

# ***PARENT/STUDENT HANDBOOK***



**ST. MARY'S**  
CATHOLIC SCHOOL

St. Mary's Catholic School educates the whole child: spiritually, intellectually, and physically.

***2024-2025***

2200 O'Neil Avenue  
Cheyenne, WY 82001

307-638-9268 Fax: 307-635-2847

Info@stmaryswyo.org

[www.stmaryswyo.com](http://www.stmaryswyo.com)





~ *St. Mary's Catholic School educates the whole child: spiritually, intellectually, and physically*~

Dear Parents and Students,

***“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom***

Thank you for choosing to send your children to St. Mary's Catholic School. In choosing St. Mary's School, you have demonstrated a commitment to the values and philosophy of Catholic education. At St. Mary's Catholic School, our focus is on faith, family, and community!

In a safe, nurturing, and positive climate, Saint Mary's teachers and staff provide guidance and support to ensure each child grows and reaches his/her spiritual, academic, social, and emotional potential. Our high expectations and rigorous curriculum will allow our children to thrive and to have a very successful future. Close communication with parents is essential to make this happen.

This handbook is meant to serve as a guide to school information, policies, and procedures. If you have questions about any of the topics in this handbook, please do not hesitate to call or stop by the school office.

The faculty and staff look forward to partnering with you to provide your child with an amazing education filled with inquiry, faith, and family during this 2024-2025 school year!

God bless your family,

A handwritten signature in cursive script that reads "Jennifer Bridges".

Jennifer Bridges  
Principal



# **Table of Contents**

Mission Statements/Vision/ Core Beliefs/ Philosophy -----	6
Student Learning Goals -----	7
History -----	8
Advisory Board & PTO -----	9
Staff -----	10
Accreditation & Admission Information -----	11
Parents Role in Education -----	16
General Information -----	15-16
School Hours, Daily Schedule, Extended Care Program, Office Hours, Visitors and Volunteer, Attendance, Truancy and Absences	
Academic Information -----	19-21
Class Sizes, Curriculum, Grading Scale, Report cards/Progress Reports, Honor Roll, PTC, Student Records, Testing, Special Education Services, Academic Support, Promotion and Retention, Eligibility, Homework	
Field Trips & Sacramental Program & Lunch Program -----	22-23
Health/Safety & Medications -----	24-28
Illnesses, Immunizations, Asthma, Allergies, EpiPens, Notification, Cold Weather Guidelines, Child Abuse Laws	
Student Expectations -----	29-33
School Rules and Procedures, Progress Card System, Office Referrals, Prohibited Items, Cheating, Suspensions, Expulsion, Bullying, Electronic Media, Drugs and Alcohol, Gifts and Celebrations	
School Property, Transfer Students, Office Records, Telephone -----	33-34
Emergency Drills, Crisis Plan, Weather, Emergency (School Closures), Lost & Found -----	34
Communication Systems -----	28
Uniform Policy -----	36-42
Preschool Additional Information -----	43
Parent Acknowledgment Page/ Right to Amend -----	45

## **MISSION/VISION/CORE BELIEFS**

### ***Mission Statement of St. Mary's Catholic School***

St. Mary's Catholic School educates the whole child: spiritually, intellectually, and physically.

### ***Our Vision***

Established as an educational ministry in 1884, St. Mary's Catholic School exists to strengthen and pass on the values and teachings of the Catholic faith. We will provide the people of Cheyenne and the State of Wyoming with an educational model that promotes high academic standards and develops students with a strong sense of civic and social responsibility and moral leadership.

### ***Our Core Beliefs***

Through a strong sense of family, community, and stewardship, St. Mary's provides educational excellence by offering a curriculum that challenges the intellectual ability, individual talents, and learning strengths of each student. Our school community embraces the Gospel values of love of God, service to neighbor, formation in the Catholic family, moral principles, and the development of personal integrity and character. Our school community is based on the family as the center of Christian life, supported by dedicated teachers and staff. Through a safe learning environment, our school community affirms the dignity and uniqueness of each person and nurtures the spiritual, moral, intellectual, physical, emotional, and social development of each student.

### ***Vision Statement for the Catholic Schools of the Diocese of Cheyenne***

We, the Wyoming Catholic School Community, within the Church, will form the whole person through the Catholic culture of Christian discipleship, moral leadership, and academic excellence for life-long service to Christ in a changing global culture.

*"We claim this vision as an act of faith"*

+ *Jesus, Mary, and Joseph, pray for us.*

### ***Philosophy***

St. Mary's Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Cheyenne.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the spiritual, intellectual, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

St. Mary's Catholic School believes that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Student Learning Goals**

To be a faithful Christian who:

- has developed a moral conscience
- has demonstrated a spirit of service to Church, family, school, and community
- models a prayerful devotional life
- actively pursues a relationship with Jesus through the sacramental life

To be a lifelong learner who:

- has a continuing curiosity for education
- is an independent/motivated learner who strives to achieve their maximum potential
- demonstrates a solid foundation in the core subjects, empowering the student to think critically and solve problems independently
- applies background knowledge to real-life situations

To be an effective communicator who:

- speaks publicly with confidence and poise
- demonstrates active listening skills
- articulates ideas clearly

To be an active community member who:

- recognizes her/his gifts and willingly shares them with the community
- is cognizant of current events and world affairs and their effects on life
- displays responsibility and leadership

To be a problem solver who:

- applies their core knowledge to solving complex problems
- observes, experiments, discovers, and reaches solutions
- adapts to rapidly changing conditions to reach a solution

## HISTORY

- 1868 Father William Kelly dedicated a church on property donated by the Union Pacific Railroad. Less than two decades later Cheyenne's first Catholic School began. St. Mary's is the oldest Catholic school in the State of Wyoming.
- 1884 Six sisters of the Society of Holy Child of Jesus arrived in Cheyenne to open St. John the Baptist's School with 174 students.
- 1885 St. John the Baptist closed with the opening of the Holy Child Academy.
- 1886 Holy Child Academy opened at 112 E. 24<sup>th</sup> Street. The cost of the building was \$50,000.
- 1933 Holy Child Academy was deeded to St. Mary's Parish. The Sisters of the Holy Child departed and Dominican Sisters of Sinsinawa took over the education of students. The new parochial school was renamed St. Mary's Academy.
- 1939 A new and separate High School building was built for \$100,000.00.
- 1950 A new grade school was built at a cost of \$500,000.00 including furnishings.
- 1952 The last of the old academy building was demolished and the newly constructed grade school opened.
- 1956-1957 Peak enrollment of 1,156 occurred with 100 students turned away. The high school had 314 students.
- 1956 Construction was begun on an annex to the High School Building consisting of an art room, home economics room, 3 classrooms, a library, and a cafeteria.
- 1957 Construction of the new annex was completed at a cost of \$240,000.
- 1960 The high school chapel was dedicated in a classroom which had been remodeled at a cost of \$4,500. A year later, the 3 story Cathedral Hall located on Capitol Avenue facing the Cathedral, was purchased by the Federal Government. This was helpful in the construction of a new Gymnasium which was located across the street from the school at a cost of \$354,000.
- 1970 In February the school faced a major financial crisis. It was decided to continue the school for 3 more years and that the financial status of the parish and the school would be reevaluated each year on an ongoing basis. Total enrollment for the school including the high school was 173 students.
- 1981 The Dominican Sisters left Cheyenne and St. Mary's High School closed. Later that year, Seton Catholic High School was established to replace the old St. Mary's High School. Seton Catholic High had a successful ten-year history and closed in 1991. St. Mary's Catholic School continued on as a school for children through the 8<sup>th</sup> grade.
- 2004 St. Mary's School Foundation was established.
- 2009 St. Mary's Catholic School state of the art, technology-enhanced, beautiful new school opened at 2200 O'Neil Avenue.



## **ADVISORY BOARD**

The Advisory Board serves in an advisory capacity to the pastor and school administration. It assists in planning and evaluating school policies and programs, especially strategic planning. The board consists of appointed members by the nominating committee and voted in by the board.

Advisory Board meetings are generally held on the first Tuesday of each month. Meeting dates can be found on the school's activity calendar on the school's website. Meetings begin at 6:30 p.m. Parents and staff are welcome to attend when open meetings are announced. Meetings will be conducted at St. Mary's Catholic School unless otherwise indicated. If you wish to address the board at any meeting, please submit your request via email to the board president.

A complete list of Advisory Board members can be found on the school's website here:

<https://stmaryswyo.org/index.php/about/st-marys-school-advisory-board/>

## **Parent-Teacher Organization**

The main functions of the Parent-Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school programs and to increase mutual understanding between school and parents. The membership of the Parent-Teacher Organization shall include the pastor, the principal, parents or legal guardians, and faculty of St. Mary's Catholic School.

PTO meetings are usually held on the second Tuesday of the month. Meetings begin at 6:00 p.m. in the art room of the school.

