



PARENT/STUDENT HANDBOOK

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

2026-2027

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Dear Parents and Students,

Thank you for choosing St. Mary's Catholic School for your children's education. By selecting our school, you've shown a strong commitment to the values and philosophy of Catholic education. At St. Mary's, we focus on faith, family, and community!

In a safe, nurturing environment, our dedicated teachers and staff provide the guidance and support necessary for each child to grow and reach their full spiritual, academic, social, and emotional potential. Our high expectations and challenging curriculum are designed to help students thrive and build a successful future. Strong communication with parents is key to making this happen.

This handbook is intended to serve as a helpful resource for school information, policies, and procedures. If you have any questions, please don't hesitate to reach out to the school office.

We look forward to partnering with you and providing your child with an enriching educational experience filled with curiosity, faith, and family throughout the 2026 -2027 school year!

With Gratitude and Prayers,

Christina Williamson

Principal

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MISSION/VISION/CORE BELIEFS

Mission Statement of St. Mary's Catholic School

To inspire students to become saints and scholars through a strong Catholic foundation of service to others, academic excellence, and faith rooted in the life of Jesus Christ.

Our Vision

In working to develop the whole child in a Christ-centered environment we strive to:

- a) Encourage a partnership with teacher, parent, and child that helps all to understand that striving for excellence is using the talents and gifts God has given each child so that those talents and gifts are utilized in a manner that aligns with God's will.
- b) Foster in each child a personal relationship with Christ through prayer, instruction, programs, life skills, and activities as they learn to live the Gospel message.
- c) Instill in each child the recognition that God is the source of all things and all knowledge so that they will be well rounded and exposed to all true knowledge.
- d) Bear witness to the Gospel through the actions, mentoring, and guidance from priests, deacons, the principal, teachers, staff and parents.
- e) Foster a community of love and respect among students as they learn to bear witness to their faith in joy.
- f) To be accessible to all people who desire a Catholic education for their children by modeling Acts 10:34, "In truth, I see that God shows no partiality."
- g) Instill devotion to the Blessed Virgin Mary, emulation of the saints, and an understanding of intercessory prayer and the communion of saints.
- h) Cultivate the leadership potential within each child, encouraging them to lead with integrity, compassion, and wisdom, always guided by the truth of the Gospel.
- i) Grow the spiritual, intellectual, physical, and aesthetic capacity of every student as they develop a strong moral character rooted in Catholic values, the example of Jesus Christ, and the discipleship of the Blessed Virgin Mary.
- j) Teach children to bear witness of the love of God in service to neighbors and community through lives centered on the Trinity and the true presence of Jesus Christ in the Eucharist.
- k) Instill the process of constant self-improvement, both spiritually and in worldly pursuits, and the discipline to be life-long self-learners.
- l) Utilize curriculum and instruction that fosters the desire to seek truth and wisdom, work to aid the poor and vulnerable, and the capacity to recognize moral and ethical grounding for behavior.

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.

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 thinker 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 the 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. 24th 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 8th 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 held throughout the year, meeting dates can be found on the school's activity calendar on the school's website. Meetings begin at 6:00 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/>

ACCREDITATION

St. Mary's Catholic School obtained accreditation through the Cognia Global Network in 2021 and is accredited through May of 2026. St. Mary's Catholic School will renew accreditation with WCEA (Western Catholic Education Association) beginning in 2025.

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 the school and parents. The membership of the Parent-Teacher Organization shall include the pastor, the principal, parents or legal guardians of current students, 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. virtually.

The PTO organizes a variety of events at the school and dedicates its efforts to fostering and cultivating a supportive community that unites our students and families.

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. Lee Noel
Associate Pastor – Rev. Dan Kostelc

Principal – Mrs. Christina Williamson
Administrative Assistant – Mrs. Kathleen Higgins
A/R, Registrar – Mrs. Leslie Placke
Reception – Mrs. Joan Katchmar
Marketing Director – Mrs. Beth Thompson

PK3 - Miss Danielle Glowacki
PK3 Para - Sateana Van Zanten
PK3 - Tiffany Krafft
PK4 - Ms. Heather Smith
PK4 Para - Mary O'Fallon
PK4 - Mrs. Christina Shunn

Kindergarten - Mrs. Shelly Araas
Kindergarten - Mrs. Katie Sutherland
1st - Mrs. Chelsea Applegate
2nd - Ms. Judy Cummings
2nd - Mrs. Mary Jane Kretzschmar
3rd - Mrs. Christie Bronder
4th - Mrs. Nancy Gallagher
5th - Mrs. Nila McCann
6th - Ms. Jeanne Krier

PE / Athletic Director - Mr. Jeff Wordeman
Music - Mrs. Melody Brewer
Art - Mrs. Andrea Clark
Computers/Spanish/IT - Mrs. Linda Lipowski
Reading Interventions - Ms. Lisa Todd
Kitchen /PK Aid / Aftercare - Mrs. Jennifer Loskota
Kitchen / - Ms. Sharon Sara
Custodian / Aftercare - Mr. Dylan McCann
Custodian - Ezequiel Torres (Helping Hand Cleaning CO)

****Staff assignments and the addition of new staff members are announced each July or as hiring occurs.**

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 on or before the 1st day of August of the enrolling year and fully toilet trained.
 - Pre-Kindergarten must be four (4) years of age on or before the 1st day of August of the enrolling year and fully toilet trained.
 - Kindergarten must be five (5) years of age on or before the 1st 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 \$200 registration fee through FACTS financial portal
 3. New family/student interview is required before admission to St. Mary's Catholic School
 4. Testing in some academic areas may be held for new incoming students

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 the 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.

