

# ST. MARY SCHOOL

## SCHOOL HOURS

Building opens at 7:30 AM  
Regular day – 8:00AM-3:00PM  
Half day – 8:00AM-12:00 Noon  
Montessori – 8:00AM-12:00 for Half-Day; 8:00 AM – 3:00 PM for Full Day  
After School Care – 3:00PM – 5:00PM

## SCHOOL MISSION

The mission of St. Mary School is to educate the next generation of leaders by promoting the development of a Catholic, Christ-centered foundation while fostering academic excellence and service to the community.

## PARENT AND SCHOOL PARTNERSHIP

Parents are the primary educators of their children, and most of life's early lessons and faith formation come from their instructions, interactions, and examples. St. Mary School recognizes parents' leadership in developing children's attitudes, behaviors, and values. Our school seeks to support parents in this most challenging task. St. Mary School's philosophy is based on teamwork and built upon the belief that communication and support among parents, teachers, and administrators are essential in creating an effective school environment. Parent input is welcomed and encouraged. Formal and informal vehicles for discussion and communication are as follows:

**Chain of Command** – When a parent has an issue with a classroom procedure, whether it is academic or discipline, the parent must go to the teacher FIRST. If a satisfactory solution is not come to, then the parent should go to the principal. If a solution is still not found, the parish priest is the next step; with the superintendent being the last resort.

**School Council** – The School Council is an **advisory** body to the governance of the school. Governance includes the following: Strategic Planning, Policy Development, Financial Recommendations, Public Relations, Policy Evaluation, and Selection of Administrator. Meetings are generally held bi-monthly. Meetings are open to parents; however, a meeting may be closed if subject matter being discussed requires it. Appointment to the School Council comes via the Parish Priest.

**Parent-Teacher Society (PTS)** – The purpose of PTS is to bring about a closer relationship between school and home in the education and training of children. Through meetings, volunteerism, and fundraisers, the PTS oversees projects designed to assist in the operation of the school under the direction of the principal and pastor.

**Volunteer Service Requirement** – St. Mary is a small school community that relies on the generosity, gifts, and talents of its parents, grandparents, extended family, and friends. Many vital programs exist because of dedicated volunteer participation. Therefore, it is necessary that each family commits time and support to the many PTS, Parish and School-sponsored programs. All volunteers must fill out the required paper work.

**Parent/Teacher Conferences** – Parents may request a conference with the teacher any time during the year by contacting the teacher. Teachers also may request a conference to discuss a student's progress.

**Newsletters** – Newsletters from the office are electronically sent home each week. These newsletters list important information, and it is important for parents to read them.

**Social Media** – We ask that parents NOT post pictures on social media (Facebook, Twitter, Instagram, etc.) of SMS students other than their own children.

## OFFICE PROCEDURES

**Visitors** – For the safety of the students, visitors are required to report to the front office before entering any classroom. The instructional program cannot be interrupted for visitors.

**Money** – Money sent to school for any reason should be put in an envelope and clearly marked with the student's name and the purpose of the money. All checks, unless directed otherwise, should be made to St. Mary School (including all book and software orders).

**Field Trips** – Field trips taken must correlate with the classroom curriculum and be of educational value. The Principal must approve all field trips. Written parental permission is required. Parents may be asked to chaperone and drive on trips. Proper safe environment approval **MUST BE ON FILE** in the office (see volunteer service requirement).

**Lost & Found** – Parents are urged to label all articles with full last name so that lost items can be quickly identified and returned to the owner. St. Mary School is not responsible for items not properly labeled. Children and parents are welcome to check the lost and found for lost items. Items left after several months will be donated to a charitable organization.

## TRANSPORTATION

It is the responsibility of the family to organize transportation to and from school.

### DROP OFF-PICK UP

7:30AM-8AM and 2:50-3:15PM are drop off and pick up times.

Teachers have responsibilities to the students at these times to ensure safety.

Conferences may NOT be scheduled at these times.

### St. Mary Building Procedures

#### **NO PARKED OR UNATTENDED VEHICLES AT ANY TIME ON 12<sup>TH</sup> ST.**

12<sup>th</sup> Street is for drop off and pick up only; traffic must keep moving on 12<sup>th</sup> Street to prevent back up onto Main Street. Vehicles should be pulled up as far up as the corner of 12<sup>th</sup> and High St. Double parking must be avoided for safety reasons.