A complete list of PTO executive board members and by-laws can be found on the school's website here:

<https://stmaryswyo.org/index.php/pto/>

## **STAFF MEMBERS**

Pastor – Rev. Thomas Cronkleton Jr.  
Associate Pastor – Rev. Seth Hostetler  
Associate Pastor – Rev. Dan Kostelc

Principal – Mrs. Jennifer Bridges  
Vice Principal/PE - Mr. Jeff Wordeman  
Administrative Assistant – Mrs. Kathleen Higgins  
A/R, Registrar – Mrs. Leslie Placke  
Reception/AM Care – Mrs. Joan Katchmar  
Marketing Director – Mrs. Beth Thompson

PK3 – Miss Danielle Glowacki  
PK3 Para– Mrs. Ashleigh Molnar  
PK4 – Ms. Heather Smith  
PK4 Para – Mrs. Autumn Wood  
PK4 – Mrs. Christina Shunn  
PK4 Para – Ms. Aimee Raya

Kindergarten – Mrs. Shelly Araas  
Kindergarten – Mrs. Chelsea Applegate

1<sup>st</sup> – Mrs. Mary Kretzschmar  
2<sup>nd</sup> - Ms. Judy Cummings  
3<sup>rd</sup> – Mrs. Christie Bronder  
4<sup>th</sup> – Ms. Brandie Burki  
5<sup>th</sup> – Mrs. Katie Brady  
6<sup>th</sup> – Mr. Michael Kennedy

Music – Ms. Paula Egan-Wright  
Art – Mrs. Andrea Clark  
Computers/Spanish/IT – Mrs. Linda Lipowski  
Reading Interventions – Ms. Lisa Todd  
Math Interventions – Mrs. Tanya Barcelona

Kitchen /PK Aid / Aftercare – Mrs. Jennifer Loskota  
Kitchen – Mrs. Celia Padilla

Custodian - Mr. Alec Barker

Extended Care: Mrs. Jeanneane Askey

## **ACCREDITATION**

St. Mary's Catholic obtained accreditation through the Cognia Global Network in 2021 and is accredited through May of 2026.

## **ADMISSION INFORMATION**

### ***Nondiscriminatory Policy***

St. Mary's Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admission to St. Mary's Catholic School requires the following:

- Pre-Kindergarten must be three (3) years of age by August 1 and toilet trained to enroll.
  - Pre-Kindergarten must be four (4) years of age on or before the 1<sup>st</sup> day of August of the enrolling year and toilet trained.
  - Kindergarten must be five (5) years of age on or before the 1<sup>st</sup> day of August of the enrolling year.
1. Completion of all steps through our Online Application & Enrollment portal (FACTS), including the upload of the required documents:
    - a. Birth certificate
    - b. Immunization Records (or signed and approved waiver from the State of Wyoming)
    - c. Baptismal record, if applicable
  2. Payment of \$150 registration fee\* through FACTS financial portal.
  3. New family/student interview is required before admission to St. Mary's Catholic School. Testing in some academic areas may be held for new incoming students in Grades 3-6.

***Applications will not be considered complete unless all forms in required steps for registration are submitted electronically, required documents uploaded, registration fee paid, and tuition contract/records request received by front office. Completion of application materials and fee does not secure admission.***

To provide a safe environment for all students and staff, parents (or guardians) must complete the Safe Environment Training/Background Check to visit your student(s) classroom, chaperone field trips, volunteer at school events, etc. Safe Environment training and Background Checks are good for 5 years. A link for this process is provided in the enrollment portal.

**5. ADMISSIONS PRIORITIES:** Since the Diocese of Cheyenne establishes its schools as religious schools and the Church of St. Mary operates this school, priority will be given to practicing members of the Church of St. Mary's (AKA Cathedral of St. Mary) and Catholics who are active in other Catholic parishes as well. Applicants who have siblings in the school or who are children of alumni/alumnae are also given priority. Priority will not be honored after one month has lapsed from open enrollment of St. Mary's Catholic School families. Since space is limited, it is essential for families to get their registration information in within the month before open enrollment.

All new students will be given a **thirty-day trial period** in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Mary's Catholic School.

**6. CONDITIONS FOR RE-ENROLLMENT FOR THE FOLLOWING SCHOOL YEAR:**

- Tuition payment needs to be current within a month of re-enrollment.
- Lunch and fines combined need to be less than \$50.
- Fundraising commitment must be at an accumulated balance of at least \$150

**Tuition & Fees for the 2024-2025 School Year**

PreK-3 and PreK-4.....\$7500/year

Elementary grades K-6 .....\$6100/year

Registration fee per family .....\$150/year

Materials & Technology Fee\* per student (formerly book/seat)\$250/year

\*Note: this fee does not cover personal student supplies, field trips, before/after school care, music activities and/or athletic programs or other after school activities. This does not include donations for fundraising activities.

FACTS new family application/enrollment fee ..... \$ 22.00 per student

FACTS tuition management fee ..... \$ 25.00 for one-time or bi-annual payment plans

FACTS tuition management fee ..... \$ 55.00 for quarterly or monthly payment plans

**Payment Plans & due dates:**

Paid in full (including registration and materials fee) due on **August 15** to receive \$100 discount.

2 payments: Payment 1 due on August 15, Payment 2 due on January 15

4 payments: Payment 1 due on August 15, Payment 2 due on October 15, Payment 3 due on January 15, Payment 4 due on March 15

10 payments: Payments due on the 15<sup>th</sup> of each month from August – May

The average actual cost to educate a child at St. Mary's Catholic School in the 2024-2025 school year will approximately be \$11,133. If a parent has the means to pay all or a portion of the difference between the tuition charged and the actual cost, it would be a great assistance to the school.

**Above & Beyond Contribution:** This is an opportunity for families who can afford to contribute a financial amount above and beyond the set tuition amount. Any amount paid above the required tuition may be a tax-deductible contribution. Your contribution will help offset the difference between the actual cost to educate a student and the set tuition amount. Please note that any amount contributed would not be applied towards your tuition, fees, or fundraising requirements, but rather, would be a contribution towards the school's operating costs. Consult your tax advisor for rules on charitable contributions. A tax statement will be provided for any contributions made.

## Discounts and Scholarships

2024-2025 School Year

In order to assist families with tuition at St. Mary's Catholic School, the following scholarships and discounts are offered. Currently, only 23% of scholarships and discounts are funded by third party sources. The remainder is provided as an unfunded expense, so families that choose to pay full tuition despite being eligible for scholarships or discounts provide additional assistance to the school.

### Refer A Friend Discount

If a current St. Mary's School family refers a friend to St. Mary's School and the friend enrolls their children for the upcoming academic year by the first day of classes, both the referring family and the new family will receive a one-time \$250 credit per family towards their tuition balance in May of the upcoming school year provided they stay enrolled for the full academic year.

### Catholic Parishioner Discount

For Catholic families dedicated to raising their children in the Catholic faith who are registered members of a Catholic parish in the Cheyenne Deanery, striving to be disciples of the Lord, by actively and fully participating at Sunday and Holy Day Masses, and participating in parish life and stewardship through prayer, service, and charitable giving, the following discounts are offered.

Preschool.....	\$550.00 per student
Kindergarten – 6th Grade.....	\$800.00 per student

This discount may be utilized with other scholarships and discounts. Verification of registration in a Catholic parish is required to receive this discount.

### Multi-Student Discount

For families with more than one student attending St. Mary's Catholic School, the following discounts are offered.

2 <sup>nd</sup> Child.....	\$250.00
3 <sup>rd</sup> Child.....	\$500.00
4 <sup>th</sup> Child.....	\$750.00
5 <sup>th</sup> Child.....	\$1,000.00

\*This discount may be utilized with other scholarships and discounts.

### Paid-in-full Discount

To assist St. Mary's Catholic School with its cash flow, a paid-in-full discount is offered to families who pay the entire tuition for the academic year by August 15. The following discount is offered:

Discount per student.....	\$100.00
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\*This discount may not be utilized in conjunction with the Financial Need Scholarship.

## ACE Scholarship

ACE Scholarships works with low-income families from a variety of different circumstances across numerous states. To qualify to apply for an ACE scholarship, a family must meet the income requirements for the federal Free and Reduced Lunch Program. For information on how to apply for an ACE Scholarship, please contact the school office.

## Financial Need Scholarship

For those families needing assistance with tuition, they may apply for financial aid and be awarded a scholarship. The school has a few small scholarships and some limited designated funds available for assistance.

\*This scholarship may be utilized with other scholarships and discounts with the exception of the paid-in-full discount.

## Employee Discount

For parents or legal guardians of students at St. Mary's Catholic School who are employees of the school, the following discounts are offered.

Full-time Employees.....50.0% of tuition

Part-time Employees.....25.0% of tuition

\*This discount may only be used after all other scholarships and discounts are applied. If the student qualifies for an ACE Scholarship, the maximum employee discount is limited to 25% of the remaining tuition.

We do not offer an employee grandparent discount.

## Withdrawal Guidelines

- Families must notify the school in writing if a student is to be withdrawn from St. Mary's Catholic School.
- Upon parent voluntary withdrawal of any student, the tuition account balance shall be paid to (refunded by) the school. The tuition account balance on the withdrawal date shall equal a recalculated tuition amount based on the following schedule below.
- **\* (registration fee, materials/technology fees, FACTS fees are non-refundable. Any awarded scholarships are prorated based on the number of days of attendance):**

Date of Withdrawal	Amount of Tuition Due
Before August 15, 2023	25% plus paid in full discount if full pay
Before September 15, 2023	25%
September 16 to November 15, 2023	50%
November 16 to March 1, 2024	75%
March 2 until end of school year	100%

**Full payment (or refund) shall be due no later than 45 days after the withdrawal date.**

- Upon the withdrawal of any student, all other amounts to/from the school shall be settled, including lunch account, extended care account, fines, fees, assessments and stewardship and fundraising obligations (which are pro-rated through the withdrawal date). The net amount shall be paid to (refunded by) the school no later than 45 days after the withdrawal date.
- The school will not forward records for students who withdraw with an outstanding balance.

- If you are set up with automatic payment, any balance due will be taken as authorized from the account on file with FACTS within 45 days after withdrawal. These fees would include book damage, volunteer hours, fundraising, lunch, extended care, and library.

**Extended Care Program**

Morning Care ..... 7:00 a.m. - 7:30 a.m. .... \$75.00 per child per month or \$4.00 per day.  
After Care ..... 3:00 p.m. – 5:30 p.m..... \$300.00 per child per month or \$.12 per minute

**\*Late Fee –** If your child is not picked up by 5:30 p.m. you will be charged a late fee of \$2.00 per minute per child per day.

