

PHILOSOPHY OF ST. MARY CATHEDRAL CATHOLIC SCHOOL

Faithful to the Gospel and to Jesus' words, "I come that you may have life and have it to the fullest." St. Mary Cathedral Parish and School offer a Catholic elementary education in which the whole child is formed and challenged to reach his/her fullest potential through gaining an understanding of one's faith in the culture and world in which one lives.

The school plays an integral part in the family life of the students as it aids the parents in their role as primary educators of their child. The parents, students, parish, and staff are mutually enriched as they share in community and in the cooperative venture of developing their talents, gifts, and virtues as well as those of their children.

Teachers guide students' learning through a sequentially-planned curriculum while expecting and motivating the child to take responsibility for his/her achievements and to help develop them into saints and scholars. The child will be given understanding, experiences, skills and formation in their affective, academic, moral, spiritual, and social life. The child will be made aware of the needs of the Church and world in which he/she will be called by the Holy Spirit to lead, serve, and share life in its fullness.

(Revised and approved by School Board, June 2018)

MISSION OF ST. MARY CATHEDRAL CATHOLIC SCHOOL

Our mission is to send forth students into the world as both saints and scholars by providing them with a high standard of education, within a caring atmosphere, and founded on the virtues of Jesus Christ and the Catholic faith.

(Revised and approved by School Board, June 2018)

COMPLIANCE WITH RSMO 210

St. Mary Cathedral School abides by the state Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to suspect that a child has been or may be subjected to abuse or neglect shall immediately report or cause a report to be made in accordance with the provisions of Missouri statutes, sections 210.110 to 210.165 (Diocesan Policy #5650)

<p>The principal is the final recourse and reserves the right to amend this handbook. Parents and students will be given prompt notification if amendments are made.</p>

ST. MARY CATHEDRAL SCHOOL FACULTY AND STAFF 2021-2022

Pastor	Father Allan Saunders
Principal	Mrs. Christine Ostendorf
School Secretary	Mrs. Jessica Barinque
Pre-Kindergarten	Mrs. Jennifer Landewee
Kindergarten	Miss Chelsea Farrow
1st Grade	Mrs. Jane Wilson
2nd Grade	Mrs. Mary Santana
3rd Grade	Mrs. Layne Burner
4th Grade	Mrs. Jennifer Koch
5th Grade	Mrs. MacKenzie Davis
6th Grade / Science Gr. 7	Mrs. Michelle Bradshaw
7th Grade / Social Studies Gr. 8	Mrs. Debra Skaggs
8th Grade / Math 6/7/8	Mrs. Tara Stroup
Algebra I and Adv 7th / History Gr. 5&6/ 4 th Rel.	Miss Thuy Ha
PE PreK-8	Mr. Adam Winkler
Band / Music K-8 / Computers	Mr. Jim Hindman
Spanish 6-8	Mrs. Elizabeth Berry
Art K-8 / Science Gr. 3	Mrs. Vicki Raines
Teacher-aide/Science Gr. K-2/Social Studies Gr. K-2	Mrs. Leah Lappe
Pre-K Teacher-aide	Mrs. Nicole Bolen
Librarian	Mrs. Becky Weidenbenner
Music/Organist/ Liturgy Planning	Mrs. Leann Hendrix
AB Club Director	Ms. Sasha Moore
Cafeteria Staff	Mrs. Leah Pobst
	Mrs. Brigid Sample
	Mrs. Sharon Derrington
	Mr. Martin Santana
	Mrs. Denise Wiesner
Maintenance Staff	

ST. MARY CATHEDRAL SCHOOL BOARD:

Mr. Jeremy Wulfers, President	Mr. Jonathan Bremer	Mr. Brad Elfink
Mrs. Danielle Poyner, Vice President	Mr. Wayne Hampton	Mrs. Sarah Kilpela
Ms. Sara Beattie, Secretary	Mr. Shannon Kutz	Mr. Daren Vowels
Father Allan Saunders, Pastor	Mrs. Christine Ostendorf, Principal	
Mr. Karljos Hinkebein, Home & School Association		

HOME AND SCHOOL ASSOCIATION OFFICERS:

Mr. Karljos Hinkebein, President	Mrs. Bailey Lundstrom, Vice-President
Mrs. April Ostendorf-Morris, Secretary	Mrs. Chelsea Wichern, Treasurer

ATHLETIC OFFICERS:

Mr. Mark Rubel, President	Mrs. Brandi Killian, Co-Vice-President
Mrs. Amber Prasanphanich, Co-Vice-President	Mrs. Erika Thurston, Secretary
Mrs. Jackie Farrow, Treasurer	

ADMISSION / REGISTRATION REQUIREMENTS

ADMISSION POLICY (Revised by School Board, April 17, 2012)

Students enrolling in Kindergarten through Eighth Grade at St. Mary Cathedral School will be admitted in the following preferential order:

1. First priority is given to the children of registered members of the parish whose families are actively participating in their faith or who are actively involved in becoming members of the Catholic faith through the RCIA program.
2. Students of non-parish families who have siblings currently enrolled in St. Mary Cathedral School.
3. Students of non-parish families.

Enrollment for the Pre-Kindergarten class follows the same guidelines as above. Admission into the Pre-Kindergarten class, however, does not guarantee admission into the Kindergarten class for the following year.

A student's records will be reviewed to assure that the program offered by the school suits the child's educational needs prior to registration. Students will be admitted based on the discretion of the pastor and the principal. It is our goal not to exceed 27 students per class. Exceptions to class size will be determined at the discretion of the pastor and principal. All students are to participate in all religious studies and activities unless excused by pastor/principal. All new students are enrolled for a probationary period based on principal discretion.

Enrollment for the next school year is completed in March. Any student not re-registered for the coming school by April 30 will not be guaranteed class placement and will, if needed, be placed on a waiting list for the desired class.

As the non-Catholic percentage of our student enrollment increases, added care should be taken by the school administration to maintain the school's Catholic identity. It is recommended that no more than one-fourth of the student enrollment be non-Catholic. If more than one-third is non-Catholic, the enrollment should be carefully evaluated by the school board and efforts shall be made to increase the Catholic enrollment.

(Diocesan Policy #5075)

ADMISSION REQUIREMENTS FOR KINDERGARTEN

A child must be five (5) years old prior to August 1 to enter Kindergarten that year (Missouri Law adopted in 1996). The following must be presented at registration: (1) Baptismal certificate (if student is Catholic) (2) Birth certificate (3) Social Security number (4) Health Record including records of dates and immunizations mandated by the state including evidence of a recent physical by a doctor (5) Proof of registration in parish or another church (6) Completion of Fair Share Contract.

Prospective students must be screened, evaluated, and recommended for admission through the Missouri KIDS Test given by an appropriate examiner.

ADMISSION OF TRANSFER STUDENT

Permission of pastor and principal is required for the admission of all new students. The following must be presented prior to final registration: (1) Records and/or the most recent report card from the school formerly attended to indicate abilities and to assist in proper placement of students (Parents must request records from the prior school be sent to St. Mary School.) (2) Baptismal certificate (if student is Catholic) (3) Birth certificate (4) Proof of registration in parish or another church (5) Completion of Fair Share Contract (6) Up-to-date Health records including immunizations.

TRANSFERRING FROM ST. MARY CATHEDRAL SCHOOL

When it becomes necessary for a child to transfer to another school, the principal of St. Mary School needs to be contacted by the parent. Records will be mailed to the new school only after a formal request signed by the parent has been received from the new school and payments for any outstanding charges have been received by St. Mary School. Also In certain instances, the principal may wish to admit a student on a probationary basis. When this happens, this needs to be placed in writing before the student is admitted to the school and signed by the principal and the parents or guardians. (Diocesan Policy #5520)

RE-ADMITTANCE TO ST. MARY CATHEDRAL SCHOOL

Students who have shown cooperation with school policies and expectations, whose parents have shown cooperation with faculty and administration in the education of the student, and whose parents have been active members in their parish or church will be re-admitted.

GUARDIANS AND / OR CUSTODIAL PARENTS:

Proper documentation of court decisions are to be put on file with the principal so the school will know with whom to formally communicate any concerns.

STUDENT RESIDENCE REQUIREMENTS

Any student attending an elementary or high school in the Diocese of Springfield-Cape Girardeau system is required to be living with one of the following: the student's parent(s), a legal guardian, a person who has been given the power of attorney by a natural parent.

A written notification is to be on file which identifies the residence of the student. Should a student be living with anyone other than one of the above-states parties, the student will be suspended according to procedures of the local school policy. (Diocesan Policy #4802)

STUDENTS WITH SPECIAL NEEDS

The Catholic school strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the school does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk; the parents of the student will be asked to seek alternate placement for their child. (Diocesan Policy #5085) St. Mary Cathedral School also does everything it can in the Study Skills program to accommodate or modify the educational information or delivery for the students. If a teacher or parent sees an educational need, they can contact the office in order to enroll the student in Study Skills.

MEDICAL REQUIREMENTS

It is the duty of the parent/guardian of every student entering St. Mary School to furnish evidence of immunization before the start of school. All students in grades K through 8 must present documentation of up-to-date immunization status, including month, day and year of each immunization before attending school. The Advisory Committee on Immunization Practices allows a 4-day grace period. Students in all grade levels may receive immunizations up to 4 days before the due date.

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.

- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on

Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).

- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to

receive the next dose in the series.)

- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

The **Missouri Department of Health** has released the following immunization requirements for school attendance for all children:

DOSES REQUIRED BY GRADE

Vaccine									
Required	K	1	2	3	4	5	6	7	8
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1
MCV ³ (Meningococcal)									1
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁶	2	2	2	2	2	2	2	2	2

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.

2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.

3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.

4. Kindergarten-8 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next to-last and last dose should be at least six months.

5. First dose must be given on or after twelve months of age.

6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.

7. First dose must be given on or after twelve months of age.

Kindergarten-8 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

ABSENCE FOR TRIPS OR VACATIONS

Absenteeism for vacation trips during the school year should be carefully considered in regard to the child's welfare. WRITTEN NOTICE stating the exact days the child will be out of school should be given to the child's teacher. The school will not assume responsibility for assisting students in making up missed work or provide school work ahead of class participation. Students leaving early at the end of the school year will not be able to make up work.

ABSENCE FROM SCHOOL

When a child is absent from school, a written excuse signed by the parent or guardian is required when the child returns to school. Notes are kept on file by the teacher and must contain the DATE OF ABSENCE and REASON FOR ABSENCE. If a child comes without a written excuse, he/she will be given the same consequence by the teacher as for having incomplete homework. Further steps will be taken if notes are not brought by the student.

A phone call may be made to the office to notify us of the child's absence. If calling before school hours, parents may leave a message on the answering machine advising the office that the child will not be at school that day.

When a child is absent, tardy, or released from school early, he/she is responsible for work assigned and the student should ask the teacher for make up work.

ARRIVAL INFORMATION

Supervision begins at 7:15 a.m. in the cafeteria. Students will be dismissed to their classrooms at 7:40 a.m. Students arriving after 7:40 a.m. may go immediately to their classrooms. If a student will arrive at school before 7:15, parents are asked to send a signed statement releasing the school from responsibility for supervision of the child.

If parents accompany their child to the classroom in the morning, it is extremely important that the parent NOT use this time for conference with the teacher. Teachers need to be able to greet all students and to help them settle in and prepare for the day. Conference times with teachers can be arranged at a time convenient for both parents and teachers.

ATTENDANCE / SCHOOL HOURS

School Begins at 7:50am

School Dismissal at 3:05pm

ATTENDANCE

The state of Missouri provides, by law, for compulsory full day attendance by all children between the ages of 7 and 16. The responsibility for compliance with this law belongs to the parents. However, recognizing that a student's regular attendance at school has a direct bearing on the child's success in school, St. Mary Cathedral School has developed its own policies and procedures to encourage regular attendance and discourage absence from school without serious reason. Consistent attendance is absolutely necessary if a child is to progress scholastically. Absenteeism in excess of 30 days is considered sufficient reason for retention.

REQUIRED DAYS OF ATTENDANCE

In order to meet the requirements for accreditation for the school year, there must be at least 1044 hours attendance. The school day consists of 6 hours in which the pupils are under the guidance and direction of teachers in the teaching process.

Virtual Learning may be a necessity. Extended absences also may occur for students based on the current COVID19 regulations. Therefore, we are not handing out perfect attendance awards this year. Please see COVID Addendum for more information.

DISMISSAL

Regular dismissal time is 3:05 p.m. for all students. Supervision provided by the school will end at 3:30 p.m. Special arrangements may be made by contacting the school office.

Dismissal will be a group effort in the gym. Please be patient with the procedures and follow the rows and lines to make dismissal an effective process.

Students who have not been picked up by 3:30 p.m. (unless the office has been notified of a problem and reason for late pick-up) will be escorted to the St. Mary After-School Center and parents will be responsible for paying the customary fee for After-School Care provided. Children who walk home are asked to leave as soon as their class has been dismissed.

DISMISSAL DURING THE SCHOOL DAY

A written request from a parent or guardian is required for a child to leave before the time of dismissal. The written request should include the child's name, date, time of dismissal, and the name of the person who will call for the child. These notes are approved by the principal. When arrangements have been made for a child to leave school, the parent or designated person must call for the child at the office and sign him/her out. This paper is then taken to the child's teacher. Upon returning from an appointment, the child must report to the office and sign in before returning to his/her classroom. In case of an emergency, when no previous arrangements have been made, please see the principal.

EARLY DISMISSAL FOR FACULTY MEETINGS

The faculty meets on a regular basis for in-service and to discuss items which affect the entire school. Ordinarily these meetings are held on the 2nd Wednesday of each month. Classes are dismissed at 2:00 p.m. on these days. Students who have not been picked up by 2:30 on these days will be taken to the St. Mary After-School Center. We ask parents to make arrangements in advance and to take special note of early dismissal days.

In addition, the faculty will be meeting for a full day quarterly to have a professional development day. We ask that you pay attention to the school calendar to be aware of these days off school.

FIELD TRIPS

Field Trips are privileges given to students; no student has an absolute right to a field trip. Students may be denied participation in field trips if they fail to meet academic and/or behavioral requirements. A signed permission form is required from each student in order to participate in field trip activities. Telephone calls will not be accepted in lieu of written permission. If transportation is involved for a field trip, care must be taken that automobiles carry necessary insurance and are in good traveling condition. A signed and completed

copy of the Volunteer Driver Agreement form for each driver must be on file in the school office prior to the field trip.

PROLONGED ABSENCE DURING THE SCHOOL DAY

Students who are out of school longer than 2 hours but are in attendance the rest of the day will be counted as absent 1/2 day. This is for sickness, appointments, or personal need. A medical appointment will be verified upon the student's return with a note from the doctor.

RECESS / BREAK PERIODS

Students in grades K-5 have a morning and an afternoon recess break. Students in grades 6-8 have breaks between classes in the morning and an afternoon recess break. All are expected to take part in activities outdoors unless weather is bad or the student has been asked to stay inside by a teacher. The children should come properly dressed for outdoor play. Parents must send a written note if they would like their child to remain indoors during recess.

SNACKS

Children who need a snack at recess may eat it in designated areas. Parents are asked to send nutritional snacks to school and to avoid snacks with high sugar content in accordance with the school Wellness Policy. Kindergarten students will be provided a morning snack at school. The vending machine may not be used during school hours.

TARDINESS

This is detrimental to the learning process not only to the tardy child but also to the entire classroom. In addition, undesirable lifetime habits of tardiness can be formed at this time. Any arrival after 7:50 a.m. is considered AN UNEXCUSED tardy.

The only exception is for doctor or dentist appointments which will be considered excused only if the child returns to school with a note from the doctor or dentist.

A written note from the parent must always accompany the tardy child. The note must include the child's name, the date, the reason for the tardy, and a parent/guardian signature.

Upon receipt of the third tardy in a quarter, the student will be required to serve a detention. If a child accumulates 10 tardies, a parent/principal conference will be requested to determine the cause of the excessive tardiness and to work toward a possible solution.

SCHOOL CLOSING

On days when unusual weather conditions exist, school closing will be announced on the radio and television. If school closes early during the day because of unusual weather conditions, the time of dismissal will be announced on radio stations 960-KZIM, 99.3, 93.9, and K103 and on KFVS - TV Channel 12. If school is cancelled due to weather conditions, all other school activities will be cancelled as well.

Parents are strongly encouraged to sign up for the electronic text messaging service provided by textcaster.com. Immediate texts will be sent in case of emergency or school closing.

BIRTHDAY CELEBRATIONS / PARTIES

Special Treatments for birthdays in grades PreK-8 will be done at the discretion of the teacher. Food treats will be allowed as long as they are individually packed and nut free. Students receiving balloons, flowers, etc., will be notified that they may be picked up in the office at the end of the school day. Invitations to private parties may be given out at school ONLY if the entire class will be invited. This avoids hurt feelings of those not invited.

CAFETERIA

St. Mary Cathedral School offers federally subsidized hot lunch and breakfast programs as a service to the students. All students are required to eat lunch (either purchased at school or brought from home) in the lunchroom unless specifically exempted by the principal. Students are encouraged to purchase lunch in the cafeteria every day they are in school. Menus are published in advance in the school newsletter and in the local newspaper.

No Outside lunches from restaurants may be brought into school in accordance with our school wellness policy.

This school year all breakfast and lunches are free. However, we ask that families still fill out the Free and Reduced Lunch forms.

METHODS OF LUNCH / BREAKFAST PAYMENTS:

The school uses a computerized system for both breakfast and lunch. Each family has a separate account in the system. When money is sent for breakfast or lunch, the amount is credited to your family's account. When a child buys a breakfast, lunch, or extra milk, his or her account is charged for the amount of the meal. We ask that payment for meals be sent in advance to insure that your children have credit in his or her account to be able to purchase the meal(s) for the day.

PLEASE FOLLOW THESE STEPS TO INSURE PROPER CREDIT:

1. Payments may be sent weekly, monthly, quarterly or by semester. You can estimate the number of meals your child(ren) will eat. If extra money is sent, it will remain in the account to be used as credit for future meals.
2. Payments for breakfast, lunch, and extra milk may be sent to school in an envelope clearly marked "Lunch money." On the envelope, list your family name, the name(s) of student(s), and the amount being sent.
3. Please do NOT send lunch money in the same envelope or included in a check to cover Fair Share/Tuition, etc. Cafeteria money is handled separately. Contact your bank to send an automatic payment from your checking account.

Monthly statements will be sent to notify families of their current balance and account balances are available to parents through the school website. Families with accounts showing more than 10 days unpaid lunches will be notified and asked to send lunches from home until the balance is paid.