**Drop off** – Students should exit vehicles on the side of the sidewalk and enter the school grounds at the nearest door. Students may enter the school through either the back or front door. Parents will drop off their children at either the front door or the back door of the building and not enter the building itself during this time (7:30 – 8:00). This allows all staff knowledge of who is in the building as we make a "sweep" throughout the school.

**Pick up** – Students will be released in coordination with the cars parked closest to High St. Drivers who park and/or walk up may pick up children immediately.

## SCHOOL DAY ATTENDANCE

Regular and prompt attendance is vital to the success of the student. We ask that appointments be concluded by 7:30AM or commence after 3:15PM. We expect students to be ready to learn by the start of the school day. The Principal will have the final say as to whether an absence is excused or unexcused. Students with excessive absences and/or tardiness will be dealt with on a case-by-case basis.

**Absences** – If a child will be absent, parents are to notify the school office. A message may be left on the recorder. A student who is absent **MUST**, upon returning to school, present a note giving the date of absence, the reason and be signed by the parent or guardian. A student absent for more than two consecutive days must present a doctor's note upon his/her return. **THIS IS A STATE REQUIREMENT.**

**Early Dismissal** – Parents wishing to have a child excused early from school for reasons other than illness need to notify the teacher in writing. No student, ill or not, may leave the school grounds during the school day without the permission of the Principal or teacher. Parents must enter the building and sign-out the student before the Principal or teacher may release a student.

**Non-illness Absences** – Parents who need to take their child out of school for reasons other than illness need to notify the Principal and classroom teacher in writing. The teacher will work with the parent to disclose the general subject matter that will be missed. The teacher is NOT required to provide tutoring, graded make-up work, or special testing schedule for such a period of absence. **After three unexcused absences in a trimester, a teacher will schedule a conference.** All excused absences must be accompanied with a note through an educational agency, such as the Cooperative Extension Service or a doctor's note.

**Tardiness** – School begins at 8:00 AM. Students not in their classrooms at 8:05 AM are considered tardy. **Every three tardies in one trimester grading period will be marked as an absence.** Habitual tardiness will be discussed with the parents. Exceptions will be made when accidents or bad weather/roads create slower driving conditions.

**School closings** – In the event of inclement weather which makes it necessary to close school, an announcement will be on local television stations by 7:00AM. Parents are encouraged to sign up for "Remind" messages that will send a text to indicate closure/delay. School may be delayed one or two hour(s) for roads to improve. If school is not closed, however, and a parent believes the roads are too dangerous to travel, then the parent may choose to keep a child home with an excused absence.

**Early Closings** – Generally, once students are in class, we will hold students until dismissal time. However, if a parent wants to pick up early, then we will accommodate. If it is necessary to dismiss school early because of inclement weather or emergency, the school personnel will call to notify parents using the numbers on the emergency cards.

## **STUDENT MANAGEMENT & EXPECTATIONS**

**Discipline** – Courtesy and respect should characterize the students from a Catholic school and a Christian home. Students are expected to possess self-discipline and to be considerate and cordial toward others in the classroom and on the playground. In particular, reverent participation is expected at all liturgical functions. **Student expectations are outlined in the Mighty Mustang Expectation Plan.**

**The teacher handles his/her own discipline problems using a pre-determined management system. A behavior report form will be used by the teacher to communicate inappropriate student behaviors, consequences, and to support student self-reflection. If the behavior does not change, the student will be brought to the Principal. If the discipline problem is not solved, a conference with the parents, teacher, Principal and student will be held.**

When actions warrant immediate removal, the next step would be an out of school suspension. Parents will be informed and a follow up conference will be required. If a child is suspended more than three times, the school reserves the right to require counseling or move for permanent removal from school.

Any serious disciplinary problems pertaining to threats, both verbal and physical or other serious problems that affect the health and safety of the students or staff may warrant out of school suspension immediately. The Principal has the final decision in these situations.

**School Behavior Expectations** – The faculty at St. Mary School believe that good behavior and a positive attitude are essential in creating an enriching academic, social, and faith-based experience for our students. In order to encourage and reward appropriate behavior, a school plan has been implemented to support classroom management, academic instruction, and personal responsibility for our students. This policy aligns with our Mighty Mustang Behavior Expectation Plan.

**Conduct Grade:**

Students in the second grade and above will lose one point on their conduct grade for the following behaviors:

- Uniform Violation
- Chewing gum
- Disrupting class
- Cafeteria/Church misbehavior
- Behavior/physical contact deemed inappropriate by the teacher/substitute
- Not prepared for class or missing materials

Students in the second grade and above will lose five points on their conduct grade for the following behaviors.

