will assess a $50 annual fee.

Returned payment:

- When a payment is returned in FACTS, it will be re-attempted twice. If the account becomes current, no action is needed. If the payment is returned again, the family must make a payment either online or by bringing in a payment to the school or parish office within the next 5 business days. Late fees and NSF fees will be assessed.

30 days past due:

- When an account becomes 30 days past due, the financially responsible party will receive notification from FACTS. They will also receive an email from SMM. It is the responsibility of the family to respond by contacting the Business Manager within 15 days of receipt of this notice in order to correct the situation.

60 days past due:

- When an account becomes 60 days past due and the alternate payment plan is not being fulfilled, the responsible party will receive written notice and is required to attend to the matter immediately. In addition, the following will take place:
  - A face to face meeting will be held with the responsible parties, the Pastor, and the Business Manager.
  - Students will not be permitted to pre-register or return the following academic year until the balance is paid in full.
  - Report cards and transcripts will be withheld until the balance is paid in full.

90 days past due:

- When an account becomes 90 days past due and the alternate plan is not being fulfilled, all of the above consequences will be put in place. Students will also be withdrawn from St. Margaret Mary School until the balance is paid in full.

If a student leaves for any reason during the school year, responsible parties are accountable for tuition according to the following:

- 25% of tuition from the first day of school through Sept. 30th
- 50% of tuition from Oct.1st through Nov.15th
- 75% of tuition from Nov.16th through Dec.31st
- 100% of tuition after Jan. 30th

Chromebook Acceptable Use Policy

Purpose:

The purpose of this policy is to ensure that school-issued Chromebooks are used responsibly, safely, and for educational purposes. Chromebooks are provided to support learning and help students succeed both in and out of the classroom.Students are expected to use all school technology in a way that is respectful, appropriate, and consistent with school rules and district expectations.

Student Responsibilities

Students are responsible for:

- Bringing their Chromebook to school fully charged each day.(grades 6-8)
- Using the Chromebook for educational purposes only during school hours unless otherwise directed by staff.
- Keeping their Chromebook clean and free from damage. Keep food and drinks away from the device.
- Avoid placing heavy objects on the device.
- Using only their assigned Chromebook and school account.
- Reporting damage, loss, or technical issues to school staff immediately.
- Transporting the Chromebook safely at all times. A protective case is encouraged.
- Following all classroom expectations regarding technology use.
- Return the device in good condition.

Intentional damage or negligence may result in repair and/or replacement costs being assigned to the family in accordance with school policy.

Acceptable Use

Students may use Chromebooks for:

- Classroom assignments and educational activities
- Research approved by teachers
- School-related communication
- Educational applications and websites approved by the school

The Following Actions are Prohibited:

Security and Filtering Violations

Students will not:

- Attempt to bypass or disable school internet filters, monitoring systems, or security settings.
- Use VPNs, proxy websites, unblocked game sites, browser exploits, or any other method intended to avoid school restrictions.
- Access blocked or inappropriate content.
- Share methods or tools used to bypass school security with other students.

Misuse of Devices

Students will not:

- Damage or alter the Chromebook in any way.
- Remove school identification tags or asset labels.
- Install unauthorized extensions, applications, or software.
- Use another student's account or Chromebook.
- Share passwords or login credentials.
- Record, photograph, or post others without permission.

Inappropriate Conduct

Students will not:

- Use inappropriate language, images, videos, or content.
- Harass, bully, threaten, or intimidate others online.
- Use Chromebooks for cheating, plagiarism, or academic dishonesty.
- Play games, stream videos, or access social media during instructional time unless approved by staff.

Any other use of the Chromebook or school technology that school staff determines is inappropriate, disruptive to learning, unsafe, or inconsistent with the educational purpose of the device is also prohibited.

Monitoring and Privacy

Chromebooks, school accounts, internet activity, and files stored on school-managed systems may be monitored by school staff at any time. Students should have no expectation of privacy when using school-issued technology or district networks.The school uses monitoring and filtering tools to help maintain a safe educational environment.

Consequences for Violations

Violations of this policy may result in one or more of the following:

- Warning or conference with staff
- Temporary restriction of Chromebook privileges
- Parent/guardian contact
- Loss of technology privileges
- School disciplinary action, such as detention, suspension, or expulsion
- Financial responsibility for damages
- Additional consequences as outlined in the student handbook

Serious violations involving security bypass attempts, inappropriate content, threats, or illegal activity may result in more severe disciplinary action.