The cafeteria is totally funded by payments from our families and federal subsidies for families receiving free or reduced lunches. If families do not make payments in a timely manner, the cafeteria is not able to pay its bills

on time or order food in larger, more cost-effective quantities.

In accordance with Federal civil rights law and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.ascr.usda.gov/complaint_filine_cust.html, or at any USDA office, or write a letter addressed to USDA and provide in the letter of the information requested in the form. To request a copy of the complaint form, call (566)632-9992. Submit your completed form or letter to USDA by mail to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or FAX to (202)690-7442 or e-mail program.intake@usda.gov. USDA is an equal opportunity provider and employer.

ACADEMIC AND SPIRITUAL

CHRISTIAN LEADERSHIP AWARD

The Christian Leadership Award is presented annually to a boy and girl in each class who demonstrated through the year the ability to witness to others those choices and values which give evidence of their Christian character and have offered life to others as the school philosophy prescribes. These awards are determined by the teacher.

CONFERENCES

A required Parent-Teacher conference is scheduled for all students at the end of First Quarter. It is EXTREMELY IMPORTANT that every parent attend the scheduled conference time. Additional conferences can be arranged at other times during the year if needed.

CURRICULUM

The curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to its student body in accordance with its stated goals, purposes, and objectives.

St. Mary Cathedral School curriculum includes:

Religion	Reading/Phonics	English	Spelling/Vocabulary
Mathematics	Social Studies	Science	Geography
Music	Physical Education	Art	Computer Skills
Family Life	Spanish I	Algebra I	Assembly Program
Reading Renaissance/Accelerated Reader			Accelerated Math

GRADING

St. Mary Cathedral School complies with the scale used throughout the Diocese of Springfield-Cape Girardeau.

A+ 100	B+ 92	C+ 84	D+ 75
A 94-99	B 86-91	C 77-83	D 71-74
A- 93	B- 85	C- 76	D- 70
			Below 70 F
O - Outstanding	S - Satisfactory	P - Progressing but not yet Satisfactory	

ACADEMIC COMPETITIONS

Because we recognize the diversity and excellence found in our students, we encourage student participation in appropriate local, state, and national competitions.

Academic Competitions include: Science Fair, History Day, MathCounts, Math Competitions, Geography Bee, Oratorical Contests, Scholar Bowl, Vocabulary contests, as well as poster, writing/essay, and Art contests.

GRADES 5-8 OPTIONAL AND REQUIRED PROJECTS

Grade 5 -- Students in Grade 5 are required to complete and display a Science Project for the St. Mary's All-School Fair.

Grade 6 -- Students in Grade 6 are required to complete and display a Science Project in the St. Mary's All-School Fair. Students are also given the option of completing a History Day project for display in the All-School Fair and History Day competition.

Grade 7 -- Students in Grade 7 are required to complete and display a Social Studies Project in the St. Mary's All-School Fair. The project may be entered into History Day competition if desired. Students may also choose to display a Science Project in the All-School Fair.

Grade 8 -- Students in Grade 8 are required to complete either a Science Project or a Social Studies Project to be displayed at the St. Mary's All-School Fair. The project may be entered into History Day or Science Fair competition if desired.

**Grade 5 – 8 Project Grades will be included in student 3rd Quarter grades.

HOMEWORK

The lessons which are taught during the day need to be reinforced with written and study work. Assignments are based upon work which has been taught during the day and do not, therefore, require a great deal of explanation on the part of the parent. If the assigned work takes more than the ordinary concentrated amount of time, please do not hesitate to consult with the teacher about this. The teacher may be able to suggest some means to cope with the problem. Ordinarily PRIMARY GRADES (1-3) will have 15 to 30 minutes of homework; INTERMEDIATE GRADES (4-6) will have 30 to 45 minutes; GRADES 7-8 will have 45 to 75 minutes of work. This could be study or written work. Homework is not ordinarily given on weekends. The time should be used for reading or for special projects which might be in progress.

HOMEWORK ASSIGNMENT BOOK

It is required that each student in Grades 4 – 8 have an assignment notebook in which to write down daily assignments. Students will be given an approved St. Mary's Assignment Book on the first day of school each year. Replacement assignment books may be purchased for \$5.00 in the office if needed.

Homework Assignments for students in Grades 3-8 will be posted daily on our school website. Parents are encouraged to use this website in order to aid students with homework.

HONOR ROLL

Academic Honor Roll / B.U.G. lists will be published four times per year at the end of each quarter. Students in Grades 4 through 8 will be eligible for the "A" or "B" Honor Rolls based on each quarter's report card grades according to the following criteria:

"A" Honor Roll: Students have achieved a 93% to 100% average of all Academic Subjects (Religion, Reading, Math, Science, English, Social Studies, Spelling/Vocabulary) with NO quarter grade lower than a B- (85%).

"B" Honor Roll: Students have achieved an 85% to 92% average of all Academic Subjects (Religion, Reading, Math, Science, English, Social Studies, and Spelling/Vocabulary) with NO quarter grade lower than a C- (76%).

"B.U.G." List (Bringing up Grades): **Students in Grades 1 through 8 are eligible for B.U.G. List. Students will be honored for bringing up grades by being placed on the "BUG" List at the end of the second, third, and fourth quarters. Requirements for this list are:

- a) No grade may go down (Example: A- to B+)
- b) At least one grade must be raised (Example: A- to A)

LIBRARY

The school library is available to students when needed. The library is now fully-automated and staffed by a full-time librarian and volunteer parents. Each child receives a library card at the beginning of the school year. Replacement cards are available for \$1 if a card is lost. Student use of the library may be restricted for violation of library rules.

REPORT CARDS

Report cards are issued four times a year, about once every nine weeks. Make-up work is required to be finished by the end of the quarter. When a pupil has been absent 10 days or more during a nine week term, his/her report card may be withheld until the required work has been made up. Report cards will not be given out if school fees are not paid in full at the end of each semester.

If a child is not progressing satisfactorily at mid-quarter, a deficiency notice will be sent to the parents to notify them of this fact.

RETENTION POLICY

St. Mary Cathedral School reserves the right to retain any student for academic reasons. Certificates of attendance may be awarded at the end of 8th grade rather than certificates of completion to students who have not successfully completed the curriculum as evidenced by receiving an F average for the year in a major subject area due to lack of effort.

SACRAMENTAL PREPARATION

Second grade students celebrate the Sacrament of Reconciliation and the Sacrament of the Eucharist for the first time. Students who have not received these sacraments usually attend regular classes for one year and then parents are to request sacramental reception through the pastor or principal.

The Sacrament of Confirmation is a Sacrament of a stirring up of the Holy Spirit and an increase in responsibility for being a Catholic Christian. Students will begin their formation for Confirmation with instruction in 7th grade. The parish will offer a program to further this formation. The actual time of reception of the sacrament of Confirmation follows the parish policy.

STANDARDIZED TESTING

Iowa Test of Basic Skills (ITBS) standardized achievement tests are given annually in the fall to each student in Grades 3 through 8 according to Diocesan Guidelines.

A Kindergarten Readiness Test is given to each child prior to admittance to Kindergarten. If possible, the test is administered to students in the spring prior to their beginning Kindergarten.

TITLE I PROGRAM

Services from the Federal Government through Title I are offered to students in need of remedial help in reading and/or math. In order to be eligible students must live in a Cape Girardeau Public School attendance area which participates in Title I services. Participating students attend classes with a teacher provided by the Title I program. Parents are notified and are to request these services if their child qualifies for this program.

PRAYER/LITURGICAL LIFE

Our prayer life is a central aspect of our school environment. As a result all students are given opportunities for regular Mass attendance (two times per week), the Sacrament of Reconciliation (during Advent and Lent), prayer services, Holy Hour devotions, Stations of the Cross, devotion to the rosary, May Procession, and special seasonal practices.

During the school year students in Grades 1- 5 attend Mass on Wednesday and Friday mornings at 8:00 a.m. Students in Grades 6 - 8 attend Mass on Tuesday and Friday mornings at 8:00 a.m. Kindergarten students attend Mass on Fridays during Second Semester and on Special Days.

Parents are the primary educators of their children in regards to the faith. Therefore, we encourage parent participation in the faith formation of their children inside and outside of school. For more resources in helping your children grow please see the parish and school websites.

STANDARDS AND GUIDELINES

DRESS GUIDELINES

"Dress is one means of conveying one's individual personality and can state who the person is and how the person feels about him or herself. As we educate the whole person, we assist students in developing pride in themselves and their appearance as well as teach them proper and acceptable ways to dress in different situations which will speak well of themselves as individuals and speak well of the Catholic school. Dress should be such that it is clean, modest, neat, and in good taste, and economically reasonable so as not to cause discrimination among students. Clothing should not be of the nature that it can cause damage to the school building or its contents or be a disturbance to the learning environment or the safety of children in the school."

(Policy adopted by School Board 8/14/89)

School uniforms enhance student self-esteem and reduce social barriers between students. The St. Mary's School Board adopted a uniform policy in August of 1997 and implemented the policy in the 1997 - 1998 school year. Parents are asked to take responsibility for their children's dress at school. If guidelines are abused, parents will be contacted to bring proper clothing before the child will be allowed in class. The school reserves the right to make the final decision as to if the clothing or accessory is unsuitable for school or distracting to other students.