After Care is not available on early release school days.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE ACCOUNTING OFFICE at  
St. Mary’s School 307-638-9268**

## PARENT'S ROLE IN EDUCATION

### CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in any student/parent handbook of the school. Students are expected to carefully consider these rules and policies and to comply with them. **It should be clearly understood that the stated consequences are guidelines only and that the administrators have the latitude, in their sole discretion, to alter discipline for misbehavior as they consider the conditions of the infraction.**

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

*The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. It typically will result first in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)*

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **Important: The Charter for the Protection of Children and Young People drafted by the U.S. Bishops requires the following guidelines for parents and volunteers:**

1. Participation in the Safe Environment Program
2. Background Checks
3. Christian Code of Conduct

**As partners in the educational process at St. Mary's Catholic School, we ask parents to agree:**

- I will support and cooperate with the discipline policy of the school and classrooms.
- I will speak to the teacher or adult in charge if an incident arises.
- I will meet all financial obligations to the school in a timely manner.
- I will have my child at **school on time every day**, prepared mentally and physically, with all necessary supplies, completed classroom assignments on time and dressed according to uniform policy.
- I will support the religious and educational goals of the school.



- I will actively participate in school activities such as Parent-Teacher Conferences, home and school meetings, fundraising, etc.
- **I will notify the office by 8:30 a.m.** when my child will be tardy or absent from school.
- I will see that my child pays for damage to schoolbooks or property due to carelessness or neglect.
- I will see that my child completes all his schoolwork in a timely manner and to the best of her/his ability.
- I will use FACTS SIS to keep track of my child's progress and my family's financial and volunteer obligations.
- I will abide by all guidelines set forth in the school handbook.

### ***After School Playground***

Students are not permitted on the playground after school without direct parental supervision due to liability issues. Parents must be present and attentive on the playground with their child.

## **GENERAL INFORMATION**

### ***School Hours***

- Grades Pre-K through 6<sup>th</sup>; 8:00 a.m. – 3:00 p.m. Students not in their homeroom at 8:05 a.m. are considered tardy.
- At St. Mary's Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Various classes invite parent involvement or visitation on particular occasions.
- The school doors are opened for students at 7:45 a.m. **Students arriving between 7:30 a.m. and 7:45 a.m. must wait with their parents in the car lane until 7:45a.m.** when students will be permitted to enter the building. A staff member will be in the car lane to accompany students into the building.
- Dismissal time is 3:00 p.m. Please check the school calendar and newsletters for early dismissal dates and other pertinent information.
- Parents are to arrange for their child(ren) to arrive at school on time and be picked up at dismissal time.
- Students not picked up by 3:15 p.m. will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.

### ***Daily Schedule***

7:00 a.m. – 7:30 a.m.....	Morning care
7:45 a.m. ....	Main school door opens
7:45 a.m. – 8:00 a.m.....	Student transition to classrooms
8:00 a.m. – 3:00 p.m. ....	School day
8:05 a.m. – 8:30 a.m.....	Monday & Wednesday Prayer Service
3:00 p.m. – 3:15 p.m.....	Transition to after school care
3:30 p.m. ....	Main school door locked and office closes
3:15 p.m. – 6:00 p.m.....	After school care program
*11:30 a.m.....	Early Release (½ day) dismissal

\*School Mass will be held on Fridays at 9:00 a.m. in the Cathedral. If Mass needs to be relocated to the school gym, a message will be sent out to notify parents of the change.

### ***Liability Insurance***

St. Mary's Catholic School holds liability insurance through Catholic Mutual Group under the Diocese of Cheyenne.

### ***School Office Hours***

The school office is open on all school days from **7:30 a.m. – 3:30 p.m.**

## **School Visitors and Volunteers**

Parents and or visitors must enter the building through the office, check in and obtain a visitor's badge. Classes are not to be disturbed without permission or an appointment. All volunteers must complete the Diocese of Cheyenne Safe Environment for Children training program. This program teaches volunteers how to recognize signs of abuse and neglect and how to protect children. Volunteers will also need to undergo a Diocesan background check. No other outside background check is accepted for work/volunteering in our building.

## **Attendance**

Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Students should be at school all day, every day, unless they are ill! **Students need to be symptom and fever-free for 24 hours before returning to school.** Students who must miss more than 3 days of school due to any illness may participate in class virtually. Teachers will have virtual instruction enabled for the student by the second day of their absence.

## **Absence**

**When a student is absent from school, a parent should call the office by 8:30 a.m. each day of the absence.** This policy is for the protection of the St. Mary's students.

A written statement giving reasons for the absence or tardiness **must** be brought to the office upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence. Administration will determine if an absence is considered excused. When a student accumulates 10 absences, parents will be required to come in to meet with the principal and the teacher to work out an improvement plan for attendance. If the student continues to have absences/tardies after this meeting, the administration may report the student to law officials as "truant."

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one and a half days for each day of absence to make up for the missed assignments, quizzes, or tests.

Arrangements for regular classroom assignments and/or tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date or a time agreed upon by the teacher and family.

A family may request missed work in advance of an expected absence. Please give the teacher **at least 2 weeks' notice** to gather work for the student. *A teacher may also elect to give students missed work after they return from their absence if direct instruction is essential to the student being able to adequately understand the material.*

**Excessive absence** (40) days or the equivalent of 40 days *including tardiness* may be cause for a student to be retained in the current grade for another year. **Three tardies will be equal to one absence.**

## **Absence During the School Day**

Appointments should be scheduled outside the school day whenever possible. If this cannot be done, please let the office know by phone call, note, or email. The office will give the teacher advance notice.

When coming to take a child to an appointment, the parent must sign their child out and the office will call the classroom to dismiss the child. If returning, the child or parent should sign the child in the office.

**ACADEMIC INFORMATION**

**Classroom Sizes**

It is the goal of St. Mary’s School to keep class sizes as small as our budget will dictate. Since tuition is the primary means of financing the school, the more students we have, the more secure our future will be. Our building was designed to have two sections from preschool to second grade and after those grades students get funneled into one section grades. This means that preschool through 2<sup>nd</sup> grade has more flexibility to change class size. The philosophy for these grades is to keep them small to maximize the educational benefits on smaller teacher to student ratio. These are the maximum class sizes by grade:

Preschool.....	16 students per class
Kindergarten .....	18 students per class
1 <sup>st</sup> & 2 <sup>nd</sup> .....	20 students per class
3 <sup>rd</sup> grade through 6 <sup>th</sup> .....	21 students per class

**Curriculum**

**Language Arts** – St. Mary’s School has adopted the McGraw-Hill Reading Wonders program for Language Arts (Reading & Writing) for grades K-5. The program is comprehensive with the scope and sequence covering the majority of the ELA standards. Supplemental materials are often used to enhance the curriculum as well, including but not limited to IXL, Accelerated Reading, and Lindamood Bell’s “Seeing Stars.” Writing is taught through a variety of materials, including our “Wonders” text series, Units of Study, and various supplemental materials. Students in grades K-6 are assessed quarterly in writing using a six-traits rubric for analysis in expository, narrative, descriptive, and persuasive writing styles.

**Math** – Sadlier Math – Progress in Mathematics program is utilized for our math program in grades K-6. Accelerated students in the 6<sup>th</sup> grade may also be placed in an algebra course for enriched math instruction. All grades utilize various supplemental resources as well, including Khan Academy, IXL, and SumDog.

**Social Studies** – Students in K-2 do not have a set curriculum for social studies; however, social studies content is taught in integration with the reading program and through Scholastic News. Third grade students study our community and the concept of communities through the national level. Fourth grade students study Wyoming history. Fifth grade students are taught early American history and 6<sup>th</sup> grade students study the U.S. Constitution and World history.

**Science** – Although there is no formal curriculum for science through grade 2, students are provided with a variety of STEM (Science, Technology, Engineering, and Math) based learning opportunities. Students in 3<sup>rd</sup> and 4<sup>th</sup> grade utilize the Scott Foresman Science program, along with a variety of extra resources including, but not limited to, AIMS science, SICK science, Fourth Generation Genius, and Mystery Science. The 5th and 6th grade science curriculum is inquiry based, hands on learning “rich in content and practice” and supported by observation-based assessments provided by the Next Generation Science Standards (NGSS). The goal of this approach is to learn the fundamental skills and knowledge to support future study of any scientific topic. The primary 5th grade textbook is the CK-12 online textbook (authors: Milton Huling, PhD, and Jean Brainard, PhD) along with supplemental science resources. The 5th grade curriculum topics: Science Fair Unit (Scientific Method, Engineering Design), Physical Science (Atoms, Matter, Mixtures, Magnetism), Earth Science (Water, Weather, Climate), and Life Science (Plants, Energy Flow in Ecosystem). The primary 6th grade textbook and research resource is “Sciencesaurus” from the Great Source of the Houghton Mifflin Company, the online curriculum and lessons from the OpenSciEd platform, and knowledge reinforcement through the online Khan Academy. The 6th grade curriculum topics: Science Fair Unit (Scientific Method, Engineering Design), Physics (Light & Matter; Thermal Energy), Earth Science (Weather, Climate, Plate Tectonics, Rock Cycling, Natural Hazards), and Life Science (Cells & Systems).

**Religion** – PreK and Kindergarten classes use the “Stories of God’s Love” program published by RCL Benziger. Students in grades 1-6 use Ignatius Press’ “Faith & Life” series, which studies our faith through the biblical salvation story. Second grade students also use Dynamic Catholic’s First Reconciliation and First Holy

Communion series. In addition, students in 6<sup>th</sup> grade also study the “Theology of the Body.” Along with formal religion studies, our faith is integrated into all subject matter and students participate in service projects throughout the year. At St. Mary’s Catholic School, we strive to develop the God given gifts of each student through a well-rounded education which integrates the Gospel message with all the areas of knowledge. In order for each student to have the tools of Christian leadership in the service of others, the four pillars of faith are foundational to the education of each student, early childhood through grade six. The pillars of faith are: The Creed (Faith professed), The Sacraments (Faith celebrated), the Christian life (Faith lived) and Prayer (Faith expressed and deepened).