Parent/Guardian Responsibilities

Parents/guardians are encouraged to:

- Monitor student Chromebook use at home.
- Encourage responsible digital citizenship.
- Ensure the Chromebook is charged and ready for school each day.
- Report lost or damaged devices promptly.
- Support school acceptable use policies.

Acknowledgement

By using a school-issued Chromebook, students agree to follow this Acceptable Use Policy and all school technology guidelines.

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.

Welcome to Junior High

Handbook Addendum
for grades 7 and 8

St. Margaret Mary School supports the goals of character development and academic excellence. In partnership with the parish and school families, the staff understands that there are key elements in behavior that must be present to make our community function well. To foster these expectations for behavior, all members of the SMM community are expected to conduct themselves in a way that is honorable, both on and off campus. We are committed to nurturing the elements of good character as reflected by Compassion, Excellence, Gratitude, Integrity, Loyalty, Respect, Responsibility and Service.

All students will abide by the rules and policies in the SMM handbook. In addition, the following policies and procedures will be enforced in the Junior High. These additions are meant to reflect the unique needs and gifts of our Junior High students as they prepare for high school.

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POSITIVE REINFORCEMENT PLAN

Junior High students will work to maintain “Mustang Star” status by following the rules and expectations for behavior and attitude. Student behavior will be reviewed on a monthly basis. Those who do not receive a Referral during that time period will receive incentive rewards as determined by the teachers and administration. This cycle will continue throughout the school year. Each month gives students a fresh start toward earning the reward.

UNIFORM ADDITIONS

Students in Junior High must abide by the uniform and non-uniform day policies as set in the handbook. In addition, they **may** also wear the following:

Boys- Khaki pants or uniform shorts-Short length must measure no shorter than the longest finger tip when arms are resting at his side.

Black polo
White dress shirt with appropriate tie
Gray fleece, Pullover, or SMM sweatshirt
Black or white logo socks
Up to 2 Cause Bracelets will be allowed

- No Apple watches or other watches with internet access will be permitted.
- No wireless earbuds will be permitted.

Girls- Navy uniform skirt
Black polo
White button down shirt
Gray fleece, Pullover, or SMM sweatshirt
Black or white logo socks
Plain gray or black sweatpants may be worn under skirts
Purses- must be of reasonable size; no larger than 8” by 10”. A piece of copy paper is a good measure of this standard.

- Jr High girls may wear nail polish that is clear, neutral in color (white, beige, pale pink), or French tips. Nails must be neat, clean, trimmed and well shaped. No glitter or nail art is allowed. No extended tips on fingernails are allowed.
- Up to 2 Cause Bracelets will be allowed
- Up to 2 pairs of stud earrings will be allowed. No hoops.
- One Religious necklace is allowed. No costume jewelry.
- Skirt length must measure no shorter than the longest finger tip when arms are resting at her side.
- No Apple watches or other watches with internet access will be permitted.
- No wireless earbuds will be permitted.

HALL LOCKERS

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.

HOMEWORK and LATE ASSIGNMENTS

Students are expected to turn in their homework as assigned. An assignment that is one day late will receive a grade of 75. After that, the student will receive a zero on the assignment.

***See Pages 21-27 for Behavior Protocols and Policies**

ADMINISTRATOR’S DISCIPLINARY ACTIONS

The principal and assistant principal may utilize appropriate and various measures to insure and maintain safety and discipline in the school. When a student misbehaves or shows continued poor progress in academics or behavior, the administrator will contact the parent to discuss the situation or set a conference. The purpose will be to discuss the nature of

the problem(s), share possible solutions, and choose actions that will help the child become successful. A probationary period may be put into effect utilizing a behavior or academic contract. The other following options may be discussed:

- Temporary removal of school privileges
- Separate student from peers
- Refer for counseling or evaluation
- Modified school program
- Denied access to bus transportation
- Suspension from school
- New school environment

As it is impossible to anticipate all forms of inappropriate behavior, the school administration reserves the right to impose disciplinary action, as it sees fit, on conduct not specifically covered in the discipline policy. Parents are expected to support the teachers, administrators and school policies.