Shirts:

1. Polo style shirts in red, royal blue, yellow, and white. All colors except white must have SMS logo embroidered or stamped in block letters. All suggested retailers will stamp or embroider approved logo in navy thread.
2. Shirts may be short or long sleeve.
3. White shirts, long or short sleeve, may be worn under any uniform shirt.
4. Spirit shirts/sweatshirts with uniform bottoms may be worn on home game days.

Pants and Shorts:

1. Solid-colored navy or khaki (tan) pants, capri pants, or shorts may be worn.
2. Flat front or classic pleat styles only.
3. Bootcut and straight leg styles recommended.
4. No low-rise, skinny, pencil fit, "hip-hugger" or drawstring pants may be worn.
5. No pants or shorts of any kind may have patch pockets or cargo pockets.
6. Shorts must be no shorter than two inches above the knee.
7. NO TIGHT-FITTING, STRETCHY, CORDUROY, OR LEATHER-LIKE MATERIAL MAY BE WORN.
8. Pants and shorts may be purchased from any source but should look like the pants below.. Elderwear, K12, and Uniform brands preferred.

Girls pants (flat front, pleated)



Girls shorts



Boys pants



Boys shorts



Suggested Retailers:

1. Guy's Big & Tall- 2136 William St. Cape
2. The School Store on school website
3. Land's End- landsend.com School Number 900162926
4. J.C. Penney- in West Park Mall (styles described above only)
5. Old Navy- in West Park Mall (styles described above only)

Jumpers, Skirts, and Skorts

1. Solid-colored navy or khaki skirts and skorts may be worn, but must be no shorter than two inches above the knee.
2. Skirts require a pair of shorts to be worn underneath.
3. SMS plaid skirt/ jumper may also be worn (purchased from Guy's Big & Tall).
4. Any white shirt (logo optional) or SMS polo shirt of any color may be worn with all skirts and skorts and will be tucked in.

Flat front



Pleated



Guidelines for all Students Grades K-8

1. Shirts must be tucked in at all times.
2. Students are to wear a belt at all times. Belts should be white, tan, brown, black or navy and not distracting (no words, embellishments).
3. Socks or tights (with or without feet) must be worn at all times and be solid colors. Acceptable colors are red, white, navy, black or tan.
4. Tennis shoes are highly recommended every day and required on PE days.
5. No hats or sunglasses may be worn during school.
6. No yoga pants, jeggings, leggings, spandex or tight-fitting clothing may be worn as pants at any time.
7. No make-up, accessories or jewelry that are distracting or excessive are allowed. (Distracting or excessive will be determined by the teacher.)
8. Coats, jackets, hoodies or non-SMS sweatshirts may not be worn in the classroom.
9. Coats or jackets are required on days under 40 degrees as students will still be outside whether they have a coat or not.
10. Boy scouts may wear Scout uniforms on Scout meeting days.

No Uniform Days:

1. All clothing should be clean, modest and free of tears/holes.
2. No tank tops or sleeveless shirts.
3. Shorts must be of "fingertip length". No short athletic shorts may be worn.
4. No yoga pants, leggings, spandex or tight-fitting clothing.
5. Make sure all wording or images on clothing are appropriate for school.
6. No uniform passes may not be used on any day your student has Mass.

6th-8th: Tuesday and Friday K-5th: Wednesday and Friday

(Revised March 2018)

DRUG /ALCOHOL /TOBACCO USE

"As members of an educational institution responsible for our students' academic, psychological, social, spiritual, and physical wellbeing, we aim to provide for an alcohol/drug/tobacco free environment for our students. Knowing the pain and dysfunction that alcohol/drugs/tobacco cause in our community, we aim to witness to the value of an alcohol/drug/tobacco free attitude.

Thus St. Mary Cathedral School will (a) Include alcohol/drug/tobacco education in its curriculum, (b) Support drug/alcohol free activities, (c) Not profit from the direct sale of alcohol/tobacco products, d) Support the law of non-consumption of alcoholic beverages by minors. We do not intend to limit the individual responsibility and freedom of adults. (School Board Policy re-approved 2005)

GUM

Gum is not to be chewed on the premises during the school day. Students who choose to chew gum during the school day will receive a detention.

HAIR

Hair must be neat and well groomed. No hairstyle that causes undue distraction will be allowed. Hair must be a natural color. Boys' hair must be shorter than the collar in the back and the top of the ear on the sides. Boys' bangs must be above the eyebrow. Girls' hair must not cover the face (long bangs should be pulled to the side or worn tucked behind the ear). **Facial hair is prohibited-faces must be clean shaven.**

MAINTENANCE

The school building and its contents (including books) are provided for student use. A protective book cover is to be kept on books at all times. While some wear and tear can be expected, abuse of them cannot be tolerated. If books, desks, or materials are lost or damaged, the student will be expected to pay for them. If a student willfully damages or defaces school property, the parents of the student may be called for a conference with the Principal and Teacher involved.

MONEY / EXPENSIVE JEWELRY, ITEMS, EQUIPMENT, ETC.

Please do not permit your son/daughter to carry money to school or to wear expensive jewelry to school. The school is not responsible for any lost, broken, or stolen articles or money brought to school by students. Playground equipment, toys, radios, electronic games, iPods, trading cards, etc., should not be brought to school.

PHONE POLICY

Teachers and students may not be disturbed during class hours. If it is necessary to contact one of the teachers, please do so after class hours. A message will be given to the teacher and he/she will return the call at the earliest opportunity. Phone calls for pupils will be accepted only in cases of extreme necessity. A message will be delivered to the child's teacher. Except in emergencies, a child will not be permitted to make phone calls.

CELL PHONE USE

Students are prohibited from carrying or using cell phones, pagers, beepers, Apple Watches or other electronic devices at school. If a student brings a cell phone to school for use after extra-curricular activities, the cell phone must be kept in their backpacks during the school day. Violation of this policy will result in confiscation of the cell phone by the teacher or principal. The phone will NOT be returned to student; the phone will ONLY be returned to the student's parent or guardian. The school is not responsible for any lost, broken, or stolen phones brought to school property by students.

COMPUTER/TECHNOLOGY USE

Students are allowed to use technology owned by the school throughout the school day, such as chromebooks, tablets, etc. They are to treat them with care and respect. If they are broken or damaged the students will be held responsible for partial or full cost of replacement.

DISCIPLINE

EXPECTATIONS OF STUDENTS OF ST. MARY SCHOOL

Students of St. Mary Cathedral School will be expected to:

- Show respect for materials of teachers and students
- Keep desk and belongings orderly
- Supply their own school materials with borrowing kept to a minimum
- Use proper manners when addressing the teacher and others
- Follow all classroom rules set down by the teacher
- Not disturb classes by visiting other students during the school day
- Take full responsibility for any damage to clothing or property of others
- Refrain from using inappropriate, obscene or vulgar language
- Respect supervisors in charge
- Remain in playground area assigned and observe playground rules listed
- Not throw rocks, snowballs, sticks, or any other objects that could be harmful
- Comply with consequences for bad choices.

RESPONSIBILITY FOR DISCIPLINE

Disciplinary matters are the responsibility of the principal.

DISCIPLINE PROCEDURE

St. Mary Cathedral School follows the procedures of *Assertive Discipline*. Rules, expectations, and consequences for students are posted in the classroom and are explained to students and parents. All teachers have been trained in Assertive Discipline techniques and will use their best judgment and discretion in dealing with cases as they see fit. The system is intended to be fair, equitable for all students, and to keep classroom disruptions to a minimum so learning can take place.

PROCEDURE FOR PARENT OR TEACHER CONCERN OR PROBLEM

Parental support of school policies and personnel is expected. If a problem or concern is noted by a parent, the following sequence should be used:

1. Parents are to discuss problems with respective teacher. The teacher may discuss these problems with parent or parents, but only in the place assigned before or after school hours.
2. If the problem is not resolved, parents may then confer with the principal and teacher.
3. If the above fails to satisfy those involved, the matter may be brought to the Pastor.

Conversely if the teacher is faced with the problem, the following should be instituted:

1. Discuss the problem with the parents.
2. If the problem is not resolved, confer with the principal and the parents.
3. If the above fails to bring satisfaction, the help of the pastor or superintendent is sought.

If after going through the process of talking to teacher, principal and pastor, understanding and acceptable support cannot be reached, it may be necessary to deny a family the privilege of attending St. Mary Cathedral

School. (School Board Policy adopted June 8, 1992; revised April 3, 2017).

CONSEQUENCES

Although classroom rules and consequences vary slightly from classroom to classroom, students are aware that infractions of the rules result in their pulling a card or putting their name on the board as a warning. Subsequent offenses for the day result in the student putting a checkmark beside his or her name. Consequences for checkmarks and pulling a card may include missing time at recess or breaks, serving detention, or being sent to the principal's office. Names and checkmarks are erased at the end of the day and students begin each day with a clean slate.

In extreme cases, students will be sent directly to the principal for discipline. The following chart is a guideline for action to be taken in these cases:

Action	1 st Offense	2 nd Offense	3 rd Offense
Bullying: Cyberbullying, or anything attacking the moral character of a student	1 after school detention and Parent Phone Call	1 day In School Suspension and Parent Conference	1 day Out of School Suspension and Parent Conference
Fighting: mutual conflict either physical or verbal	1 after school detention and Parent Phone Call	1 day In School Suspension and Parent Conference	1 day Out of School Suspension and Parent Conference
Inappropriate Language	1 after school detention	2 after school detention	1 day suspension and Parent Conference
Talking back to teacher	1 after school detention	2 after school detention	1 day suspension and Parent Conference
Threats or weapons	Parent Conference with possible suspension or expulsion		
Scandalous behavior	Parent Conference with possible suspension or expulsion		

St. Mary Cathedral School will NOT TOLERATE threats, verbal abuse, or physical abuse. Violations will be handled at the discretion of the principal.