**Computer Literacy** – Students in grades K-6 receive formal computer classes. A variety of skills are taught including keyboarding, Google Docs, Google Sheets, Google Slides, and various coding instruction. Students also experience a variety of STEM learning in their computer class utilizing 3D printing, Spheros, Lego robotics, and many more STEM resources.

**Spanish** – Students in grades 4-6 attend Spanish class. Students are instructed using the natural approach which stresses the similarities between the first and second language and students being exposed to language that is comprehensible or made comprehensible to them.

**Fine Arts** – Art and music classes are provided for students PreK-6<sup>th</sup> grade. Music classes are provided for all Saint Mary’s students. Classes meet twice weekly for 30 minutes to chant, sing, dance, and play instruments. In addition, interested Grade 4 students can play violin in a beginning string ensemble. Fifth and Sixth graders in their second year of violin play in the advanced string ensemble. Fifth graders can also start a band instrument and join the beginning band, and sixth grade band is for those who have already played a year. All special ensembles meet during the school day in the music room once a week.

**Physical Education** – All St. Mary’s students participate in PE class. Students are introduced to lifetime activities and explore health and nutrition, all while developing new skills and motor control. Our facility includes a rock-climbing wall, a bike program for younger students and archery instruction for students in grades 4-6. In addition, extra-curricular sports and fitness clubs will be available to students who wish to participate in them.

## **REPORT CARDS/PROGRESS REPORTS**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year. The ends of the quarters are October 11, January 10, March 14, and May 22. Report cards will be given the following week. Pre-school will administer assessments in October, February, and May.

**Progress Reports** will be given midway between each nine-week grading period. Late work must be completed and submitted to the teacher within three days of the date that report cards and progress reports are distributed.

### ***Honor Roll Criteria***

**Gold Honor Roll:** Students must have all A’s in all subjects.

**Silver Honor Roll:** Students must have A’s or B’s in all subjects.

Students may also receive the **President’s Education Award**. Students must be on the Gold honor roll all four quarters. Honor Roll achievements will be celebrated at the end of each quarter in an assembly and the President’s Education Award is presented to students who earned it during the 4<sup>th</sup> quarter assembly.

## ***Parent-Teacher Conferences***

PTC is scheduled before the end of the first quarter – October 25-26. You will receive a notification of the time you have been scheduled for a conference with your child's classroom teacher. If you are unable to attend the conference at the scheduled time, please reschedule with the teacher(s). Teachers or parents may request additional conferences outside of this time, throughout the school year, if there are concerns about a student's progress.

## ***Student Records***

St. Mary's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the St. Mary's Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. **No records will be sent to transferring schools of students whose financial commitment is not fulfilled.**

## ***Testing***

MAP tests are normed-referenced, computer adaptive tests that will be given from kindergarten through 6<sup>th</sup> grade. The MAP test is administered in the Fall, Winter, and Spring. Grades Kindergarten through 6<sup>th</sup> grade are tested in the content areas of math and reading. Grades 2<sup>nd</sup> through 6<sup>th</sup> are tested in the content area of language usage. 6<sup>th</sup> grade is tested in the content area of science. The results of the MAP tests are used to develop our action plans, to monitor student progress, and to drive instruction. Another normed-referenced, computer adaptive that St. Mary's uses are the STAR tests. The STAR test is administered at the beginning of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters and at the end of the 4<sup>th</sup> quarter. Grades Kindergarten through 6<sup>th</sup> grade are tested in the content areas of reading and math. The results of the STAR tests are used to set Accelerated Reading goals, progress monitoring students and to drive instruction. PreK through Kindergarten may be tested using the STAR Early Literacy test. Results of the test are distributed to the parents with the students' report cards.

Many grade levels have teacher and/or curriculum-based cumulative tests. These tests are administered in many of the content areas that include end of the quarter, semester, and year cumulative test.

All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations of test taking for students with active written Instructional Service Plans (ISP) and 504 plans (plans that ensure that students with disabilities have equitable access to learning opportunities) may be made at the discretion of the principal.

## ***Special Education Services***

The Laramie County School District #1 may provide educational referral testing for our students. The local school district does supply speech and language services for our students in grades Kindergarten through 6<sup>th</sup> grade. STRIDE Learning Centers may supply our students with a variety of services in Pre-Kindergarten. As a result of resources, *St. Mary's may not be able to accommodate the needs of students requiring extensive special education services.*

## ***Academic Support***

St. Mary's School employs a reading interventionist and a math interventionist to aid students who need extra help in these content areas. Students identified with higher deficits are referred to our Building Intervention Team (B.I.T.), which analyzes the teacher observations, test scores, and other data. The group determines the level of support the student needs and whether or not the school has the resources to meet those needs. Meetings will be arranged with the B.I.T. team and parents to go over student progress and make recommendations.

***Promotion Policy and Retention Policy***

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or private summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Absences of 40 or more days may result in retention.

## Eligibility Guidelines for Activities and Clubs

### **Academic Ineligibility**

- Students must have grades of “C” or better in all classes to be considered eligible.
- Eligibility reports will be finalized each Tuesday at 10:00 a.m. (*This will allow teachers time to enter grades and the students to resolve any grade issues: late, low score, etc.*)
- If a student becomes ineligible, s/he will have until the following Tuesday to bring their grade(s) to a “C” or better.
- While the student is ineligible, she/he will be allowed to practice but not allowed to participate in a contest and/or performance/activity.
- If the activity overlaps with quarters, eligibility will be determined after the second week of the quarter. This gives the student enough time to have an adequate number of grades to fairly calculate eligibility.
- If a student has three weeks of academic ineligibility, they will no longer be allowed to participate in that activity.

### **Illness Ineligibility**

- A student will not be able to participate in a contest or club activity if she/he missed any part of the school day the day of the contest/activity due to an illness. A scheduled doctor’s appointment will not be considered in eligibility requirements.
- A student must be symptom and fever free for 24 hours before being allowed to practice or participate in a contest/club activity.

### **Behavior Ineligibility**

- A student may be deemed ineligible if his/her behavior doesn’t follow the teachings of the Church and/or rules of the school on or off the field or during a club activity.

### **Unexcused Absences Ineligibility**

- A student will not be allowed to participate in a contest if s/he has an unexcused absence on the day of the contest/activity.
- If a student has more than three unexcused absences, s/he will no longer be allowed to participate in that activity.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

### **Homework Policy Due to Illness**

When a student is absent for three or more days, a parent may call the school office to arrange homework assignments. **Homework assignments may be picked up at the school office between 2:30 p.m. – 3:15 p.m.**

For short absences, students should consult with their teacher regarding homework. Students may also receive missed assignments from their teacher when they return to school.

If a student is absent for an extended time due to illness, arrangements for distance learning will be made for continued instruction at home.

### **FIELD TRIPS**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.

2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience itself, ensure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity.
6. Parents may refuse to permit their child from participating in a field trip by stating so on the permission slip. If a student does not attend a field trip at parent request, the parent should keep the student home for the duration of the field trip.
7. All monies collected for the field trip will be collected through the FACTS system and are **non-refundable**.
8. Cell phones are allowed on field trips and **must** be used appropriately.

**SACRAMENTAL PROGRAM**

The sacramental life of children in the Catholic tradition is an important component of the religion program at St. Mary’s Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will be prepared and given an opportunity to receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their child/children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

**LUNCH PROGRAM**

St. Mary’s Catholic School offers a hot lunch program daily. Meals are prepared in the school cafeteria or through the services of outside vendors. The cost of each meal will be deducted from their account. Notice will be sent to parents when additional funds are needed to renew their account. Additional letters will be emailed to parent(s) once their account gets to a negative balance until the account is paid in full.

St. Mary’s Catholic School wants to ensure that no child goes hungry. “Loaners” are reimbursable hot meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. Each family may only carry over a negative balance of \$50 or less on their lunch account. After the family reaches a negative \$50 an “alternative meal” i.e.: a non-hot meal will be provided. There will be a charge of \$1.00 for each “alternative meal” given to the student. The “alternative meal” will be designated by the Nutrition Services Program Administrator and meet the USDA nutrition guidelines for a reimbursable meal. Furthermore, the principal will contact the family along with sending home a letter.

Lunch schedule is as follows:

PreK3 & PreK4 .....	10:30 a.m. – 10:50 a.m.
Kindergarten.....	10:35 a.m. – 10:55 a.m.
1 <sup>st</sup> , 2 <sup>nd</sup> .....	11:00 a.m. – 11:20 a.m.
3 <sup>rd</sup> & 4 <sup>th</sup> .....	11:25 a.m. - 11:45 a.m.
5 <sup>th</sup> & 6 <sup>th</sup> .....	11:50 a.m. – 12:10 p.m.

Students may choose to bring their lunch each day. Students may not bring glass bottles, soft drinks or excessive amounts of candy. A healthy lunch is vital to learning in the afternoon.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are always expected.



## HEALTH/SAFETY & MEDICATION

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the original container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date
- f. Name of medication
- g. Possible side effects
- h. Storage instructions

All non-prescription medication should be taken to the school office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date
- e. Name of medication

Cough drops should be kept in the child's classroom with name, directions, frequency documented on them. Teachers will be responsible for distribution of cough drops.

No medications, prescription or over the counter, will be administered to students without parent/guardian written permission.