ADMISSIONS PRIORITIES: Since the Diocese of Cheyenne establishes its schools as religious schools and the Cathedral of St. Mary operates this school, priority will be given to practicing members of the Cathedral of St. Mary and Catholics who are active in other Catholic parishes. Applicants who have siblings in the school or who are children of alumni 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 the month before open enrollment.

All students will be given a sixty-day trial period in which to prove himself/herself both behaviorally, 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.

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.

If questions or concerns arise regarding the admission of a student, the matter will be reviewed by the Admissions & Enrollment Committee. This committee consists of 2 - 3 members of School Leadership, 1 - 2 members of the Advisory Board, and 1 - 2 teachers. When appropriate, the Director of Catholic Education from the Diocese of Cheyenne may also be consulted to ensure decisions align with diocesan guidelines and the mission of St. Mary's Catholic School. This collaborative approach ensures that each application is thoughtfully and fairly considered.

TUITION & PAYMENT INFORMATION

Tuition Rates

PK 3 & 4 (full day)- \$8085

PK 3/4 (half day) - \$4200

K – 6th Grade - \$6615

***Catholic Parishioner Discount**

PK 3 & 4 (full day)- \$550 (tuition reduction)

PK 3/4 (half day)- \$250 (tuition reduction)

K – 6th Grade - \$800 (tuition reduction)

*(Verification of Catholic Parish Registration Form must be completed to qualify)

Multi-Student Discount

2nd Student - \$250 tuition discount

3rd Student - \$500 tuition discount

4th Student - \$750 tuition discount

5th Student - \$1000 tuition discount

Referral Discount

\$250 credit to referring and new family provided both families enrolled for the full academic year.

Fees

Materials and Technology Fee

\$550 per student (\$300 materials, \$250 technology – does not cover damages)

Registration Fee

\$200 per family (non-refundable)

FACTS Fees (charged and collected by FACTS)

\$25 per/year/family for tuition plans pay-in full or semi-annual

\$55 per/year/ family for tuition plans quarterly or monthly

\$22 per student for new application and enrollment; no charge for returning families

Fundraising/Stewardship Requirements:

Fundraising - \$300 per family

Stewardship – 30 hours per family or \$10 per hour

Other Charges

Lunch - \$3.00/meal, \$1.50 extra entrée, \$.60 milk

Morning Care (7:00 a.m. to 7:30 a.m.) - \$4.00/day-max \$75/child/month

After Care (3:00 p.m. to 5:30 p.m.) - \$.13/minute-max \$300/child/month

Payment Plans & due dates:

- Paid in full (including registration and materials fee) due on August 15 to receive a \$100 discount. (Students who receive payments from a Third Party are unable to pay in full)
- 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 15th of each month from August – May

Above & Beyond Contribution: The average actual cost to educate a child at St. Mary's Catholic School in the 2024-2025 school year was approximately \$11,112.86. 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.

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.

STEWARDSHIP (VOLUNTEER HOURS) & FUNDRAISING REQUIREMENTS

St. Mary's Catholic School is supported through tuition and the stewardship of our families. Each family is responsible for meeting the annual stewardship and fundraising commitments as published for the school year.

What counts as stewardship hours

Stewardship hours may include approved volunteer activities such as event support, classroom help (with required Safe Environment clearance), chaperoning, and other school-approved service.

Tracking and deadlines

Families will track stewardship hours through FACTS or the school's designated tracking method. Families are responsible for logging hours by the published deadlines.

Buyout option

Families who do not complete required stewardship hours may be billed (\$10 per hour) the published hourly rate through FACTS.

Fundraising

Fundraising requirements and credit minimums are tracked (via front office and marketing)

through FACTS. Re-enrollment may be contingent on meeting required commitments. Parents are also encouraged to sell five (5) Winefest/Fanfare tickets each year.

DISCOUNTS AND SCHOLARSHIPS

2026 - 2027 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 nd Child	\$250.00
3 rd Child	\$500.00
4 th Child.....	\$750.00
5 th Child.....	\$1,000.00

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

Paid-in-full Discount

To support school cash flow, families who pay the full annual tuition by August 15 receive a \$100 per-student discount. This discount may not be combined with the Financial Need Scholarship.

Tuition and Third-Party Payments

Families receiving tuition assistance or payments from third-party sources are not eligible for the Paid-in-Full tuition option, as such payments may result in required refunds. To ensure accurate billing, tuition will be invoiced according to the school's established billing procedures. Families should contact the Registrar with any questions regarding billing or payment arrangements.

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, 2026	25% plus paid in full discount if full pay
Before September 15, 2026	25%
September 16 to November 15, 2026	50%
November 16 to March 1, 2027	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 \$.13 per minute

After Care is not available on early release school days.

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.

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

PARENT'S ROLE IN EDUCATION

CODE OF CHRISTIAN CONDUCT FOR STUDENTS, PARENTS/GUARDIANS AND VISITORS

St. Mary's Catholic School exists to form students spiritually, academically, and socially in a safe, faith-centered environment. A positive school culture requires partnership between families and staff. Parent/guardian conduct is an essential part of that partnership and is an express condition of enrollment. When adult behavior becomes hostile or disruptive, it harms student learning, undermines staff effectiveness, and damages the school community.

Parents are the first and most important teachers a child will ever have, and the school's work is strongest when it builds on the love, faith, and values already being formed at home. When families and staff move in the same direction, praying, communicating with charity, and backing consistent expectations; students feel secure, known, and capable. That partnership doesn't just improve grades; it shapes character, strengthens community, and helps every child grow into the person God is calling them to be.

Since its inception, St. Mary's has been unwaveringly dedicated to giving its very best to every student, and our staff brings not just skill, but whole-hearted care; because their hearts are truly in this work.