1. DETENTION

Students choosing not to conform to classroom and/or school rules will be expected to serve detention during recess in a supervised detention room or bear other consequences which fit the misbehavior.

After a student serves 3 detentions in one month, future infractions that month will require the student to serve one hour of detention time after school. Students and parents will be notified of after-school detention time (usually on the Tuesday following the infraction) and will be required to pay \$3.00 for each after-school detention served.

Failure to serve this detention and pay the required fee will necessitate a parent conference with the principal. If a student receives an excessive amount of after-school detentions, the principal will confer with the student and his/her parents to determine suitable consequences.

2. SUSPENSION

Every effort should be made to avoid suspending a student from school. The Principal can suspend a student from school for a justifiable reason, but in so doing judges this to be a course of action that will be preventive and corrective. If, however, a suspension is warranted, parents are to be personally notified of the suspension of their child and also notified by mail by the principal. Students may receive an In School Suspension where, the parents are then responsible for paying the substitute teacher who will be with the suspended student during the school day. If the student is given an Out of School Suspension the work missed is not able to made up.

Possible causes for suspension include but are not limited to:

- Open defiance of school authority
- Striking a teacher or other school personnel
- Possession or consumption of an alcoholic beverage at school or school-related function
- Possession or use of a controlled substance at school or school-related function
- Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)
- Any verbal threat, or physical threat of violence
- Any violation of Missouri Safe Schools Act or any other state or federal law associated with school safety

A student may not be suspended from school for the same offense for more than 10 consecutive school days. In a more serious matter, the principal in consultation with the pastor of the parish school may take another action as they see fit. (Diocesan Policy #5600 and #5610)

3. EXPULSION

The expulsion of a student by the Principal from a Catholic School is very serious and this action should be evoked only as a last resort. Moral delinquency is a sufficient reason for expelling if the delinquency is persistent and has a bad influence on the other students in the school. The following are additional causes for expulsion:

- Civil marriage
- Selling of a controlled substances at school or at a school-related function
- For a second offense during the school year for either possession or use of a controlled substance or possession or consumption of an alcoholic beverage at school or at school-related functions
- For a violation for which there were two disciplinary suspensions during the school year
- For any other conduct or activity of a serious nature that is considered harmful to the school's reputation, or is contradictory to Catholic moral teachings and principles.
- Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)

Parents should have been informed about a persistent delinquency of a student or of the seriousness of his/her misbehavior as this began to occur so that the disciplinary action would not come as a surprise to the parents and the school as unjustifiable.

A three day out of school suspension may be given in the event for a cause of expulsion. During this time the

principal will notify the parents, pastor, and diocese superintendent. An investigation will follow into the reason for expulsion. Once a decision has been made, a meeting will be called with the parents to communicate the decision. The principal shall inform the pastor if the student is expelled. Documentation on the expelled student or students is to be sent to the Diocesan School Office within a week after expulsion. (Diocesan Policy #5620, #5625, #5630)

RIGHT OF APPEAL

The student or parents have the right of appeal in the disciplinary actions of suspension and expulsion. The first appeal is to be made to the Principal of the school. If the parents or student are not satisfied with the Principal's decision on appeal, they may then appeal to the Pastor of the parochial school. (Diocesan Policy #5640)

PARENTAL RESPONSIBILITIES

PARENTAL SUPPORT OF SCHOOL

"Parental support of school policies and personnel is expected. The moral obligations of training children rests first of all with the parents. The job of education is indeed a challenging and rewarding one, but it is also a trying and difficult one. The principal and teachers in your school are dedicated people who are devoting their lives to finding the best means of guiding and teaching your children." (School Board Policy adopted June 8, 1992)

It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school and that they will demand an accounting of what the child does in school. Without such a clear understanding, a child can come to think that home and school are separate and unrelated areas of authority. Each teacher in school is sincerely interested in doing all in his/her power to help your child develop all unique God-given potentialities. We can best serve your child by working together, by checking out whatever misunderstanding might come up, and by supporting one another in all school related areas. If there is a difference of opinion, do call us, or make an appointment so that we can talk things over. We may not immediately conform to your wishes, but can surely come to some understanding which will safeguard the child's respect for both parents and teacher.

All the moral teachings of the Catholic faith are taught and followed at the Catholic school. (Diocesan Policy #5095) In addition, all policies and regulations developed by a particular should be directed to one end: What is best for the students and their development into mature responsible Christians. Not only should the school be concerned with the spiritual and academic development of each student, but it should also recognize, support and protect, in a spirit of justice, certain God-given rights related to health, safety and psychological well-being. (Diocesan Policy #5420)

PARENTAL PARTICIPATION IN SCHOOL ACTIVITIES

The Catholic School is based on the spirit of loving service and generosity of parents in order to keep the system in operation. Parental involvement is a necessity in providing quality education as well as creating a faith community in which our students can grow to full maturity. Parents of students in St. Mary Cathedral School are encouraged and expected to donate their talents and service to the school in whatever areas they feel willing and capable. Your time and energy are greatly appreciated.

PARENT BEHAVIOR

The Catholic Church and St. Mary Cathedral School recognizes parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school.

In addition, the administration reserves the right to deny any future enrollment of a family member's acceptance to the school if a student or parent's behavior is deemed contrary to the expected code of ethics of the school. (Diocesan Policy #5635)

PARENTAL NETWORKING

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation. (Diocesan Policy #5636)

PAYMENT OF TUITION AND FEES

It is expected that Fees / Fair Share / Tuition, library book fines, cafeteria payments, and band fees shall be paid as per contracted. Report cards WILL NOT be distributed to students of families who show a balance due at the end of ANY SEMESTER or who have outstanding materials or uniforms which belong to the school, unless prior arrangements have been approved by the principal. (Adopted by School Board, December 1997)

FEES

A Registration/Book Fee of \$225 shall be charged for EACH CHILD (K-8) who attends St. Mary School. This is to be paid in full by September 4. Families unable to pay according to this schedule are required to have on file in the school office a written agreement which has been approved by the principal and then follow the terms of the agreement.

A \$25 fee for new families is charged at the time of enrollment. This fee is non-refundable unless the family's application is not accepted by the school. (Adopted by School Board, 2005)

Families not meeting the above requirements will be contacted by a School Board member with the possibility of not being allowed to register for the following school year.

Students enrolling for only part of the school year will be expected to pay one half (1/2) of the annual Registration/Book Fee for any semester part of the year the child has attended. After the first day of school, no fees are refundable. These fees include the cost of textbook rental, workbooks, testing materials, sacramental and religious materials, printing costs, art, music, science, computer, library, audio-visual supplies, and learning supplies

TUITION

A Tuition Policy was re-adopted by the School Board for the 2020-2021 School Year. Parish families are asked to look at the cost of educating a child at St. Mary School and decide what they can contribute according to their financial situation and conscience. This amount will be contracted for the new school year. Families who are neither registered in the parish nor involved in the RCIA program are asked to pay the total cost of education as calculated the previous school year. For more information on the suggested tuition amount, please see the chart on the school website.

EMERGENCY FORMS AND PROCEDURES

A Daily Emergency Form as well as a Disaster Emergency Form is kept on file for each child. The information on this form instructs the school regarding who should be notified in an emergency as well as the doctor/hospital to be contacted in case the parent cannot be reached. It is important that all requested information be given for school use in case of an emergency. Parents are responsible for keeping this information current.

In the event of a widespread emergency situation, parents are asked to come to school or to send a designated family member or friend to pick up their children. Students will be allowed to leave the school premise only after he or she is formally signed out by the parent or relative.

An Emergency Plan for all disasters and emergencies is on file in the school office. Faculty and staff members are knowledgeable of plan procedures to insure the health and safety of every student. Emergency supplies are located on the school premise and each classroom is equipped with an emergency supply bag to be carried with teachers in the event of an emergency. Faculty and Staff members are trained and updated in current First Aid and CPR procedures.

This is an additional document with all the procedures and regulations specific to COVID19 attached at the end of this document.

VISITORS

Anyone who is not an enrolled student is required to report to the Principal's office on entering the building and sign in. The Principal will deny a visitor entrance if circumstances indicate that such action is in the best interest of the school and its students.

HOME AND SCHOOL ASSOCIATION

St. Mary Home & School Association is a means to develop mutual understanding between parents and the school staff and to assist parents in achieving their mission with the school as co-educators of their children. The Home & School meetings, which are held five times a year, provide parents and school staff with opportunities to meet and discuss ways to work together for the development of themselves and the students.

ALL parents of students are considered members of the Home & School. An annual fee of \$10.00 per family is due by September 1 and is collected in the school office.

Some of the functions sponsored by Home & School include: health checks, athletic programs, Back-to-School Ice Cream Social in August, First Reconciliation, First Communion, Graduation, Christmas and Valentine parties, annual Dinner-Auction, and Play Day in May.

HEALTH

ASBESTOS

Asbestos containing building materials are located within St. Mary Cathedral School. In their present condition they present no hazard to school occupants. An asbestos management plan has been developed to prevent asbestos from becoming a hazard and is on file in the school office. This plan is available for inspection upon request and by appointment.