### ***Illnesses***

Students that have a fever need to be **symptom and fever free for at least 24 hours** before returning to school. Students with a highly contagious illness (flu, pink eye, hand, foot and mouth, gastroenteritis, and Fifth Disease) need to have a doctor's note to return to school. The school will follow the current CDC recommendations regarding positive cases or exposures to Covid-19.

Please keep your child home if they have any of the following symptoms:

- Diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of 24 hours
- Difficult or rapid breathing
- Yellowish eyes or skin
- Sore throat with a fever of 101° F
- Severe coughing
- Cold/Flu like symptoms
- Untreated head lice or nits
- Untreated scabies
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella, or diphtheria
- Purulent conjunctivitis (pink eye)

Children with the following symptoms should be kept home unless they are under the care of a physician and the physician has approved in writing their return to school/childcare:

- Skin rashes, excluding diaper rash, lasting more than one day
- Swollen joints or visibly enlarged lymph nodes

- Elevated oral temperature of 101°F or higher
- Blood in urine
- Mouth sores associated with drooling
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List.

Parents will be notified immediately if a child has symptoms that require exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

### ***Students who become ill during the school day***

If a student becomes ill during the day, he or she will be taken to the nurse's station until a parent or designated guardian picks them up. A student who is sent home ill may not return to school the following day. **Students need to be symptom and fever-free for 24 hours before returning to school.**

### ***Immunization requirements***

The Wyoming Statutes mandate certain immunizations for all students in public and private schools. We urge you to check with your physician to ascertain if your student is appropriately immunized as required by statute. Generally, the following is required:

Proof of proper immunization is required by law and must be presented on the State of Wyoming Official Record of Immunization (yellow card) at the time of enrollment. School staff will review all student records to verify mandatory immunizations. For exceptions to the immunization law, contact your physician.

A ***Special Needs Care Plan*** will need to be in place for any students having asthma, severe allergies, EpiPens, seizures or who are diabetic etc. St. Mary's asks that parents complete "Care Plan for Children with Special Health Needs" form and return it to the office. The form will then need to be reviewed by the principal. If a meeting needs to be held to go over more details of the care the principal will contact, you.

### ***Diabetic Care***

If any students require diabetic care throughout the day, we asked that the parent completes a "Care plan for children with special needs form" prior to school starting. A care plan will be set up prior to school starting. A meeting will be held with the parents/guardians, principal, student's teacher, and specialists along with the office staff. During this meeting the school will need to receive the physician's plan along with any additional information the parent / guardian can provide. Parents will need to provide any supplies needed to take care of the student's health issue.

### ***Asthma Medication***

If any students require inhaler throughout the day, we asked that the parent completes a "Care plan for children with special needs form" prior to school starting. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse, and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the appropriate medical information described above. Older Students are encouraged and will be allowed to carry their reliever inhaler in a "fanny" pack for quick access. If the student is too young to carry, their inhaler will then be kept in the locked cabinet with the other medicines.

### ***Allergy Policy***

St. Mary's Catholic School recognizes that life threatening food and other severe allergies are an important condition affecting many school children. To minimize the incidence of life-threatening allergic reactions, parents must provide St. Mary's Catholic School with a physician's notification of the allergies. Therefore, we ask the parent to complete a "Care plan for children with special needs form" prior to school starting.

### ***EpiPens***

Students who require an EpiPen will require that the parent completes a “Care plan for children with special needs form” prior to school starting. At the beginning of each school year all staff (including substitutes) will be informed by the school office or principal of the students who may need EpiPens. With written parental permission, students are allowed and encouraged to carry their EpiPen on their person. If permission is not granted all EpiPens will be kept in the locked cabinet with the other medications. Teachers will be given the students EpiPens when leaving the building.

### ***Notifications***

With the parents’ permission during registration all staff members, teachers, and specialists will be given a detail “student medical condition / allergy list.” Any changes throughout the year then a new updated list will be issued.

The school office will notify classroom teachers about the nature of the life-threatening allergies faced by students. If the parent agrees, information about the child’s life-threatening allergies will be distributed to the designated staff members. Staff will be reminded that all medical information is confidential and shared on a need-to-know basis. Teachers will be responsible for keeping an updated substitute folder containing information that needs to be shared.

## **Preschool Toilet Training Policy**

St. Mary's definition of a toilet-trained child:

***A toilet-trained child is a child who can do the following:***

- Tell the teacher he/she needs to go to the bathroom.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself (without using an enormous amount of toilet paper), putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before lunch or nap, etc.)
- Will not be in diapers or pull-ups at all. He/she must be in regular underwear.

***Things we don't do:***

- We do not put kids on a bathroom schedule where they are reminded to use the restroom every half hour or hour. It is very time-consuming with little to no benefit.
- We don't help with poopy potty accidents. We will bag soiled underwear/clothes and return it to the parent at the end of the day, but we will not do this with underwear soiled with defecation. We don't do laundry of any soaked or soiled clothes.
- If your child has a poopy accident, we will bring the student to the office and call the parent. It is your responsibility to pick up your child and bathe them before they return to class.
- We cannot accompany a child into the restroom because of Diocesan Safe Environment guidelines.

***Consequences:***

- Parents keep their child at home while working on training.
- Dismissal for part of the day when poopy accidents occur.
- Suspension for certain amount of time until fully potty trained.

*Our staff is aware that accidents happen. That is why we ask you to keep a full change of clothing at school (including socks). However, if your child has accidents every day they are in school, we do not consider your child to be potty trained. If your child is ill and has diarrhea, they should be kept at home until they have been episode-free for 24 hours.*

## ***Cold Weather and Outdoor Play Guidelines***

### **TEMPERATURE/WIND CHILL 20°F to 0°F**

Anytime temperature and/or wind chill are a comfort factor or hazard to students, special arrangements should be considered. As a guideline, it is suggested that any time the actual temperature is at 20°F or below special consideration should be given to the duration of time outside before school, during recess, and at noon time. This would not preclude special consideration for students with health problems and/or inadequate clothing for temperatures below 20°F.

### ***Playground Schedule***

Daily playground schedules by classroom/times will be posted in the Common Learning Space (CLS) of classrooms or available at the front office for viewing.

### **TEMPERATURE/WIND CHILL 15°F OR BELOW**

Temperatures 15°F and below generally would dictate that all students should remain inside the building. Any consideration for allowing students to be outside should include duration of exposure to the outside and how well students are dressed for cold weather. Special consideration must be given to students with health problems such as asthma or other health problems which could be affected by cold weather.

All supervisors of children on playgrounds should be instructed to use good judgment regarding the needs of students, adequacy of clothing, medical conditions and conditions of the playground, and types of weather during cold weather situations. Staff on playgrounds should understand what the procedures are to be regarding cold weather, individual student needs under these circumstances, and what the procedure will be should they determine that a shortened period of time on the playground is needed for all students.

## ***CHILD ABUSE LAWS***

St. Mary's Catholic School abides by the Child Abuse laws of the State of Wyoming (WY Stat § 14-3-205 mandates any person who suspects child/vulnerable adult abuse, neglect or exploitation is required to report.) and the Diocese of Cheyenne's Mandatory Reporting Responsibilities policy. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### ***Release of Children***

Children will be released to only their parents/guardians or anyone else listed on their "Authorization to Release" form at the time of registration. If someone different is picking them up, please contact the office at 307-638-9268 and let the office know who the person is. Please have the "one-time" authorized person bring their ID to the front office and we will then release the child to them. If any changes need to be made to their "Authorization to Release" throughout the year, a change of information form will need to be completed and returned to the office.

## **Parent Drop Off and Pick up Procedures**

### ***Pre-K – Kindergarten Morning Drop Off: (7:45 a.m. to 8:00 a.m.)***

*If you have at least one child in PreK-K, you must use the front drop off per DFS drop off guidelines.*

- Please enter the drop-off lane by driving SOUTH on Reed Avenue to 23rd Street. The drop-off lane will form on 23rd Street until you reach O'Neil Avenue.
- Once on O'Neil Avenue, please enter the drop-off lane on the East side of the school.
- When you enter the drop-off lane, please pull forward and a staff member will help your child out of the car.
- Do **NOT** turn left into the drop-off lane from O'Neill Ave.

- Please don't pull forward until the vehicle in front of you pulls forward.
- When exiting the Drop-off Lane, please drive EAST on 22nd, then NORTH or SOUTH on O'Neil Avenue.

**Pre-K – Kindergarten Afternoon Pick up: (3:00 p.m. to 3:15 p.m.)**

- Please follow the morning drop off procedures; however, we ask that you place your family car sign in your front passenger side windshield.
- A staff member will walk your student out to your car.
- Any child not picked up by 3:15 p.m. will go to After-Care.
- If you will not be picking up your child after school, please either call the office or let their teacher know that they will be going to After-Care.

For parents who need to come into the front office parking is available in the southeast or west parking lot.

Please be courteous to our business neighbors and not park in their parking lots.

**1st to 6th Morning Drop Off: (7:45 a.m. to 8:00 a.m.)**

*If you have at least one child in PreK-K, you must use the front drop off per DFS drop off guidelines.*

- Please enter the drop-off lane by driving NORTH on Bent Avenue and turning RIGHT into the school's back parking lot. (WEST side of Bldg.) Parking is not allowed within the back parking lot.
- When you enter the drop-off lane, please pull forward and a staff member will help your child out of the car.
- Please don't pull forward until the vehicle in front of you pulls forward.
- When exiting the Drop-off Lane, please drive North on Bent Avenue.

**1st to 6th Afternoon Pick up: (3:00 p.m. to 3:15 p.m.)**

- Please follow the morning drop off procedures, however, we ask that you place your family car sign in your front passenger side windshield.
- A staff member will walk your student out to your car.
- Any child not picked up by 3:15 p.m. will go to After-Care.
- If you will not be picking up your child after school, please either call the office or let their teacher know that they will be going to After-Care.