The student's interest in receiving a quality, morally based education can be served if students, parents/guardians, 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., PTO events, extended care, athletics, field trips, etc.)
4. Good-faith, solution-focused communication is required. Repeated hostile communications or volume-escalation (multiple messages that re-state accusations without new information or without following the chain of communication) may result in a required conference and/or a structured communication plan (e.g., single point of contact, email-only).
5. The school may restrict access to campus or activities for any parent/guardian whose conduct becomes hostile, threatening, or disruptive, in order to protect students, staff, and the learning environment.
6. Any parent/guardian and student communication or conduct that spreads unsubstantiated allegations, rumors, or misinformation regarding the school or its personnel, whether in person, in writing, or online, constitutes disruptive conduct. The school may impose appropriate corrective action at its discretion, including communication restrictions, limitation of campus access, and/or non-renewal of enrollment. Such conduct is harmful to students and staff and undermines the wellbeing of the school.

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.

GUIDELINES FOR PARENTS

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 school books or property due to carelessness or neglect.
- I will see that my child completes all her/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.
- Treat all students, staff, clergy, and families with respect and dignity.
- Communicate concerns in a manner that is courteous, truthful, and solutions-focused.
- Support a school environment where students can learn without adult conflict or intimidation.
- Follow school processes for resolving concerns, including the chain of communication.
- I will abide by all guidelines set forth in the school handbook.

Chain of Communication (How Concerns Must Be Addressed)

To ensure concerns are handled fairly and efficiently, families agree to this order:

1. **Teacher/Staff Member First:** Classroom learning, grades, peer conflict, routine discipline, homework, and classroom procedures must be addressed with the teacher first.
2. **Principal:** If the matter remains unresolved after a good-faith attempt with the teacher, the parent/guardian may request a meeting with the principal.
3. **Pastor/Diocese (if applicable):** Matters that require escalation beyond school administration may be directed as appropriate.

Exceptions: Issues involving student safety, suspected abuse, serious threats, or legal matters may be reported directly to the principal immediately.

Communication Standards (What Is Not Acceptable)

The following behaviors are inconsistent with the mission and will not be tolerated:

- Yelling, profanity, insults, name-calling, intimidation, or personal attacks toward any staff member, student, or parent.
- Threatening language or behavior (including implied threats).

- Harassment, repeated hostile communications, or “campaigning” against staff (in person, online, or through group messages).
- Spreading rumors, misinformation, or confidential student/staff information.
- Disrupting the school day, classrooms, or school events with confrontational behavior.
- Public attacks on staff through social media posts, comments, events, or group chats that undermine the school community.
- Repeated emails/messages surrounding the same concern that do not add new information, do not follow the chain of communication, or do not seek resolution may be considered disruptive. The school may require communication to shift to a scheduled conference and/or limit communication to a single point of contact.
- Emails or messages containing accusations presented as fact without specific, verifiable information (dates, events, direct observations) are not acceptable. Concerns must be communicated in good faith and in a fact-based manner so the school can investigate and respond appropriately.

Working Together

To promote clarity, charity, tracking and timely resolution, the school requires a Concern Resolution Form before meetings are scheduled with administration.

Example:

A parent is concerned about a grade and says their child feels singled out.

- The parent (via email or class dojo) should contact the teacher assigned to the class in which the grade was issued to share the concern, including specific details such as the assignment name, date, grade received, and the student’s report.
- The email or class dojo **confirms** the parent has **contacted the teacher first** and summarizes the teacher’s response, with dates.
- The parent identifies the desired outcome, an example: clarification of grading criteria and a plan to support improvement.
- **If the concern remains unresolved:** The school schedules the appropriate next step: teacher conference first, with the principal included only if the concern remains unresolved or indicates a broader issue.

Meetings and Campus Conduct

To protect student learning and staff time:

- Meetings with teachers or administrators must be **scheduled in advance** through the office.
- Staff may request that another staff member be present for meetings.
- The school may end any meeting or phone call that becomes hostile, disrespectful, or unproductive.

- Parents/guardians may be directed to communicate **only in writing** and/or through a single point of contact if necessary.

Response Time Expectations

The school will make every reasonable effort to respond promptly. Families should allow:

- **2 school days** for acknowledgement of messages, and
- additional time as needed to gather information and schedule meetings.
- Repeated messages or hostile “volume escalation” does not speed resolution and may trigger restrictions under this policy.

Consequences for Violations

Violation of this code may result in one or more of the following actions, depending on severity and pattern:

1. Verbal warning and documented expectations for future conduct.
2. Written warning and required conference with administration.
3. Communication restrictions (e.g., email-only, single point of contact, no direct staff messaging).
4. Loss of volunteer privileges and/or removal from school/parish events.
5. Ban from campus or school activities (except required pickup/drop-off as directed).
6. Requirement for parent(s)/guardian(s) to withdraw the student(s) or non-renewal of enrollment.

Severe behavior (threats, harassment, stalking, intimidation, or disruption affecting safety) may result in immediate restrictions or removal without prior steps.

Shared Goal

Families choose St. Mary’s for a reason: faith, structure, and a strong education. The school remains committed to working with parents for the good of every student. This code exists to protect a learning environment where staff can teach and students can thrive.

SAFE ENVIRONMENT

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

Liability Insurance

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

GENERAL INFORMATION

School Hours

- Grades Pre-K through Grade 6: starts promptly at 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 7:45 a.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
8:15 a.m. – 8:45 a.m.....	Monday & Wednesday Prayer Service
3:00 p.m. – 3:15 p.m.....	Dismissal / Transition to after school care
3:30 p.m.	Main school door locked and office closes
3:15 p.m. – 5:30 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.

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 (without use of fever reducing medicine) for 24 hours before returning to school.