COMMUNICABLE DISEASE

Please see attached COVID regulations document for specific regulations!

Since children are in close proximity in a classroom, diseases spread rapidly. If a child is running a temperature above 99.6 degrees, has a rash, has inflamed eyes, or has been sent home from school for symptoms the previous day, please do not send the child back to school until he/she has been given a clean bill of health. A FEVER IS TO BE GONE WITHOUT BEING ON MEDICATIONS FOR 24 HOURS BEFORE A CHILD MAY RETURN TO SCHOOL. Giving medication to lower the fever and sending the child to school further spreads the illness. Please help us prevent spreading illness in school.

St. Mary Cathedral School will follow the recommended policies and procedures on communicable diseases established by and updated by the Missouri Department of Health and the Center for Disease Control. (Diocesan Policy #3030)

A student shall not be permitted to attend classes or other school-sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that: (a) the student is no longer infected or liable to transmit the disease; or (b) the student is afflicted with a chronic infection disease which poses little risk of transmission in the school environment with reasonable precautions. (Diocesan Policy #3030.1)

FIRST AID

The school asks parents to complete a regular emergency form at the beginning of the school year as well as one to be used should a disaster occur. Parents or guardians are notified as soon as possible (using the information on these forms) in case of sudden illness or injury of a serious nature. A record of injuries is kept on file at the school.

MEDICATIONS

School personnel are not permitted to dispense aspirins or internal medication without the WRITTEN PERMISSION of a parent or guardian.

When a child has medicine which needs to be taken at school, a WRITTEN NOTE must be sent to school stating the child's name, physician's name, the prescription number, the correct dosage to be given, and the time at which the medicine is to be administered.

**ALL MEDICATIONS MUST BE SENT TO THE SCHOOL OFFICE
AND MUST BE SENT IN THE ORIGINAL CONTAINER AS IT CAME FROM THE PHARMACY.**

PETS

Animals are only allowed on the school grounds if authorized by the Pastor or administrator of the school for a planned learning experience. For students and staff protection, the animals brought to school for these purposes will be in appropriate cages or on a leash. The authorization of animals in the school is not recommended due to liability or disease control. (Diocesan Policy #3030)

PHYSICAL CONCERNS

If a child has a special hearing, sight, or medical problem, please contact the teacher at the beginning of the school year so special consideration can be given. If a child must remain indoors at recess or cannot participate in P.E. activities, a WRITTEN NOTE must be sent to the teacher.

RELEASE FROM SCHOOL

Students will be sent home from school only in the event of illness or for some other equally grave reason. Parents (or someone designated by the parents) will be notified by school personnel before the child is permitted to leave the building. Please make sure that all work and emergency phone numbers are current in case you are needed for an emergency while your child is at school. If your phone number or address changes during the school year, we ask that you notify the office immediately so we can keep our records current.

SCHOOL INSURANCE

School insurance for injury or accident is available for purchase at the beginning of each school year.

WELLNESS POLICY

St. Mary Cathedral School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, St. Mary Cathedral School has adopted a School Wellness Policy on Physical Activity and Nutrition to ensure the health and well-being of our students. A newly-revised Diocesan Wellness Policy was adopted by the School Board in August 2015. A copy of the Wellness Policy is on file in the school office and may be requested by parents at any time.

SAFETY

BULLYING / CYBERBULLYING:

Bullying, cyber-bullying, or anything that would attack the physical, emotional, or moral character of a student or staff member will not be tolerated at St. Mary Cathedral School.

Bullying is defined as unwanted, aggressive behavior that is target specific and repeated over time, Any person who believes that he or she has been bullied, harassed, or subjected to other harassment should immediately report the matter to his or her teacher, pastor, principal, or to the diocese superintendent. Anyone who becomes aware of any possible harassment should immediately advise the teacher, pastor, principal, or superintendent. The teacher, pastor, principal should then report the complaint to the superintendent, who will direct the investigation. The complaint will be investigated in as confidential a manner as possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the superintendent. (Diocesan Policy #5508)

A person is guilty of falsely reporting an incident when, knowing the information reported, conveyed or circulated to be false or baseless, he/she initiates a false report of warning of an alleged occurrence or impending occurrence of a crime, catastrophe or emergency under circumstances in which it is not unlikely that public alarm or inconvenience will result. This is a Class A Misdemeanor. The Diocese office may support the Administration in Litigation. (Diocesan Policy #5508.1)

EMERGENCY DRILLS

In order to prepare the children for an emergency, fire, tornado, earthquake and intruder drills will be conducted at various times during the year. Emergency supplies are kept in a secure location in the event of emergency. Parents are required to fill out Emergency forms on the first day of each school year. Emergency forms are kept in the office and copies are secured in a location out of the school building. In the event of an emergency, children will be released only to parents or designees as listed on the child's Emergency Form.

SAFE ENVIRONMENT POLICY

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. St. Mary Cathedral School complies with diocesan safe environment policies and procedures.

In accordance with the U.S. Bishop's Charter for the Protection of Children and Young People, the program Protecting God's Children – Teaching Touching Safety (commonly referred to as "Virtus") is used in the diocese. Students in grades Kindergarten through 8th grade participate in two safety lessons each school year; one in the fall and one in the spring. The safe environment policy of the diocese includes training in how to recognize, prevent and report abuse.

All employees and volunteers who regularly work with minors, receive this initial training, as well as ongoing training and background screening. The *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* as well as the *Charter for the Protection of Children and Young People* are available at the diocesan website, www.dioscrg.org. An overview of the children's training is also available on the diocesan website. You may view copies of these documents as well as the children's lessons for this school year at the office. We are happy to partner with you in working to keep your child safe. Children are truly God's gifts to all of us!

**To report child abuse call the Missouri Child Abuse Hotline:
1-800-392-3738 or call the police.**

To report violations of the Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors to the Chancellor, Fr. Tom Reidy at 417-866-0841 or treidy@dioscrg.org; or a Victim Assistance Coordinator: Judy St. John, LPC, NCC at 573-587-3139 or vac1@dioscrg.org; or William J. Holtmeyer, Jr., MS, NCC, LPC, CEAP, Q-SAP at 471-860-3858 or vac2@dioscrg.org. Concerns may be discussed with your supervisor; a Victim Assistance Coordinator; The TIPS reporting system may also be used by clicking the link on the diocesan website, www.dioscrg.org,

Go to www.dioscrg.org to view the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* and for other important information, including a link to the United States Conference of Catholic Bishop's document, *Charter for the Protection of Children and Young People*. If you are unable to access the website or desire printed information, contact the diocesan office at 417-866-0841.

SEARCH AND SEIZURE

The Principal has the authority to inspect all school or personal property. Items considered a hazard or a nuisance in the school or on the playground are subject to immediate confiscation and will not be returned until the end of the school year.

SOCIAL NETWORKING

Social networking websites and applications, including but not limited to Facebook, MySpace, and Twitter are an important and timely means of communication. However, students are prohibited from using these websites or applications while at school.

Violations of the following suggested guidelines may be considered inappropriate behavior at any time and may be the basis for disciplinary action:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or homosexual inclination.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website
- Any entry that would be contrary to the teachings of the Catholic Church (Diocesan Policy #5505)

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation. (Diocesan Policy #5636)

In signing the handbook agreement you are also signing the diocesan social media policy. It is a release allowing the use of photographs/videos of your child in diocesan/parish/school materials and campaigns as well as other media initiative. i.e.: newsletters, websites, fund development efforts, newspapers and television. As parents you understand that any photographs/videos will be used only in a legal manner and that at no time will your child be depicted in any unethical way.

UNLAWFUL HARASSMENT POLICY

Any person who believes that he or she has been sexually harassed or subjected to other unlawful harassment should immediately report the matter to his or her pastor, principal, or to the Chancellor of the Diocese. Anyone who becomes aware of any possible sexual harassment should immediately advise the pastor, principal, or Chancellor. The pastor, principal should then report the complaint to the Chancellor of the Diocese who will direct the investigation. The complaint will be investigated in as confidential a manner as possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese. (Diocesan Policy #5535)

WEAPON POSSESSION

In order to provide a safe environment, the possession of firearms or weapons, including concealed weapons, by a person, student or adult, or in a vehicle, on the premises or property located, leased, or used by St. Mary Cathedral School is prohibited. This penalty shall not apply to duly authorized law enforcement or security officers. Penalties shall be in accordance with state and local law and Diocesan guidelines. (Diocesan Policy #5760)

SAFE STUDENT POLICY



THE DIOCESE OF SPRINGFIELD–CAPE GIRARDEAU



SAFE STUDENT POLICY ADDRESSING HARASSMENT, DISCRIMINATION, AND VIOLENCE BY EMPLOYEES, OTHER STUDENTS OR THIRD PARTIES

The Diocese of Springfield – Cape Girardeau, rooted in gospel values and the teachings of the Roman Catholic Church, is committed to maintaining an environment free of unlawful harassment, discrimination, violence, or retaliation in our parishes and schools by employees, other students, or third parties. Everyone has the right to participate, learn, and work in a safe atmosphere that promotes equal opportunities with respect to all other Diocesan Policies, *The Safe Environment Policy and Procedures*, and applicable Federal, State and Canon Laws. Any known or suspected child abuse or neglect be immediately reported to the **Missouri Child Abuse and Neglect Hotline 800-392-3738 or 844-CAN-TELL**.