- Unapproved technology usage (cell phone, smartwatches, etc.)
- Destroying/defacing school property
- Cheating/falsifying a signature
- Unauthorized/inappropriate use of technology
- Severe misconduct deemed inappropriate by the teacher

**Dress Code** – All students are required to be in uniform, except on special pre-approved non-uniform days. A form will be used to communicate uniform violations with students and their families. This form must be signed by a parent and returned to school. After the first ten days of school, one conduct point per violation will be removed from a student's trimester conduct grade for students in 2<sup>nd</sup> grade and above. After five violations per trimester for students in 2<sup>nd</sup>-8<sup>th</sup> grade, a parent teacher conference is required. Families in need of assistance with uniform clothing in compliance with the school's policy during the school year may schedule access to the used uniform closet through the Principal. Students of parents who attend PTS meeting may dress out of uniform the following Friday. Students may also dress out of uniform on their birthday.

**Make-Up** – Make-up is not allowed for either female or male students in elementary school. Middle school female students may wear makeup that is natural and conservative.

**Hair** – For girls: Clean, neat, traditional and conservative styles, cut above eyebrows, natural-colored hair. Bangs are to be out of the eyes. No extreme hair ornaments.  
For boys: Clean, neat, traditional, conservative styles; cut above the eyebrows and ears. Natural-colored hair. No decorative fades or mohawks.

**Note:** The above make-up and hair policies shall not apply in the event of any make-up or head covering necessary to address or accommodate any medical condition.

**Homework** – Homework is an extension and review of schoolwork to help the child thoroughly grasp and master the skills already presented. It is given as a help to the students. One of the values of homework is to help students acquire good study habits, self-discipline and to learn to budget time. Parents can assist the students with their homework by providing a quiet place and a regular study time each day, and by making sure all assignments are complete. Parents should NOT have to RETEACH skills to the students and provide extensive help. If this occurs, please contact the classroom teacher.

It is the responsibility of the STUDENT to complete and return all homework. The student (with the help of parents) needs to establish a plan for organizing the homework and returning it to the teacher. When students are negligent, teachers may require work to be done during recess time or after school.

**Cell Phone Policy** – During the school day:

- Cell phones must be out of sight (in backpacks or in a locker) and silent/off when students enter the school building.
- Cell phones may not be turned on or used in the hallways.
- Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Cell phones may not be turned on or used during field trips unless given explicit approval by the teacher.
- Cell phones may not be turned on or used during after-school activities unless given explicit approval by the teacher.
- Cell phones or other electronic devices may not be used at any time in bathrooms.
- Smartwatches are not allowed at school during the day or after school.

**Confiscation and return of electronic items** – St. Mary School reserves the right to confiscate, store, and return electronic devices. In determining whether to confiscate an electronic device, St. Mary School will consider the nature of the violation.

Such measures may include, but are not limited to:

- Reminder to put away the cell phone will happen upon entry into the building
- Confiscation of item and return at the end of the school day
- Confiscation of item and return following parent conference
- Revocation of privilege to bring the item to school

**Computers** – Students have access to a computer lab with Internet access for educational purposes. Acceptable use of computers is expected. Only internet sites approved by the teacher may be used. Students are also prohibited from changing the desktop arrangement without permission. All students will use personal flash drives to save documents. Failure to comply with the spirit of computer use may lead to a student's being prohibited from using school owned computers.

**Promotion** – Students are promoted to the next level on an annual basis. If a student has not attained satisfactory achievement, a teacher/principal conference will be held. If a teacher is considering retention of a student, parents will be notified by the end of the 2<sup>nd</sup> trimester. Subsequent progress reports are given to the parents for the good of the student. In the final analysis, the school has the right to retain students who need additional time to achieve satisfactory at the grade level.

**Brigance Testing** – The Brigance developmental screening tool is used to assess all preschool students. This screening is performed within 90 days of the first day of school and a referral (if needed) is offered within 30 days of the screening.

St. Mary School Montessori preschool program is available for all students of all developmental capacities. Any student with an individual education plan, private school service plan, or receiving services through a third-party facility will have the full support of all teaching staff in working with the family toward reaching set goals.

## **NUTRITION & FITNESS**

**Health** – Before entering school for the first time, each student must present a medical examination form from a physician, a certificate of immunization, an eye exam, a dental screening, a birth certification and social security card.

Questions indicating who should be notified in the event of an emergency are included in the online enrollment form. In case of injury or illness, parents will be notified. The child will be dismissed from the school office only to the parents or to persons listed on the emergency form. The Principal will deal with extreme emergencies until a parent arrives.