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 Catholic School 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/tardies, 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 two 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. Prearranged Absence Forms can be obtained from the office to have the teachers fill out.

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 Size and Student–Teacher Ratios

St. Mary's Catholic School is committed to maintaining class sizes that support high-quality instruction while remaining fiscally responsible. Tuition is the primary source of school funding; therefore, enrollment levels directly affect the school's financial sustainability and staffing capacity.

Wyoming state law does not mandate specific maximum class sizes for individual classrooms. Historically, Wyoming has established guidance for average student–teacher ratios in Kindergarten through Grade 3, with districts expected to maintain an approximate 16:1 average across those grade levels. This guidance applies at the system or district level and does not require every individual classroom to meet that ratio.

Consistent with best practices and developmental needs, St. Mary's Catholic School prioritizes smaller class sizes in the early childhood and primary grades to maximize instructional effectiveness and individualized attention. The school building was designed with two sections from Preschool through Second Grade, allowing for greater flexibility in class size at these levels. Beginning in Third Grade, students transition into single-section grade levels.

The following reflect maximum class size guidelines established by St. Mary's Catholic School:

Preschool up to 16 students per class *DFS Guidelines will apply
Kindergarten up to 18 students per class
First and Second Gradeup to 20 students per class
Third Grade through Sixth Grade .. up to 21 students per class

These guidelines may be adjusted based on enrollment, staffing, and budget considerations, while always prioritizing the educational and developmental needs of students.

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” and Reading Street. 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. Students in sixth grade use the Journey’s curriculum.

Math – Sadlier Math – Progress in Mathematics program is utilized for our math program in grades K-6. Accelerated students in the 6th 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 6th 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 3rd and 4th 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 6th grade also study the “Theology of the Body.” Open Light Media’s Virtues are taught preschool through 6th grade. 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 instructions. 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-6th grade. Music classes are provided to all St. Mary’s students. Classes meet twice weekly for 30 minutes or once for 60 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, roller blading for 1st-6th grade 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 end dates of each academic quarter will be published

annually on the school calendar. 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, grades 3rd - 6th.

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

Students 3rd-6th grade:

- Gold Honor Roll: Students must have all A's in all subjects and classes.
- Silver Honor Roll: Students must have A's or B's in all subjects and classes.

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 4th quarter assembly.

Parent-Teacher Conferences

Parent-Teacher Conferences are held at the conclusion of the first quarter. Conference dates will be noted on the school calendar, and families will be notified of scheduled times. 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. Additionally, parents and/or teachers can schedule a conference at any time to discuss your child's academic, social, and emotional needs. This conference is optional and available by appointment only.

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 records will be sent via email to the requesting school unless it is requested that they be mailed. No records will be sent to transferring schools of students whose financial commitment is not fulfilled.

Testing

NWEA MAP tests are nationally normed-referenced, computer adaptive tests that will be given from kindergarten through 6th grade. The MAP test is administered in the Fall, Winter, and Spring. Grades Kindergarten through 6th grade are tested in the content areas of math and

reading. Grades 2nd through 6th are tested in the content area of language usage. 6th 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 nationally normed-referenced, computer adaptive test St. Mary's Catholic School uses the STAR tests. The STAR test is administered at the beginning of the 1st, 2nd, and 3rd quarters and at the end of the 4th quarter. Grades Kindergarten through 6th 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 1st grade may be tested using the STAR Early Literacy test. Results of the test are distributed to the parents with each student's report card.

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

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 Private School Plans (PSP) and Student Accommodation 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

St. Mary's Catholic School does not provide special education services directly through SMCS personnel. All special education services, including but not limited to speech therapy, occupational therapy (OT), physical therapy (PT), and academic interventions, are provided exclusively by third-party service providers.

Any agreements regarding the delivery, frequency, or duration of special education services are made solely between the parent/guardian and the third-party provider. While SMCS may participate in meetings related to these services at the request of the parent/guardian or provider, the school is not responsible for the implementation, provision, monitoring, or documentation of special education services.

By enrolling a student at St. Mary's Catholic School, families acknowledge that they have waived the right to a Free Appropriate Public Education (FAPE) as provided under federal and state law.

All third-party special education service providers must comply with the Safe Environment training requirements mandated by the Diocese of Cheyenne and applicable to all staff, volunteers, and service providers.

Laramie County School District #1 may offer educational referral testing for St. Mary's Catholic School students through the Child Find program. Speech and language services for students in

Kindergarten through 6th grade are provided by the district via a third-party provider. For Pre-Kindergarten students, STRIDE Learning Centers may offer a range of support services.

Due to limited resources, St. Mary's Catholic School may not be able to meet the needs of students requiring extensive special education services, this includes 1:1 Para or Instruction. If a student qualifies for services that involve off-site transportation, it is the responsibility of the parent or guardian to provide that transportation. Neither LCSD #1 Nor St. Mary's Catholic School provides transportation to boundary schools or service locations.

Academic Support

St. Mary's School employs a reading interventionist and/ or 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 observances, 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 Classroom Teacher and/or Administrator 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 & 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 during normal business hours.

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.

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 Communion.

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 Seconds Policy

To ensure responsible stewardship of school resources and address recent challenges, St. Mary's Catholic School has updated its lunch seconds policy.

- **Fruits and Vegetables:** Students may request seconds on fruits and vegetables at no additional cost.
- **Entrées:** Students will no longer be permitted to receive second helpings of entrées without parent permission.

This change has been made due to a pattern of students requesting second entrées but not consuming them, resulting in significant food waste and an average monthly loss of approximately \$400. Additionally, some students have received second entrées and incurred charges to their lunch accounts without eating the food.