This policy applies to all minors and adults of the Diocese of Springfield – Cape Girardeau community, including all employees, persons hired to provide contracted services, and volunteers at parish and school activities and programs where minors and students may be present.

Conduct prohibited by this policy is unacceptable in all academic, educational, extracurricular, athletic, and other activities and programs involving youth and children of the schools and parishes, whether those programs occur on campus, on a bus, or at another location away from the parish or school campus. A harasser may be a minor/student or an adult.

Harassing conduct is defined as severe, persistent or pervasive, and adversely affects or substantially interferes with an individual's ability to participate in or benefit from a program or activity; or creates an intimidating, hostile or abusive environment.

Examples of harassment, discrimination, violence, or retaliation include, but are not limited to, the following:

- Name calling, slurs, epithets, verbal abuse, derogatory or degrading descriptions, rumors, jokes, or stories that are based on sex, race, national origin, ethnicity, or physical or mental disability;
- Graffiti, drawings, pictures, or other written or graphic material of a sexual nature or hostile to an individual or group;
- Viewing, recording, or distributing audio or video recordings of another person without their knowledge or consent;
- Unwelcome sexual advances, comments about an individual's body, sexual activity or attractiveness;
- Touching oneself or touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- Coercing or demanding sexual acts; implied or overt threats or promises of preferential treatment;
- Threatening, intimidating or physical acts of violence; bullying and cyberbullying; stalking;
- Sexually violent behavior, rape, sexual assault, sexual battery, or sexual exploitation, enticement or coercion.

The Diocese of Springfield – Cape Girardeau encourages prompt reporting of complaints, concerns, and all perceived incidents of harassment, discrimination, violence, or retaliation, regardless of the offender's identity or position, so that rapid and corrective action can be taken.

If any words or actions make you feel uncomfortable or fearful, immediately report, orally or in writing, your concerns to the pastor, principal, teacher, counselor, or the Safe Student Policy Coordinator.

The Diocese of Springfield – Cape Girardeau will make all reasonable efforts to protect the privacy of all parties involved in an investigation and to keep the complaint and investigation confidential. Confidentiality cannot be guaranteed; however, rights to privacy will be respected as much as possible.

We take all reports seriously and will take appropriate action to investigate such claims to eliminate that harassment, discrimination, sexually violent behavior, or retaliation, and discipline any persons found to have engaged in such conduct.

This is a summary of this district's policy against harassment, discrimination, violence, or retaliation. A complete copy of the policy is available at the Diocese of Springfield – Cape Girardeau, Office of Child and Youth Protection upon request.

Contact:

Director, Office of Child and Youth Protection
417-866-0841

Safe Student Policy Coordinator

Office of Child and Youth Protection
601 South Jefferson Avenue, Springfield, Missouri 65806-3143
(417) 866-0841 • Toll-free Fax (888) 820-6032 • www.dioscgo.org

STUDENT ACTIVITIES

ACTIVITIES

St. Mary Cathedral School offers a variety of activities to the students. Students are urged to take part in as many of these activities as they can reasonably handle without harming their academic achievements. Each activity has something to offer in the way of development of the total personality of the child.

Available activities include:

Mass Servers (Grades 5 - 8)	Cub Scouts and Boy Scouts
School Safety Patrol (Grade 8)	Little Flowers
Student Council (Grades 4 - 8)	Scholar Bowl (Grades 6 – 8)
Beginning Band (Grade 5)	Organists (if qualified)
Advanced Band (Grades 6 - 8)	

Athletic Programs:

Church League Basketball (Grades 2 - 5 Boys and Grades 3 – 5 Girls)
School League Basketball (Grades 6 - 8 Girls and Boys)
School League Volleyball (Grade 6 - 8 Girls and Boys)
Cheerleading (Grade 8 Girls)

BAND / MUSIC LESSONS

A band program is offered to students in grades 5-8 during school hours. The Beginning Band (5th grade students) and Advanced Band (6th-8th grade students) meet 3 class periods per week. In addition, students are scheduled on a rotating basis for individual/sectional lessons so they do not miss the same class each week. Students are responsible for any work missed while they are in lessons.

Each student is responsible for supplying his or her own instrument and for paying \$40 per year (\$10 per quarter) to cover the cost of music and supplies. Students are expected to make a year commitment to the program. Withdrawal is allowed only after parent and child have gained permission from the principal.

CHRISTMAS PROGRAM

All students are expected to participate in the practices for the Christmas program and the evening of the program as well. If a student does not participate there will be repercussions as this is a school program and attendance is required.

PARTIES

St. Mary Cathedral School WILL NOT sponsor and does not approve of mixed parties for selected groups in the elementary years. The administration holds this position for three reasons:

- To assist and support parents in reserving this social experience for high school years.
- Experience has demonstrated that attention and application to studies suffer when parties become a priority for children in elementary school. Exclusion and inclusion becomes a major issue in the small groups of students that we have.
- Diocesan policy discourages sponsorship of dances and parties at the elementary level.

ATHLETIC PROGRAM

ELIGIBILITY FOR PARTICIPATION IN SCHOOL ATHLETICS

We believe our goal as educators is to encourage and motivate students to use their God-given gifts and talents to their fullest potential. As a school, we believe academics are primary to this goal with athletics being second. With this in mind, the following requirements have been developed to assist students in meeting our educational goal:

Students are expected to receive at least a C- average (76% or above) in all major academic subjects (Religion, Reading, English, Vocabulary, Math, Science, & Social Studies).

The following procedure will be used:

1. Grades will be averaged approximately every 2 weeks (to coincide with 25%, 50%, 75%, and 100% of each quarter.)
2. Student athletes failing to meet the minimum C- grade average at the time of averaging will be placed on ACADEMIC PROBATION until the next quarterly date of review. A letter will be mailed to the student's parents advising them of their child's probationary status. A copy of the letter will be given to the student's teachers and coaches. During the probationary period, the student athlete MAY participate in all athletic activities. It is our hope that any student on probation will seek assistance from his or her teachers, will participate appropriately in class, and will turn in assignments of good quality.
3. Any student failing to meet the minimum academic requirements at the end of his or her probationary period will be placed on ACADEMIC SUSPENSION which terminates the student's right to participate in that sport. A letter will be mailed to the student's parents advising them of their child's permanent suspension. A copy of the letter will be given to his/her teachers and coaches.
4. Academic Suspension may be subject to review by a Board comprised of the principal, faculty, coaches, and parents.

In addition to the above, the following guidelines for participation in athletics will be enforced:

1. A student who signs up for a sports activity is EXPECTED to participate the entire sports season. Permission to withdraw must be gained from the principal and coach in consultation with the parents. If a child should quit without proper permission, he/she will not be allowed to participate in any sport/activity for the remainder of the school year or during the next school year.
2. A student is eligible to play in a game only after participating in at least 2 team practices.
3. In order to play in a game on that day, the student athlete must be in attendance at school by 11:00 a.m. and for the remainder of the day unless prior arrangements have been made with the principal and coach.
4. A student is responsible for notifying the coach if he/she will not be at practice or a game.
5. Every student athlete MUST have a current physical form and proof of insurance on file in the school office. If the family does not have proper insurance for the athlete, they will be required to purchase student insurance through school.
6. Uniforms which are supplied by the school must be returned or replacement cost paid.
7. Parents are expected to support the program by individually taking responsibility for transporting their child to games/practices.
8. Parents are expected to take their turns at working in the concession stand during home games. A schedule will be given out at the beginning of each season. If a parent does not work or find a replacement for his or her entire scheduled shift (including set up, working 3 games, & clean up), the student athlete will not be allowed to play in the next game.

Fees

A \$40.00 Activity Fee for EACH School League sport (including cheerleading) for each child who participates. The fee is due at the first practice before a uniform will be issued. This is to help defray the cost of the sports program (including referees and equipment) as well as new uniforms. Note: The Church League is independent of the School League. Any parishioner of St. Mary's Parish is eligible to belong to Church League teams. Above eligibility rules do not apply to Church League.

ST. MARY CATHEDRAL SCHOOL ATHLETIC COMMITTEE BY-LAWS

PHILOSOPHY

We believe our goal as educators is to encourage and motivate students to use their God-given gifts and talents to their fullest potential. Student participation in athletic competition is supported as part of the development of the total person. The athletic program supports the philosophy of Catholic Education in St. Mary Cathedral School.

ARTICLE I

A standing Athletic Committee, formed by the Home and School Association, shall be comprised of any member or interested parishioner who chooses to join. The Committee shall vote to determine its officers for the coming year at the spring meeting. The officers will be: President, Vice-President, Secretary, and Treasurer.

ARTICLE II -- Officers

The officers shall provide leadership for the athletic program and are accountable to the principal.

Section A

The term of office for all officers will be two (2) years. An officer may succeed himself/herself for a total of three (3) successive terms.