ACCELERATED GROUPING

Differentiated Instruction will be used to meet the individual academic needs of our students in all subjects. There will, however, be an accelerated grouping for Pre-Algebra and Algebra instruction if warranted by test scores. Groups will be determined using the following criteria:

7th Grade Math

- Percentile Math score from 6th grade MAP test
- Diagnostic end of the year test
- Teacher recommendation based on class grades and previous performance
- Students will be placed in the group until there is a full class; parents **do** have the right to deny placement in the advanced group if they think it will be too stressful or otherwise a poor fit.
- Placement will be reevaluated before the first conferences; groups may be adjusted accordingly
- The other two groups will be of mixed ability
- Students must maintain an A average to remain in the class

8th Grade Math

- Percentile Math score from 7th grade MAP test
- Diagnostic end of the year test
- Teacher recommendation based on class grades and previous performance
- Students will be placed in the group until there is a full class; parents **do** have the right to deny placement in the advanced group if they think it will be too stressful or otherwise a poor fit.
- Placement will be reevaluated before the first conferences; groups may be adjusted accordingly
- The other two groups will be of mixed ability
- Students must maintain an A average to remain in the class

HONOR ROLL

The achievement of 7th and 8th 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 Referral or detention.
- ❖ Honor Roll: A's and B's (not more than 2) and no more than one behavioral Referral or detention.

The student must also maintain a S in conduct to remain on the Honor Roll or Principal's List in a trimester.

SHADOWING

Shadowing is designed to assist students in choosing the high school that will be best for them. Shadowing offers prospective 7th and 8th 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) or on an early dismissal day. 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. 7th grade students may not shadow during the MAPS testing dates.
3. The parent prints a *Shadowing Documentation Form* from the school website. The elementary school principal, the junior high teachers and the parent must sign the form prior to the shadow date.
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 and is expected to take the initiative on finding out what they missed.
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 SHADOWING INFORMATION

Each 7th and 8th grade student has a total of four possible days to shadow over a two-year period using excused absences, with only 2 per year being preferred. Students who wish to shadow more due to special circumstances must obtain permission from the administration. Other shadow dates should be scheduled during non-session days for SMM. Please see the school calendar when scheduling.

1. Shadowing begins in mid-September for 8th grade students.
2. Eighth grade students should shadow prior to the High School Placement Test in December. 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.
3. Seventh grade students may shadow only between January and late April.
4. Students can shadow only once per high school and be excused from SMM.
5. Students should not shadow on consecutive days since they will miss too many classes at SMM.
6. 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).

PTO SCHOLARSHIP

Each year, the PTO will award an 8th grade boy and girl who will be attending a Catholic high school a $1000 scholarship. Each student's eligibility will be determined by the following criteria:

- **Academics:** High school entrance exam: Students must score 85th 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 8th 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. All applicants are kept anonymous from the committee.The scholarship is paid directly to the high school prior to the start of the fall semester.

Sarah Voit Memorial Scholarship

The Sarah Voit Memorial Scholarship will be awarded each year to one boy and one girl who will attend a Catholic High School. Students eligibility will be determined by the following criteria:

- **Academics**
- **Faith**
- **Literature/Writing focus**
- **Letters of Recommendation**
- **Essay**

Recipients will be chosen by a selection committee. All applicants are anonymous until the winners are announced.

Beta Club

The National Jr. Beta Club recognizes outstanding achievement, promotes character and social responsibility, encourages service involvement to the school and community, fosters leadership skills, and provides settings for our children to develop interpersonal relationships.

This organization is open to all students in the 7th and 8th grades who meet the requirements listed below:

- Students must be entering 7th or 8th grade
- Students must achieve participation on the Principal's List or Honor Roll (this means either all A's or A's and only two B's)
- Students must maintain this academic standard for the entire year
- Students should actively participate in the church or other community organizations
- Students should be involved with one extra-curricular activity
- Students must actively participate in the Beta Club events, meetings and projects
- Student's behavior should be exemplary in the classroom, at school and while representing SMM. (If a student receives a Behavioral Referral membership will be under review)

EIGHTH GRADE GRADUATION

Eighth grade graduation will be observed annually on the date determined by April 1st. An 8th grade student who fails 1 core subject will be required to complete a summer class prior to being promoted to high school. He/she will be able to walk at the graduation ceremony. If a student fails 2 or more subjects, the student will be required to complete summer school in cooperation with the high school, will not walk at the graduation ceremony, and will not be promoted until successful completion of the summer program is documented and shared with the principal.

- ❖ The members of the school class will be honored by:
  - Having their achievements recognized in an appropriate environment separate from the Graduation Mass. This event known as the Graduation Breakfast is coordinated by the School Advisory Council. Parents are invited to this function.
  - Celebrating Mass 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.