We understand that some students genuinely benefit from second portions. If you would like your child to have the option of ordering second entrées, you must email the school to provide permission. Once permission is granted, your child's lunch account will be charged automatically for second entrée requests, regardless of whether the food is consumed. To authorize your child to receive second entrées, please contact:

Kathleen Higgins Email: higgins@stmaryswyo.org

Lunch schedule is as follows:

PreK3 & PreK4	10:30 a.m. – 10:50 a.m.
Kindergarten.....	10:55 a.m. – 11:15 a.m.
1 st , 2 nd	10:45 a.m. – 11:05 a.m.
3 rd & 4 th	11:25 a.m. - 11:45 a.m.
5 th & 6 th	11:50 a.m. – 12:10 p.m.

*If lunch times are changed, an email will be sent to those students impacted. 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.

STUDENT PHOTOS, VIDEO, AND DIRECTORY INFORMATION

The school may take photos/video for educational and school promotional purposes (newsletters, website, social media, yearbook, etc.). Families will indicate photo/media permissions through FACTS enrollment forms.

Parent/guest recordings at school events:

To protect student privacy, families should avoid posting identifiable images of students other than their own on public social media without permission from the other student's parent/guardian.

Directory information:

Student names/class listings may be used for internal school purposes unless a family opts out through the school office.

CONTINUITY OF LEARNING (VIRTUAL/REMOTE LEARNING)

In the event the facility is closed for an extended period, the school may implement remote learning.

If remote learning is activated, families will receive instructions regarding:

- schedule and attendance expectations
- platforms used for learning and communication
- assignment submission and grading expectations
- communication and support hours

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.

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

- Diarrhea
- Severe pain or discomfort
- Two or more episodes of 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 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. The school asks parents to complete the "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 ask 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 an inhaler throughout the day, we ask that the parent complete 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. A Self-Carry Form must be signed by the doctor and parent. 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 in the nurse’s station.

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 be required to complete 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

All staff members, teachers, and specialists will be given a detailed “student medical condition / allergy list.” If changes occur, an updated list will be given to teachers.

The school office will notify classroom teachers and staff about the nature of the life-threatening allergies faced by students. 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 a 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 & OUTDOOR PLAY GUIDELINES

TEMPERATURE/WIND CHILL

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 10°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 10°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 0°F OR BELOW

Temperatures 0°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 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.

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.

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 other than the designated pickup person will be picking up a student, please notify the school office at 307-638-9268 with the individual's name. Families are also encouraged to inform the classroom teacher via Dojo. 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.

CUSTODY, COURT ORDERS, AND STUDENT RELEASE

The school will follow court orders on file. Parents/guardians must provide the school with current legal documentation affecting custody, pickup rights, or restraining orders. Without documentation on file, the school must treat both parents as having equal rights to student information and release, consistent with applicable law.

PARENT DROP OFF AND PICKUP PROCEDURES

Pre-K – Sixth Grade Morning Drop Off: (7:45 a.m. to 8:00 a.m.)

- 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.
- Please do not block streets or driveways

Pre-K – Sixth Grade 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 want to come into the building for pick up or drop off. Please enter through the front office. In the afternoon, please wait in the Atrium for your student. Students will wait in the gym until their name is called or the students are released to go to aftercare. Parking is

available in the southeast or west parking lot. Please be courteous to our business neighbors and not 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.)

If you are picking your child up from aftercare, please pull up in front of the school and call (307) 757-5409. A staff member and your student will meet you in the front care lane.

Aftercare Pick up (3:15 p.m. to 5:30 p.m.)

If you are picking your child up from aftercare, please pull up in front of the school and call (307) 757-5409. A staff member and your student will meet you in the front care lane.

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, not the car lane unless it is after 5:30 p.m. 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, if it is still open.

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
8. Not bring toys to school.

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 tasks, 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.

DISCIPLINE / BEHAVIOR POLICY

At St. Mary's Catholic School, we are committed to nurturing the spiritual, emotional, and growth of every child in a safe and supportive environment. We believe that all students are capable of positive behavior, and our discipline policy is designed to guide children in developing self-control, respect for themselves and others, and an understanding of the consequences of their actions. The discipline philosophy of St. Mary's Catholic School reflects that all students are expected to be responsible, safe, and respectful. One of our major goals is to ensure that each student is treated with respect and dignity. We look at problems as opportunities to learn and grow. No child will be allowed to interfere with the education of another child. If we find that your child is continually exhibiting inappropriate and disruptive behaviors (hitting, screaming, leaving the area, throwing things, biting etc.) we will share our concerns as well as our intervention methods with you. If necessary, a meeting with the student, teacher, and the principal will be arranged to create a plan for the student to be successful. If a resolution is not found and the behavior does not improve, parents may be asked to withdraw their child from St. Mary's Catholic School.

To support student development, staff will use the following positive guidance techniques:

1. Redirection
 - Redirect children to a more appropriate activity when behaviors are inappropriate or disruptive.
 - Provide alternatives and suggest new activities to help children refocus in a positive way.
2. Modeling Positive Behavior
 - Staff will model respectful, calm, and responsible behavior at all times.
 - Positive communication, manners, sharing, and conflict resolution will be demonstrated and encouraged.
3. Natural and Logical Consequences
 - Children will experience the natural or logical outcomes of their actions when appropriate and safe. For example, if a child spills paint, they may be asked to help clean it up. If they break a toy by misusing it, the toy may be unavailable for the rest of the day.
4. Positive Reinforcement
 - Praise and encouragement will be used to reinforce desirable behavior.
 - Recognition of positive behavior may include verbal praise, class rewards, or leadership opportunities.

Use of Time-Out

Time-out is not used as a punishment, but as a tool to help children regain control. It is used sparingly and only in situations where a child's behavior poses a risk to themselves or others.