Section B

The President shall:

- Contact each member of the Athletic Committee and principal to advise of each meeting
- Conduct at least 1 fall and 1 spring meeting in an orderly fashion
- Be responsible for submitting an annual budget to the Home and School Association and request funds if needed
- Be responsible for expenditures
- Obtain and submit the names of all coaches for each sport to the principal for approval prior to the first practice.
- Be responsible for encouraging good sportsmanship and leadership of youth by coaches
- Meet with the Coaching Committee to approve and evaluate coaches
- Consult with principal on any questionable coaching practices
- Appoint League representative for each sport
- Coordinate the purchase of new uniforms and equipment
- Be responsible for adhering to the current Diocesan Policies relating to athletic programs.
- Be responsible for developing and overseeing any subcommittees formed to help operate the Athletic Committee
- Inform the principal of and determine attendance at League Meetings for the given sport and convey League rules, schedules, and practice schedule to the principal

Section C

The Vice-President shall:

- Fulfill the duties of the President upon his/her request
- Initiate plans for the annual sports banquet held in the spring of each year
- Provide guidelines and coordinate supplies for concessions to be sold at games
- Be responsible for stocking and organizing the concession stand for all games

Section D

The Secretary shall:

- Record the minutes of all meetings and record the names of those in attendance (sign-up sheet)
- Distribute copy of By-Laws and eligibility requirements for student participation to all coaches
- Be responsible for preparing the registration procedure for students to participate in athletic programs which assures signed parent permission for student
- Obtain evidence of a recent physical by a medical doctor and emergency information which includes evidence of adequate insurance coverage. This is given to each coach prior to each sport's first practice
- Disburse uniforms to coach for each participant
- Consult with principal about unpaid fees, unreturned uniforms, or inability to pay uniform fee
- Verify age/grade eligibility for a sport activity

Section E

The Treasurer shall:

- Keep the annual ledger of all receipts and expenditures and submit an annual report to the President of the Athletic Committee
- Prepare an annual budget for submission to the President of the Athletic Committee
- Do all banking related business
- Include the other officers and principal's signature on checking account
- Gain approval from the President of all non-budgeted purchases prior to expenditure
- Collect all uniform rental fees from coaches

ARTICLE III -- Coaches

All coaches need to see themselves as members of the faculty and directly responsible to the principal of St. Mary Cathedral School for that portion of the athletic program which the individual coach directs.

The Coaches shall:

- Apply to be a coach of St. Mary Cathedral School Athletics
- Be evaluated by the Coaching Committee half way through each season
- Be responsible for the direct supervision of participants during all practices and games and within a reasonable time after these events
- Be at least 21 years of age or be supervised by such a person at each team event
- Foster Christian values and enrich the curricular offerings of the school
- Encourage students scholarship and participation by supporting and enforcing the school's Academic Eligibility Policy
- Provide training in the fundamentals and skills necessary for participation in the given sport
- Understand that the essence of participation at the elementary level in athletic activities is building self-esteem through sportsmanship, team work, and gaining fundamental skills, and NOT solely competition
- Be responsible for obtaining uniforms from the Secretary and distributing them to players only AFTER collecting the set rental fee. These uniforms are to be collected and readied for storage before being returned to the Secretary

- Be responsible for collecting T-Shirt money and orders and working with the Treasurer to make sure all fees are paid
- Submit all rental fees to the Treasurer
- Obtain a roster for the team from the Secretary prior to the first practice
- Establish practice time in accordance with League guidelines
 - Attend an annual meeting of coaches in the fall of the year or meet individually with the principal prior to the beginning of the sport
- Be responsible for communicating directly to the principal any problems which may have existed at a game for him/herself, a student, a particular team, referee, or parent.
- Be responsible for communicating to the players at the beginning of the season his/her policy for allowing a player to participate in sport activity if having missed so many practices or games.
- Reserve the gym by contacting the parish secretary who keeps the activity calendar for the gym. Any irreconcilable conflicts between different sports for gym usage shall be referred to the President.
- gain approval from the principal and Athletic Committee officers for all hosted tournaments
- inform the President prior to finalizing plans of any non-League play.
- follow the gym use guidelines and be responsible for obtaining and returning keys to the rectory.
- Be responsible for finding someone to keep the scorebook during games.
- Comply with Diocesan requirements for coaches including:
 - Completion of Diocesan Sexual Misconduct Policy checklist
 - Completion of Child Abuse Policy checklist
 - Completion of DFS/Highway Patrol Background Check
 - Participation in Virtus Training (Protecting God's Children) Workshop

ARTICLE IV -- Equipment / Facility

Proper use of the facility and equipment, its care and storage, is good stewardship. Rules of usage:

- Allow only players, parents, and/or supervised children to be in the gym during practice
- All equipment shall be placed neatly in the storage area after practices or games
- Lavatories and lobby should be checked for trash or other signs of misuse
- All lights should be turned off
- All doors should be locked and double checked
- The adult in charge is liable for damages caused by not locking the doors
- No smoking or alcoholic beverages in the facility
- No street shoes are to be worn when playing on the gym floor
- Report any maintenance/custodial needs to the principal or pastor IN WRITING, not directly to the maintenance/custodial personnel
- Scoreboard controller is stored in the locked athletic closet
- NO KNOBS on the front of the equalizer need be touched. The switch is on the power strip to the right of the equalizer
- Clean up after games includes:
 - All materials from concession stand should be stored in locked cabinets
 - All refrigerated items moved to Gym Kitchen Refrigerator. Spoiled food in your responsibility
 - Dump trash cans in dumpster outside
 - Remove all trash from bleachers, push in bleachers and sweep under them
 - Dry mop entire gym floor and lobby, sweep kitchen, wash counters, and clean hot dog machine and popcorn machine after each game
 - Inspect bathrooms to see that they are in good order. (Mops, brooms, toilet paper, and paper towels are available in the closet between restrooms.)

ARTICLE V -- Parents

By the very nature of having a child on the team, a parent bears certain responsibilities. Parents shall:

- Model adult Christian behavior toward coaches, referees, players and other fans
- Attend the preseason parent meeting
- Encourage their child to attend all practices and games as well as convey to their child the importance of notifying a coach if they will not be able to attend a practice or game
- Encourage their child's participation by supporting the Academic Eligibility Policy of the school
- Support their child by attendance at games whenever possible
- Be on time to pick up children from practice or games
- Comply with the rules set by your child's coach
- Volunteer to be on one of the Athletic Subcommittees
- Be responsible for providing a current physical form, proof of insurance and emergency contact information for your child
- Participate in the sale of concessions at games and at the annual Pool Tournament fundraiser as assigned
- Be responsible for transporting or obtaining transportation to and from practices and games for their child
- Offer to help the coach in whatever way they can. Help is always appreciated and every coach likes to hear, "How can I help you."

ARTICLE VI – Parochial League Play (Boys and Girls Grades 6 – 8)

Playing time is to be fair for all three teams, however it may not be equal. At the Coach's discretion, playing time will be proportionate to a player's ability to best demonstrate in practice and games both individual skills and team concepts as they are instructed.

Players on C and B Teams will consist of only 6th and 7th graders respectively unless it is necessary to move players up to complete a roster up to 8 players for basketball or up to 10 players for volleyball. A-Team players can be of any grade if moving up will be beneficial to that player's development as deemed by the coaches of both teams, the player's parent, and the player. However, a 7th grader cannot play full time on the A Team if there are enough 8th graders to play. **Coaches of all teams involved should come to agreement and discuss with the Coaching Committee prior to contacting the player and parent.**

ARTICLE VII -- Procedure to follow when there are concerns

If players and/or parents have concerns about the progress of a sport or their child's participation in that sport, the following procedures should always be followed:

1. Player discuss his/her concerns with the coach.
2. If not resolved, parent and player discuss concerns with the coach.
3. If not resolved, parent, player, and coach discuss concerns with the Athletic Director.
4. The Athletic Director will bring the issue to the Coaching Committee if absolutely necessary.

This procedure applies to all sports at St. Mary Cathedral School.

ARTICLE VIII -- Amendment of By-laws

1. Revision must be presented to the President of the Athletic Committee at least 14 days in advance of the spring Athletic Committee meeting. Notification of the proposed amendment will be published in the school bulletin.
2. By-law revision will be discussed at the Spring Meeting.
3. The revision will be voted on by the members present at the Spring meeting. If approved by a majority, the revision will become part of the Athletic By-laws.

(Revised March 2013)

FREQUENTLY ASKED QUESTIONS

1. AB Club is \$7 /Day for the first child and \$5 for the second child per family. Please pay the school office.
2. Medication given to students must be kept at school with their name on it. Send possible medications at the beginning of the year so as to avoid extra phone calls.
3. If there is a reason to come late to school due to a doctor's appointment or something similar do keep in mind Mass times. Grades 1-5 attend Mass on Wednesdays and Fridays (Kindergarten will join them starting later in the year). Grades 6-8 attend Mass on Tuesdays and Fridays.
4. A written request from a parent or guardian is required for a child to leave before the time of dismissal. The written request should look just like the form below. These notes are approved by the principal. When arrangements have been made for a child to leave school, the parent or designated person must call for the child at the office and sign him/her out. This paper is then taken to the child's teacher. Upon returning from an appointment, the child must report to the office and sign in before returning to his/her classroom. In case of an emergency, when no previous arrangements have been made, please see the principal. Please use the forms on the next page and more are available in the office.

CHANGES TO THE HANDBOOK FOR 2021-2022

- P. 5 Immunization Schedule for 2021-2022
- P. 9 Birthday Treats allowed but must be individually packaged and nut free.
- p.16 Hair should be presentable and not a distraction.
- P. 25-27 Emergency procedures are explained for the COVID situation at the end of the handbook. Fever or vomiting must be gone without being on medication for 24 hours before a child may return to school.
- P. 28 Christmas Program Attendance
- P. 31 In signing the handbook agreement you are also signing the diocesan social media policy. It is a release allowing the use of photographs/videos of your child in diocesan/parish/school materials and campaigns.
- P.32 Diocesan Safe Student Policy