For parents who need to come into the front office parking is available in the southeast or west parking lot.

Please be courteous to our business neighbors: do not block intersections, driveways, or park in their parking lots.

**Extended Care Drop off and Pick Up Instructions**

**Morning Care Drop off (7:00 a.m. -7:30 a.m.)**

Please pull up to the front of the school and call (307) 757-5409. A staff member will meet you at the door.

**Aftercare Pick up (3:15 p.m. to 6:00 p.m.)**

If you are picking your child up from aftercare, pull up to the back parking lot of the school and call (307) 757-5409. A staff member will meet you at the door with your child. Staff members are not allowed to walk children to their cars.

### ***Parent Pick up Inside Instructions***

Parents who wish to come inside the building to pick up their child(ren) may do so this school year. You will need to sign in at the front office and then wait in the atrium for students to be dismissed. PreK parents may wait in the atrium in front of the PreK CLS area.

### ***Before School Activities***

If your student participates in any morning activities, please pull up to the front of the school and call (307) 757-5409. A staff member will meet you at the door.

### ***After School Activities***

If your student participates in any after school activities, please pull up to the front of the school and your students will be released by the staff member in charge of the activity. Any students not picked up after the activity will be sent to aftercare.

## **STUDENT EXPECTATIONS**

Our guiding principle in discipline is to act in a Christian manner characterized by fairness and compassion. Students are expected to abide by school norms and accept the consequences if they do not. Rules are intended to promote Christian principles to be responsible, safe, and respectful. Signatures on the handbook agreement page indicate that parents and students have read this handbook and agree to abide by it.

### **RESPECTFUL**

#### **I will...**

1. Listen when someone is speaking
2. Use appropriate language
3. Show respect for school property
4. Show respect for others
5. Keep hands, feet and objects to self

### **RESPONSIBLE**

#### **I will...**

1. Follow directions
2. Stay on Task
3. Return homework and materials
4. Complete class work on time
5. Get to school on time
6. Accept responsibility for my own behavior
7. Display honesty

### **SAFE**

#### **I will...**

1. Walk in all parts of the building
2. Follow playground rules
3. Play in a safe manner at all times

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration. All expectations are developed and enforced with this thought in mind. School expectations apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location.

**At St. Mary's Catholic School, we believe that the success of any program depends on implementation by all people concerned. Follow-through and support by parents at home are a necessity. Consistent application of the guidelines is essential.**

### ***Hall, Restroom, and Assembly Expectations***

Hall conduct shall be quiet and orderly. Children are to pass on the right side of the hall without talking and keeping hands to themselves. Teachers will accompany their classes when using the hallway.

To sustain time-on task, CLS restrooms are to be used by students. Restrooms are to be left in good condition. Trash and paper towels are to be placed in trash containers.

In an assembly student behavior should be courteous. Students are expected to enter, sit, and exit quietly. Boisterousness, booing, whistling, and talking during a program is unacceptable.

### ***Morning/Aftercare Behavior Policy***

While a student is in Morning Care or Aftercare, we expect students to follow our standard school behavior policy that is stated in our Parent / Student Handbook.

Failure to follow our behavior policy the following will result in:

- A referral form will be sent home and must be returned with a parent signature the following day.
- After 3 referral forms your child will receive 1 verbal warning and if poor behavior choices by the student continue for that day, a staff member will then call the parent to come and pick the student up early.
- After a parent has been called 3 times the student will then be suspended from morning care/aftercare for a time period to be determined by the administration.
- Upon return from the suspension, if poor behavior continues, the student will be suspended indefinitely from morning/aftercare.



## ***Lunch Behavior Expectations***

### **I will....**

1. Observe polite manners at the table, no playing with food
2. Take my turn
3. Keep my hands to myself
4. Leave the table and surrounding area clean and orderly
5. Put trash in the proper container
6. Talk in a normal tone of voice
7. Leave the lunchroom and the building in an orderly manner – no running

## ***Playground Expectations***

The purpose of the playground is for children to practice the manners that are taught at home and school while, at the same time, to have an enjoyable break from academic studies. Therefore, areas will be established for various games where the students may socialize with students from other classes in a Christian atmosphere of enjoyment and mutual respect.

- All playground activities need to be done in a safe, courteous, and respectful manner.
- Hard balls, bats, Frisbees, and other potentially dangerous items are not permitted
- No picking up or throwing of rocks, sticks, snow, or any hard objects
- All tackle games are forbidden.
- There will be no “closed” games – inclusive games only
- Students are expected to show sportsmanship and concern for fellow students
- Language and behavior are to always show respect and courtesy toward all adults and all other students
- All playground supervisors will enforce all playground rules. Failure to comply with any of these rules may result in a student sitting out the remainder of the recess period. Students who are disrespectful or who will not follow directions may be sent to the office
- Classroom teachers may enforce additional rules that pertain to their students’ behaviors

## ***Classroom Management Systems***

Teachers use a variety of classroom management systems that are rooted in *Love and Logic*, Restorative Justice, and Social Emotional Learning.

## ***Discipline Referral to the Office***

1st Referral..... student/ vice principal conference .....parent(s) informed  
2nd Referral..... student/teacher/ vice principal conference.....parent(s) informed  
3rd Referral ..... student/ teacher/vice principal & principal conference .parent(s) informed/Behavior Contract  
4th Referral..... ½ to full day suspension.....parent(s) informed

**The principal reserves the right to determine the appropriateness of an action if any doubt arises.**

## ***Prohibited Items***

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns/weapons, matches, cigarettes, laser lights, or anything that will detract from a learning situation or create an unsafe situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned only to the parent(s)/guardian(s).**

## ***Cheating***

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, suspension, and/or expulsion. A student athlete or club member who is involved in cheating may be suspended from partial or all participation in sports and/or club activities.

## ***Suspension***

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on school grounds during the time of their suspension. Parents/Guardians will receive written and/or verbal notification to discuss corrective action steps and to provide resources/support for the family. If suspension is warranted, due process will be provided, and terms of the child's suspension length and date of return will be discussed. Students must complete all class work and tests from the days of suspension.

## ***Expulsion***

Expulsion is an extremely serious matter. Any student found with a firearm in their possession will be immediately expelled. Any other dangerous weapon found in a student's possession may warrant expulsion and will be determined on a case-by-case basis by the school's administration. Students who pose a threat to themselves or others, consistently impedes the learning or instructional process of others or blatantly violates Church Doctrine may be expelled from St. Mary's Catholic School. Parents/Guardians will receive written and/or verbal notification to discuss corrective action steps and to provide resources/support for the family. If expulsion is warranted, due process will be provided, and terms of the child's expulsion length and date of return will be discussed. Class work will be provided during the expulsion if the child is able to return.

## ***Bullying and threats***

If a child is bothered by another child, he or she should inform the teacher or another adult right away. As soon as possible, the teacher will follow up on the report and take action as needed to resolve the conflict. Parents with a concern are encouraged to contact the child's teacher by note or phone, 307-638-9268, to make an appointment. If further assistance is needed to resolve the situation the principal will be included.

Instructions about bullying will occur throughout the school year for all ages. Any recurring or serious behavior that is unwelcome and unwanted may be considered bullying or harassment. Illegal behavior will be referred to local law enforcement.

## ***"Bullying/harassing behavior"***

In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and the worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the school, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Bullying is an *ongoing* and *deliberate* misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more people who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium, and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

## **What bullying is NOT**

single episodes of social rejection or dislike  
single episode acts of nastiness or spite  
random acts of aggression or intimidation  
mutual arguments, disagreements, or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. When these instances occur, a teacher or administrator will work with students to resolve their differences in a Christian manner, discussing the consequences of their behaviors and finding reasonable solutions for all parties.

Students whose parents have violated the Parents Code of Conduct agreement in this handbook may also be excluded from St. Mary's Catholic School.

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

### ***Cell Phones:***

Students may bring a cell phone or smart watch to school, if needed, but it must be kept turned off and must remain on the teacher's desk or in the child's backpack or locker until dismissal at 3:00 p.m. **Cell phones and Apple/Smart watches may not be used at any time in the school building during school. They may only be used after dismissal.** Cell phones being used in the school building will be taken to the office. Students will not be allowed to use cell phones while in the school building. This means during morning care, morning recess, afternoon recess, before sports practice, after care, etc. These devices are distracting and the content very difficult to monitor. Teachers may have students use these devices for instructional purposes only. Parents may not call or text during school hours. Disciplinary actions may be taken.

### ***Electronic Media***

Engagement in texting, videos, photos, emails, online blogs, and/or social networks such as, but not limited to, YouTube, Facebook, Twitter, TikTok etc. may result in disciplinary actions if the student's media includes defamatory content regarding the school, the faculty, other students, or the parish during or out of school hours. Students will not be allowed to use personal electronic devices (cell phones, iPads, Smartwatches, etc.) while in the school building. This means during morning care, morning recess, afternoon recess, before sports practice, after care, etc. These devices are distracting and their content very difficult to monitor. Teachers may have students use these devices for instructional purposes only. Parents may not call or text during school hours. If a parent needs to reach their child during school hours, they should call the office. Disciplinary actions may be taken.

### ***Drugs and Alcohol***

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### ***Gifts and Celebrations***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### ***Parties and Birthday Observances***

Parties on holidays will be held at common specified times. If you are having a birthday party, treats may be brought in for the class. Please contact your child's teacher to determine the best time to bring in the treats. Your child's teacher may request the exclusion of specific items/ingredients due to allergies within the class. *Please do not send red colored beverages such as punch or kool-aid as it stains desktops and flooring if spilled.*

### ***Transportation***

When children are transported there will be a 1<sup>st</sup> Aid Kit, emergency medical release forms, a written plan for direct supervision and a current attendance record immediately available. I/we follow Federal Motor Vehicle Safety Standards for child restraint systems and cannot transport without proper safety restraints. Direct staff supervision will be maintained at all times and children will wear some type of identifiable clothing or accessory for easy visual recognition. Physical boundaries will be identified for children.