- **Time-out is a last resort** and will only be used to prevent immediate harm or after other guidance techniques have been attempted.

- It is age-appropriate and must not exceed **1 minute per year of age** (e.g., a 3-year-old would have a maximum time-out of 3 minutes).
- Children will be carefully supervised while in time-out and will have the opportunity to talk through the behavior afterward with a staff member in a supportive manner.

Use of Positive Behavior Intervention

Positive guidance shall be used and will be consistent, clear and understandable to the child. When guiding a child's behavior, redirection and setting clear limits that enable a child to become self-aware of actions will be used. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Aggressive behavior toward providers or other children is unacceptable. Good behavior will be encouraged and praised.

St. Mary's Catholic School's Resources:

PBIS (Positive Behavioral Interventions and Supports): PBIS is a proactive approach to behavior support that emphasizes teaching and reinforcing positive behaviors. It creates a consistent, school-wide framework for promoting a safe and respectful environment where all students can succeed.

Love and Logic: Love and Logic provides practical tools for educators and parents to help children learn responsibility and problem-solving skills in a respectful and empathetic manner. The program focuses on setting firm limits with love and guiding students toward making good choices.

Virtues Program: The Virtues Program teaches students to recognize and develop essential character traits such as kindness, respect, and integrity. Through daily practice and reflection, students learn to apply these virtues in their words, actions, and relationships with others.

MORNING CARE AND AFTERCARE BEHAVIOR EXPECTATIONS

Morning Care and Aftercare Behavior Expectations

Staff and Students

Staff Rules MUST Be Posted

Students need to follow:

- ★ Respect your classmates.
- ★ Respect your Morning Care / Aftercare Teachers.
- ★ Respect the Morning Care / Aftercare "Stuff"
- ★ Be Respectful, Be Responsible, Be Safe

Staff -Set Expectations and be accountable for the expectations set. FOLLOW through.

- ★ Students should be kind, be polite, play nicely, talk at a normal level and respect all the staff members.
- ★ Staff when redirecting students, you should also be kind, polite and respectful

Morning Care / Aftercare Staff and Student Rules

Students need to follow:

- ★ Respect your classmates.
- ★ Respect your Morning Care / Aftercare Teachers.
- ★ Respect the Morning Care / Aftercare "Stuff"
- ★ Be Respectful, Be Responsible, Be Safe

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 to the office, notifying administration.
- After 3 referral forms your child will receive 1 verbal warning for misbehavior. If another is needed that day in morning care/aftercare, a staff member will call parents to 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 certain period of time as follows:
 - 1st offense - student will not be allowed back in morning care/after care for 3 days.
 - 2nd offense - student will not be allowed back in morning care/after care for 5 days.
 - 3rd offense - student will not be allowed back in the morning/after care for 30 days.
 - 4th offense - student will be suspended from morning/after care for one full quarter.

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

Discipline Referral to the Office

1st Referral..... student/ principal conferenceparent(s) informed
2nd Referral..... student/teacher/principal conference.....parent(s) informed
3rd Referral student/ parent/teacher/principal conferenceBehavior 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, 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. If a student is participating in a school sponsored sport or club, the student would not be allowed to participate in activities associated with the event during the suspension period.

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/staff member 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 examples. 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.

NONDISCRIMINATION, HARASSMENT, AND ANTI-RETALIATION

St. Mary's Catholic School is committed to providing a learning environment rooted in the dignity of every person. Discrimination or harassment that disrupts safety or learning is not permitted.

Reporting:

- Students or parents should report concerns promptly to the classroom teacher or Principal.

- Reports may be made in person, by phone, or by email.
- The school will take reasonable steps to review information, respond appropriately, and implement corrective action.

Confidentiality:

Information will be **shared only** with those who **need to know** in order to respond appropriately and protect students.

Retaliation:

Retaliation against any person who makes a report in good faith, participates in an investigation, or supports someone who reports a concern is prohibited.

IMMEDIATE REMOVAL FROM CLASS AND RETURN-TO-SCHOOL (RE-ENTRY) PROCESS

When behavior significantly disrupts learning or threatens safety, the student may be removed from class and sent to the office. Parent/guardian pickup may be required.

For suspensions or serious incidents, a **re-entry conference** may be required before the student returns to the classroom. The re-entry conference may include:

- review of expectations and the incident
- behavior support plan/contract (if needed)
- academic make-up plan
- communication plan for monitoring progress

Participation in extracurricular activities may be restricted during and immediately following major discipline at the discretion of administration.

Cell Phones

Students may bring a cell phone or smartwatch 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.** Cell phones being used in the school building will be taken to the office. 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. If a student needs to use a personal device, the student must receive permission from the adult in charge. Students may retrieve their personal devices after they complete the after school activity.

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.

TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP

St. Mary's Catholic School uses technology to support learning while protecting student safety and privacy.

School Accounts & Platforms

Students may be issued school-managed accounts and may use educational platforms as assigned. Families agree students will use these tools for educational purposes only.

Responsible Use Expectations

Students will:

- Use technology in a respectful, honest, and safe manner (including online behavior).
- Keep passwords private and follow staff directions.
- Use school technology only for learning activities assigned or approved by staff.

Students will not:

- Access, create, or share inappropriate content.
- Harass, threaten, or embarrass others online (including group chats).
- Attempt to bypass security filters, access another user's account, or disrupt school systems.
- Record, photograph, or post images/audio/video of others at school without staff permission.

Cyberbullying and Online Misconduct

Bullying can occur online and is treated seriously. Online behavior that impacts student safety, learning, or the school community may result in disciplinary action, even if it occurs off campus.

Artificial Intelligence (AI) Tools

AI tools may only be used when a teacher explicitly allows them. Unless permitted, submitting AI-generated work as original student work is considered academic dishonesty and may be treated as cheating.

Consequences

Violations may result in loss of technology privileges, disciplinary action, and/or required parent meetings depending on severity.

Drugs and Alcohol

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

DISCIPLINE PROCEDURES, STUDENT SEARCHES, AND APPEALS

Investigations and Parent Notification

When a serious incident occurs, the school may interview students, review available information, and contact parents/guardians as appropriate. The school may take immediate action to protect student safety.

Student Searches & Confiscation

To maintain a safe environment, the school may inspect student belongings (backpacks, desks, lockers, and school-owned devices) when there is reasonable concern that a policy violation or safety risk exists. Prohibited items may be confiscated and returned only to a parent/guardian.

DISCIPLINARY DUE PROCESS AND APPEALS

St. Mary's Catholic School is committed to handling discipline fairly, consistently, and in a manner consistent with Christian principles.

Notice and Opportunity to Respond

When a serious behavior concern occurs, the school will make a reasonable effort to:

1. inform the parent/guardian of the concern,
2. provide the student an opportunity to share their perspective (as appropriate for age), and
3. determine appropriate consequences and supports.

Parent/Guardian Notification

For office-level discipline, parents/guardians will be notified by phone and/or email as soon as reasonably possible. For out-of-school suspension or recommendation for expulsion, parent/guardian notification will occur promptly, and a conference will be requested.

Written Summary for Major Discipline

For out-of-school suspension (or higher), the school will provide a brief written summary of the reason for the action and the return-to-school expectations.

Appeals

Families who wish to appeal a major disciplinary decision (out-of-school suspension or expulsion recommendation) must submit a written request to the Principal within **3 school days** of the decision. The school will respond with the next steps, which may include a meeting and/or diocesan guidance where applicable.

Immediate Safety Removal

If student behavior presents a credible safety risk or severe disruption, the school may remove

the student from the setting immediately and require parent/guardian pickup. Due process steps will follow as soon as reasonably possible.

BEHAVIOR LEVELS AND TYPICAL RESPONSES

To ensure consistency, behavior concerns are addressed according to level of severity and pattern.

Minor Behaviors (Typically Classroom-Managed)

Examples include:

- off-task behavior, calling out, minor disruption
 - incomplete work/homework, minor dishonesty (not cheating)
 - minor disrespect, rude tone, repeated talking
 - minor playground/lunchroom rule violations
- Typical responses:** redirection, reteaching expectations, seat change, apology/restorative step, loss of privilege, classroom consequence, parent notification as needed.

Major Behaviors (Office-Managed / Referral)

Examples include:

- defiance/refusal that disrupts learning
 - harassment, intimidation, bullying behavior (confirmed pattern)
 - profanity directed at others, severe disrespect
 - fighting/physical aggression, threats, unsafe behavior
 - cheating/plagiarism, vandalism/theft
 - repeated minor behaviors that become chronic disruption
- Typical responses:** office referral, parent contact, detention/loss of privileges, restitution, behavior plan/contract, suspension as appropriate.

Severe Behaviors (May Require Immediate Removal/Suspension)

Examples include:

- credible threats of harm, violence, weapon-related behavior
 - serious physical aggression or assault
 - possession of drugs/alcohol/weapons
 - severe harassment, stalking, or intimidation
- Typical responses:** immediate administrative action, parent pickup, suspension, and/or recommendation for expulsion depending on circumstances.

Note: The school reserves the right to respond based on the seriousness of the behavior, student age, intent, and safety needs.

CHRONIC DISRUPTION AND INTERFERENCE WITH LEARNING

No student has the right to interfere with the learning, safety, or well-being of others. When a pattern of behavior becomes chronic, even if individual incidents are minor, the school may treat the pattern as a major concern.

Chronic disruption may include: repeated refusal to follow directions, repeated classroom disruption, repeated disrespect, repeated peer conflict, and/or repeated violations after interventions.

Possible actions include: parent conference, classroom supports, behavior plan, behavior contract, modified schedule (as appropriate), and escalation to suspension, withdrawal or non-renewal if the pattern continues.

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.

Classroom Parties, Birthday Treats and Bake Sale items.

Birthday Treats

Birthday treats should be limited to “one” treat that can be easily passed out. (ex: 1-cupcake, 1-cookie, 1-donut, or popsicle) Napkins should be supplied with the treats. Full lunch celebrations (ex: pizza, cake, and drinks) are prohibited.

Birthday celebrations should be at the discretion of the classroom teacher; however, no treats will be given during their student’s lunch time. Allergy/Medical guidelines for each classroom shall be followed. It is the classroom teacher’s responsibility to inform parents of these requirements ahead of time.

Classroom Parties

St. Mary’s Catholic School recommends that there should only be 4 classroom parties per school year (Halloween, Christmas, Valentines Day and the End of Year). Classroom parties should include at least 1-3 healthier options as well. If a party is held over the lunch hour teachers will need to follow the protocol of communicating to the kitchen and to the front office if there will be any food delivery.

Bake Sale

Students will have the opportunity 3 times a year to participate in purchasing items from the PTO bake sale fundraiser. Students may choose to enjoy their treat during their classroom snack times if the teacher allows. However, if they bring an item to lunch, they must eat their lunch first before eating their bake sale item.

Transportation

When children are transported there will be a 1st 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

Animals are not permitted in the Preschool area, however other grades may have a “classroom pet.” 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.

The Bishop of Cheyenne has released a statement that firearms are not allowed on school property at any time or at school functions. Possession and/or use of any dangerous or deadly weapon in the school building, on school grounds, in any school vehicle, or at any school-sponsored activity are prohibited. A student shall not possess, handle, transmit, or conceal any object that could be used as a weapon, disrupt the educational process, or cause harm to another person. If any weapon is used as a form of intimidation, the police may be called and the student removed from the campus. It is the parent’s responsibility to discuss the seriousness of intimidation with their child and about the potential dangers of such weapons.