### ***Animals***

We do have animals on the premises. All animals must comply with Health and Sanitation and vaccination requirements. Any animal with a history of attacking even one person or demonstrating aggressive behavior will be made inaccessible to the children in care.

### ***Weapons***

There are no firearms, ammunition, explosives or any type of weapon allowed on the premises. Persons, other than law enforcement, will not be allowed to bring weapons on to the premises or carry weapons into the facility.

### ***School Property***

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts.

### ***Transfer Of Students***

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. Records can only be released to another school after the school requests the records. No student records will be forwarded to another school until business office accounts have been settled. *Please refer to the withdrawal policies listed in the tuition information section of the handbook for policies on tuition charges for early withdrawal.*

### ***Office Records***

Parents/Guardians are requested to notify the school Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, phone numbers of emergency contacts, and/or any life changes to your family. This will guarantee that office records are accurate, complete, and up to date.

### ***Telephone***

Permission to call home must be obtained from the classroom teacher. Arrangements for after-school visits with friends should be made from home. This is due to miscommunication between parties.

### ***Lost And Found***

Any items found in the school building or on the school grounds should be placed in the Lost and Found box in the atrium. In December and in May, items in the Lost and Found will be donated to charity.

## Emergency Procedures

### ***Emergency Drills***

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Shut off lights.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in a single line, facing away from the building.
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Sit, face wall, and put hands over head.
4. Return to the classroom when signal is given.

### Emergency Preparedness: Notification , Relocation , Reunification / Release

#### ***Crisis Plan***

The Cathedral of St. Mary and St. Mary's Catholic School Security Committee has the "I Love U Guys" Standard Response Protocol & Reunification procedures to address security and emergency situations. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building may be evacuated, and students will be moved to one of three secure designated locations:

1. St. Mary's Cathedral
2. Laramie County Public Library
3. A & C Feed

Parents will be contacted about when and where to pick up their children in the event of this type of emergency.

Crisis management drills are practiced throughout the year, including but not limited to: hold-in-place, secure in building, lockdown, evacuation (fire or other internal hazard), shelter (tornado, inclement weather). A copy of the school's security manual is available in the school's office if parents wish to review it.

#### ***Emergency Preparedness: Continuity of Operations***

In a crisis that necessitates clearing the facility for an extended period, parents will notify by FACTS Parent Alert and virtual learning may be arranged.

#### ***Emergency Preparedness: Accommodations for infants/toddlers***

This facility does not provide care for infants / toddlers.

#### ***Weather Emergencies***

If it should be necessary to close the school because of weather conditions, an announcement will be made using FACTS Parent Alert (email & text message), Class Dojo, Facebook, Instagram, and local television and radio stations.

### **School Closures**

- Early Release: Depending on the emergency, particularly weather, the principal will notify parents via FACTS Parent Alert and Class Dojo when their child needs to be picked up.
- Cancellation: Parents will be notified of a school cancellation via FACTS Parent Alert, Class Dojo, radio, and/or TV.
- Late-start: School will begin later than the normal 8:00 a.m. start time. During a late start, students will begin school at noon and no lunch will be served that day. Parents can drop-off their child at 11:45 a.m. Parents will be notified via FACTS Parent Alert and Class Dojo.

## **COMMUNICATION SYSTEMS**

### **FACTS Family Portal**

FACTS SIS is St. Mary's student information system. Teachers record grades, enter behavior reports, take attendance, and lunch count, access student information and many more features to help manage their classrooms.

As a school, we can keep track of family information, lunch balances, grades, attendance, lunch count, develop reports and many other features to help manage the building.

For parents, it provides families with secure logins to an interactive family portal. This gives the parents the ability to go online and see their student's grades, assignments, behavior notes, attendance, class schedules, and the school calendar.

### **FACTS Tuition Management**

FACTS manages St. Mary's tuition and incidental payment system. All families will have their tuition payments set for automatic draft through FACTS and will also make all payments for lunches, extended care, uniforms through their FACTS portal. Parents can securely enter their payment information through their FACTS portal and access at any time their balances.

### **FACTS Parent Alert**

This software is St. Mary's mass communication system. We can email, text and voice call families to deliver pertinent information. Classrooms use it as well to communicate with parents. In order to receive these alerts, you will need to **text the word "START" to 31706** from your mobile device. *By providing your consent, you are enrolling in St. Mary's Catholic School Parent Alerts. Subscription to the alerts is not required. Message frequency will vary. Message and data rates may apply. You may opt out at any time by texting STOP. For more information on the privacy policy concerning Parent Alert, please go to the following link: <https://factsmgt.com/privacy-policy/>.*

### **Class Dojo**

Teachers at St. Mary's School utilize the Class Dojo platform to inform parents of upcoming class events and/or assignments and projects. Login information will be provided by your child's teacher.

### **Facebook**

St. Mary's Catholic School has a Facebook page that you can check for announcements and community events. You can access the page at <https://www.facebook.com/StMarysWyo>.

### **Instagram**

View and subscribe to our Instagram feed @stmaryscheylene.

### **Webpage**

You can access the school's calendar, lunch menus, newsletters, and many other useful tools and information on the school's webpage: <https://www.stmaryswo.org>.

## UNIFORM AND PERSONAL APPEARANCE

### *Philosophy And Overview*

At St. Mary's Catholic School, moderation, modesty, cleanliness, neatness, and good taste are determining factors for student appearance. One's appearance is frequently an indicator of one's attitude toward doing well. The grooming and attire of each student is to reflect an attitude of pride and respect toward self and the school, and to contribute toward establishing and maintaining an environment conducive to learning. Uniforms are worn by all students (PK-3 through sixth grade) attending St. Mary's Catholic School.

Inherent in the word uniform is uniformity. Parental support of these guidelines is extremely important. **It is the specific responsibility of each parent/guardian to ensure that the student leaves home clean and dressed appropriately in accordance with these regulations.** Parents will be notified of non-compliance and the problem will be corrected immediately.

You may purchase clothing with our logo from the following vendors: Land's End, Dennis Uniforms and French Toast. Items purchased elsewhere may have the logo put on at Cheyenne Stitch (307)634-0858; Trophy Creative LLC (307)634-6621; or Scrubs Unlimited (307) 634-3444 here in Cheyenne. While certain items may be purchased at other vendors the item must still meet the uniform specifications. If you have questions about whether an item is within the uniform policy, please contact the front office at (307) 638-9268.

\*Plaid shift jumpers and plaid skirts can only be purchased from Dennis Uniforms.

\*Navy jumpers must be purchased from Dennis Uniforms, French Toast or Land's End.

Dennis Uniforms	<a href="http://www.dennisuniforms.com">www.dennisuniforms.com</a>	(303)730-2255	Code: CMW
French Toast-	<a href="http://www.frenchtoast.com">www.frenchtoast.com</a>	(800)373-6248	Code: QS46FX
Land's End	<a href="http://www.landsend.com">www.landsend.com</a>	(800)469-222	Code: 900047176

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION.**

**Final decision for any uniform policy violation, including hairstyles, will be made at the discretion of the administration. Administration reserves the right to amend the uniform policy throughout the year should the need arise.**

**Ties will be the responsibility of each family. However, the school will have some new ties available to be purchased. If a student forgets his or her tie on Mass Day, the school will lend them one of our used ties. If a student fails to return the borrowed tie after Mass, the family will be charged \$15.00. Used ties will not be available for sale, only new ties.**

### Mass Uniforms Girls Grades PK3 - 5

- Plaid shift jumper or
- \*Optional – Navy chino-style pants on cold weather days
- White Peter Pan blouse - **with logo** if worn with pants, skirt, or skorts.
- Navy cross over tie (grades 2-5 only) (may be purchased from the school)
- Socks or tights – solid navy, black or white (Socks must be worn)
- Navy or Black leggings may be worn under skirts/jumpers for warmth
- Black bicycle shorts underneath if tights/leggings are not worn
- Dress Shoes or Tennis Shoes – solid black or white with laces, straps or Velcro – No slip-on shoes such as ballet flats
- Red or Navy sweater or vest **with logo** (optional)
- Tennis Shoes for P.E. if on Mass Day

### Mass Uniforms Boys Grades PK3-5

- Navy chino-style pants
- White oxford shirt **with logo**
- Plaid tie (Grades 2-5 only) (may be purchased at school office)
- Socks – solid navy, white, black, or brown (Socks must be worn)
- Belt - black, navy, or brown (2<sup>nd</sup> – 5<sup>th</sup>)
- Dress Shoes or Tennis Shoes – solid black or white with laces, straps or Velcro – No slip-on shoes
- Navy or red uniform sweater or vest **with logo** (optional)
- Tennis Shoes for P.E. if on Mass Day

### Mass Uniforms Girls Grade 6

- Tie - Navy cross over tie (May be purchased in school office)
- Plaid shift jumper or plaid skirt or:
  - \*optional – navy or khaki chino-style pants on cold weather days
- Black bicycle shorts beneath skirts/jumpers if tights are not worn
- White oxford or Peter Pan blouse **with logo** when worn with pants or skirt
- Leggings, Socks, or tights under skirts/jumpers – solid navy, black or white (Socks must be worn)
- Dress Shoes or Tennis Shoes - solid black or white with laces, straps or Velcro – No slip-on shoes such as ballet flats
- Navy or red uniform sweater or vest **with logo** (optional)
- Navy blazer\* (optional)
- Tennis Shoes for P.E. if on Mass Day



### **Mass Uniforms - Boys Grade 6**

- Khaki or Navy chino-style pants
- White oxford shirt **with logo**
- Tie - Red/blue stripe or Marymount plaid (may be purchased from the office)
- Socks – solid navy, white, black or brown (Socks must be worn)
- Belt – black, navy, or brown
- Dress Shoes or Tennis Shoes– solid black or white with laces, straps, or Velcro – No slip-on shoes
- Navy or red uniform sweater or vest **with logo** (optional)
- Navy blazer **with logo** (optional)
- Tennis Shoes for P.E. if on Mass Day

### **Regular Day Uniform - Girls All grades**

- Plaid or navy (or khaki for 6<sup>th</sup> grade) shift jumper, skirt, or skorts or
- Navy (or khaki colored for 6<sup>th</sup> grade) chino-style pants or shorts (no leggings, flared bottoms, or cargo style pants)
- White polo shirt or button-down blouse **with logo**
- Socks or tights – solid navy, black or white (Socks must be worn)
- Navy or Black leggings may only be worn under skirts/jumpers
- Black bicycle shorts underneath skirts/jumpers if tights/leggings are not worn
- Solid black or white shoes with laces, straps or Velcro – No slip-on shoes such as ballet flats
- Uniform sweater or vest **with logo** (optional)
- Tennis Shoes for P.E.

### **Regular Day Uniform - Boys All Grades**

- Navy (or khaki for 6<sup>th</sup> grade) chino-style pants
- White polo shirt **with logo**
- Socks – solid navy, white, black, or brown (Socks must be worn)
- Belt - black, navy, or brown (2<sup>nd</sup> – 5<sup>th</sup>)
- Shoes – solid black or white with laces, straps or Velcro – No slip-on shoes
- Navy or red uniform sweater or vest **with logo** (optional)
- Tennis Shoes for P.E.

## Uniform Notes

- Students must be in uniform during Extended Care. The only exceptions: dress down day or have been on a field trip.
- School logo is required on all sweaters, vests, shirts, blouses, turtleneck, and polos. Logos can be added at the following local vendors: Trophy Creative LLC, Cheyenne Stitch, or Scrubs Unlimited. Uniforms ordered through our online vendors will come with embroidery.
- Shirts, blouses, turtlenecks, and polos must be tucked in always (1<sup>st</sup> – 6<sup>th</sup>)
- Sweatshirts, Fleece Jackets, Fleece Vests, and Hoodies are acceptable for outside and recess only.
- No “heelys” or shoes with rollers may be worn to school even if the roller is removed.
- Shoes that are a health or safety hazard are not acceptable. No heels over 1 inch; no sandals, clogs, clunky heels, flip-flops, crocs, open toes, open heels, boots, or shoes that convert into roller skates.
- Snow boots are required when snow is on the sidewalks and playgrounds. They will be taken off prior to entering the carpeted areas of the classrooms, therefore, be sure to send appropriate indoor shoes on days when snow boots are worn.
- Shoes & Socks must be worn at all times.

### Hair:

- Hair will not be dyed an unnatural color. No faddish hair styles (i.e., mohawk).
- Boys: hair trimmed neatly above the uniform shirt collar, over the ears, and above the eyebrows.

### Accessories:

- Watches: One (1) gold, silver, or black watch with a gold, silver, black, or brown band less than one inch wide may be worn.
- Necklace: One religious pendant or cross may be worn. Additionally, Medical Alert identification may be worn.
- Bracelet: One gold/silver bracelet less than ½ inch may be worn. Additionally, Medical Alert identification may be worn.
- Glasses: Prescription glasses in a conventional style or contact lenses.
- Girls' Hair Accessories: Marymount plaid, navy, red, black, brown, tortoise, silver, and gold barrettes. Marymount plaid, navy, red, black, or brown, bows, headbands and scrunchies (HEADBANDS will be no more than 1 inch in width) - **must coordinate with uniform**. NOTE: No excessively ornate hair accessories as determined by the administration.
- Girls' Earrings: One pair of stud earrings worn by female students only – must be gemstone studs, pearl, silver ball, or gold ball or gold/silver cross flat to the ear. **No hoop or dangling earrings.**

## Required Student Appearance

### **Acceptable**

- Club uniforms may be worn on meeting days. If the meeting day is a Mass day, club uniforms may be worn after Mass.
- Athletic shirts may be worn on game days. If game day is a Mass day, athletic shirts may be worn after Mass.

### **Unacceptable**

- Tattered, torn, frayed, ripped, baggy, sagging, or soiled clothing.
- Clothes that are too small for the student – skintight clothes
- Hair which is dyed an unnatural color (i.e.: pink or green) or which covers the eyes.
- Extreme or distracting hairstyles for example: punk, mohawk, shaved initials or designs.
- Artificial hair braids/hair pieces
- Tattoos or artificial skin markings, including markers or ink.
- Colored nail polish or artificial nails
- Ankle bracelets
- Make up, including eyeliner, eye shadow, lip liner, lipstick, colored lip gloss, blush, and mascara.
- Hats, sweatbands, and sunglasses worn inside the school building.
- Shirts with logos wearing off.

### **Field Trip Uniform**

- Field Trip Uniform Days will be announced throughout the school year. The teacher sponsoring the field trip will let you know what the required dress for that event will be.

### **Dress Down Days**

- Students may wear non-uniform clothing on occasion. Clothing will be clean, neat, and in good repair. Skirts and shorts will meet the same length requirement as the uniform skirts and shorts. T-shirts will not have any inappropriate pictures or text. Administration will make the final determination of acceptable vs. unacceptable appearance.

## Dress Down Day Guidelines

### **Students may wear:**

- jeans – **no tattered, torn, frayed, ripped, baggy, sagging, or soiled**
- tennis shoes
- shorts no shorter than 2.5 inches above the knee
- skirts no shorter than 2.5 inches above the knee
- skorts no shorter than 2.5 inches above the knee
- sweatshirts
- nail polish
- jewelry
- dresses
- slacks

**Students may not wear:**

- flip- flop or open toed shoes
- tank tops – unless shoulders are covered
- spaghetti straps – unless shoulders are covered
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- bike shorts
- pajama pants
- make-up
- hats
- costumes

**Uniform Policy Enforcement**

The uniform policy will be strictly enforced. The following consequences will be applied to uniform policy infractions.

**Missing/Incorrect Uniform Pieces/ Unauthorized Accessories Consequences**

- 1<sup>st</sup> Violation: A verbal warning will be given to the student.
- 2<sup>nd</sup> Violation: Student may lose privileges, a note may be sent home, and/or student will call parent.
- 3<sup>rd</sup> Violation: Note will be sent home and/or student will lose privileges and student will call parent.
- 4<sup>th</sup> Violation: Student will lose privileges and parent may be required to bring correct uniform pieces to the school.
- Accessories – Students will be required to remove the accessory, and it may be confiscated.
- Additional Violations: Parent will be required to bring correct uniform pieces to the school. Other consequences will be applied as determined by the principal.
- The principal may make the determination of the consequence based on the age of the student.

Administration will make the final determination of acceptable vs. unacceptable appearance.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**

## Preschool Additional information

### STAFF: CHILD RATIO REQUIREMENTS

Ages of Children	Staff: Child Ratio	Maximum Group Size
3 year olds	1:10, 2:20, 3:24	24 – PK 3 at SMCS size is 16
4 and 5 year olds	1:12, 2:24, 3:30	30 - PK 4 at SMCS size is 16

### ***Overnight Care***

This facility does not provide overnight care.

### ***Infant Care***

This facility does not provide care for infants.

### ***Water Play Activities***

St. Mary's does not offer water play for our students. However, at the end of our yearly Field Day the Fire Department usually comes and sprays the students. While participating in this activity, we will maintain ratio and supervision requirements, instruct children on the safety procedures and ensure children are changed to dry clothing once activity is over if needed.

### ***Reporting Concerns***

Open communication between providers and families is crucial for your child(ren)'s success. Staff will strive to communicate with you on a regular basis about the events of your child's day as well as topics of concern that arise. We appreciate all feedback from families to help continue our growth and success in childcare. If at any time you have a question or concern, please:

- Speak with your child's teacher regarding classroom concerns and objectives.
- If concerns cannot be resolved with a child's preschool teacher contact Principal Jenni Bridges or DFS Director Kathleen Higgins.
- In addition, please feel free to contact the local childcare licenser Denise Holte at 307-777-5175 to report any concerns.

All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect.

Licensed childcare complaints and compliance history can be found at [findchildcarewy.org](http://findchildcarewy.org) or by contacting the local childcare licensing official.

### ***Violation History***

All DFS inspection, visit reports and complaint and compliance history are available for public inspection. If you would like to view them, please contact DFS Director Kathleen Higgins at 307-638-9268 or email her at [higgins@stmaryswyo.org](mailto:higgins@stmaryswyo.org).

## ***Pre-school DFS Staff Personnel Requirements***

### **STAFF QUALIFICATIONS**

- TB risk assessment or current TB test results if applicable
- A child abuse/neglect Central Registry screen done annually.
- Full fingerprint based national criminal history record background check completed every 5 years.
- National sex offender check results
- Safe Environment Training (18 and older)
- Children Safe Environment form (under the age of 18)
- Diocese Background Check (18 and older)
- Cyber Security (18 and older)
- First aid and infant/child/adult CPR certification must be completed biennially and always kept current.
- 32 hours of continuing education biennially (16 hours within the first year)

**PARENT and STUDENT ACKNOWLEDGEMENT PAGE**

I/We have read the 2022-2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Please sign electronically in the FACTS enrollment portal to indicate that you have read and agree to the terms of this handbook for the 2024-2025 school year.**

**RIGHT TO AMEND**

St. Mary's Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder and/or FACTS Parent Alert.

**Revised January 30, 2024**