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 and/or registrar 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 the 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 the building when a 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 a single file.
3. Sit, face the wall, and put your hands over your head.
4. Return to the classroom when a 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

In the event of a relocation by bus; the students will be transported to either:

1. Story Gym (LCSD1)
2. Holy Trinity Catholic Church

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 be notified 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.

Emergency Response

In an emergency, the school may call 911 and will contact parents/guardians as soon as reasonably possible. Families are responsible for keeping emergency contacts current.

Head Injuries / Concussion

If a student experiences a head injury or exhibits concussion symptoms, the school may require the student to be picked up and may request medical clearance before returning to normal activity, including PE and sports.

Student Safety and Mental Health Concerns

If a student expresses intent to harm his/her self or others, or staff observe credible safety concerns, the school will take immediate steps to protect the student and community, including parent notification and involving appropriate professionals or emergency services when needed.

Communicable Illness Notifications

When the school becomes aware of a communicable illness that may affect others, the school may notify families while maintaining student confidentiality.

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 10:00 a.m. and lunch will be served that day but may be an alternate meal. Lunch times will be adjusted. Parents can drop-off their child at 9:45 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 Catholic School utilizes 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 @stmaryscheyenne.

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.stmaryswyo.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, Schoolbelles, Educational Outfitters 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.

*Navy jumpers must be purchased from French Toast or Land's End.

[French Toast School Code: QS46FXV](#)

800-373-6248

[Land's End School Code: 900047176](#)

800-469-2222

[Schoolbelles](#) S3118

800-637-3037

[Educational Outfitters](#)

877-814-1222

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 PK 3 - 6

- Plaid shift jumper
- White Peter Pan blouse - with logo if worn with pants, skirt, or skorts.
- Navy cross over tie (grades 2-6 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 PK 3-6

- Navy chino-style pants
- White oxford shirt with logo
- Plaid tie (Grades 2-6 only) (may be purchased at school office)
- Socks – solid navy, white, black, or brown (Socks must be worn)
- Belt - black, navy, or brown (2nd – 5th)
- 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

Regular Day Uniform - Girls All grades

- Plaid or navy (or khaki for 6th grade) shift jumper, skirt, or skorts
- Navy (or khaki colored for 6th 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 6th 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 (2nd – 6th)
- 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, turtlenecks, 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 (1st – 6th)
- 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.
- Girls Nails: Nail polish should be neutral, white tips or light pink only.

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

- 1st Violation: A verbal warning will be given to the student.

- 2nd Violation: Students may lose privileges, a note may be sent home, and/or students will call their parents.
- 3rd Violation: Note will be sent home and/or student will lose privileges and student will call parent.
- 4th 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: Parents 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

St. Mary's Acceptable Uniform for Girls

ALLOWED:

Navy Jumper, Navy Pants, Navy Skirts, and Navy Shorts

White Polo shirt or white peter pan blouse

Leggings: black, gray, white or navy blue

Bike shorts **MUST** be worn under all dresses or jumpers unless they wear leggings.

Hair Styles: Neat hair with headbands & hair ties in coordinating colors: red, navy blue, black, white, or gray.

Nails: Nail polish should be neutral or light pink only.

Mass Uniform – Plaid jumper with peter pan collar shirt Ties: Grades 2nd - 6th only on mass days.



Acceptable Shoes:

Coordinating colors: Overall black shoes with white or brown soles additionally the logo can be white, or overall white shoes with black or brown soles and a black logo. No additional colors for logos will be allowed.



NOT ALLOWED:

Shoes: Heeley's, Light up shoes, Cartoon images, Crocs, and multi color shoes



NOT ALLOWED:

Sparkly headbands or cat headbands



PRESCHOOL:

Has a more relaxed dress code to serve as an introduction to the school's uniform expectations.

St. Mary's Acceptable Uniform for Boys

ALLOWED:

Navy Pants or Navy Shorts

White Polo shirt or white dress shirt

All shirts **MUST** be tucked in.

Hair Style: No long hair, mohawks, mullets, ponytails, or design (e.g. stars) cut into hair.

Belts: Optional for ALL grades.

Mass Uniform – Navy Pants with a white dress shirt. Ties: Grades 2nd - 6th only on mass days.

*No shorts are allowed to be worn on mass days.



Acceptable Shoes:

Coordinating colors: Overall black shoes with white or brown soles additionally the logo can be white, or overall white shoes with black or brown soles and a black logo. No additional colors for logos will be allowed.

Hey Dudes and cowboy boots are acceptable.

Boots: Brown with black soles.



Acceptable Shoes:



NOT ALLOWED:

Shoes: Heeley's, Light up shoes, Cartoon images, Crocs, and multi color shoes



PRESCHOOL:

Has a more relaxed dress code to serve as an introduction to the school's uniform expectations.

PRESCHOOL ADDITIONAL INFORMATION

STAFF: CHILD RATIO REQUIREMENTS

Ages of Children	Staff: Child Ratio	Maximum Group Size
3 year olds	1:12, 2:24, 3:30	3:30 – PK 3 at SMCS size is 16
4 and 5 year olds	1:12, 2:24, 3:30	3:30 - 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 Christina Williamson or DFS Director Kathleen Higgins.
- In addition, please feel free to contact the local childcare licenser Kathy Geringer at 307-322-6539 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 findchildcarewyo.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.

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 2026 - 2027 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 2026-2027 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, Class Dojo, Email and/or FACTS Parent Alert.

REVISED FEB. 2026