School personnel may NOT administer medicine without WRITTEN PERMISSION of the parent. When prescribed medication must be taken at school, it shall be sent to school in the

original prescription bottle. Written directions must accompany the medicine. The Administration of Medication Release Form has to be completed before medication is given.

**Lunch and Snack Time** – Lunch and snack times provide nourishment to better enable the students to learn the day’s lessons and function with appropriate behavior. Foods with excessive sugar may have a negative effect on a child’s learning curve and behavior. Federal, State, and Diocesan regulations forbid soda pop, candy, and baked sweets for lunch and snack.

Students bring lunch from home and eat in the classroom under the supervision of the teacher. On Fridays, volunteers prepare Hunt Brothers pizza for the students in the Church Parish Center. Pizza is paid for by the year the first week of school.

**Parties** – Federal, State, and Diocesan regulation limit use of non-approved food (soda pop, candy, baked sweets, etc.) to no more than once per month (includes birthday treats). Dates for the celebration of birthdays and other significant dates (ie. Halloween, Valentine’s Day, etc.) are determined by the St. Mary School.

**Physical Education** – Time each week is devoted to a planned program of physical activity designed to increase the development of motor skills, physical fitness and good sportsmanship. The class is held at the YMCA. Furthermore, daily activity for all grades is built into the schedule.

### **RELIGIOUS ACTIVITIES**

**School Liturgy** – St. Mary School students will celebrate a school Mass Tuesday through Friday at 8:15. Family members are welcome to attend.

**Sacrament of Reconciliation** – The Sacrament of Reconciliation may be received periodically. According to the directives of the Diocese, the Sacraments of Reconciliation and Holy Eucharist are first administered during the second grade after an intensive preparation for the students and their parents.

**Stations of the Cross** – Stations of the Cross will be held during Lent.

**Forty Hours Devotion** – The Forty Hours Devotion honoring the Blessed Sacrament is held during November.

**May Procession** – A May Procession honoring Mary is held during the month of May. All students are welcome to participate.

**Altar Servers** – Students, who are Catholic, in grades three through five have the opportunity to be trained as a server.

**Community Service** – Teachers may organize various on or off campus community service projects throughout the school year.

**Mardi Gras** – Mardi Gras is usually celebrated on “Fat Tuesday” (the day before Ash Wednesday). Money from the games, raffles, contests and refreshments benefits different charitable organizations.

### **TUITION**

Parents of all children attending St. Mary School are charged tuition. The Finance Committee of the Parish Council of Annunciation Church along with the pastor and principal sets the tuition fee. Tuition payments are paid in monthly increments, with the first payment due in July. Tuition is due by the 15<sup>th</sup> of each month. Late charges will be assessed on all payments made after the 20<sup>th</sup> of the month. A full month’s tuition is charged if a child is enrolled on the first day of the month. All registration and tuition fees paid to St. Mary School are NON-REFUNDABLE. Financial scholarships are available through FACTS Grant & Aid Assessment.

**Donations/Gifts** – Donations/gifts to St. Mary School are tax deductible. Donors may specify where they want their donations to go toward, such as technology, endowment, scholarship, other.

**ADMISSION AND REGISTRATION**

St. Mary School is a parish school. First priority will be given to children whose parents or guardians are registered and active members who attend Mass and contribute regularly to Annunciation Parish. Admission into St. Mary School will be as follows:

1. Children of the parish who are attending St. Mary School
2. In-coming parishioners
3. Non-parishioners who are attending St. Mary School
4. Non-parishioners who desire to have a child attend St. Mary School

In the event of more application than classroom space, acceptance will be on a first come-first served basis, provided that the school's requirements are met.

**St. Mary School does NOT discriminate against students on the basis of race, gender, ethnicity, or national origin in its admission policies, or other school administered programs.**

Because of the school's size and limited financial resources, children and families with special needs in the areas of mental health, cognitive development, discipline, etc. will need to follow specific guidelines available from the Principal.

A one-time non-refundable \$150.00 registration fee will be charged upon initial enrollment. A yearly non-refundable \$150.00 re-enrollment per child is due each spring during our re-enrollment period.

**ASBESTOS INSPECTION**

This notice is to advise parents, teachers and all school employees that our school has been re-inspected as required by AHERA federal legislation for the presence of asbestos in our school facility. A complete asbestos management plan for the Catholic schools of the Diocese of Lexington is on file at the Catholic Center, 1310 W. Main Street, Lexington. St. Mary has the local inspection history on file.

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**PESTICIDE APPLICATION**

State regulations require that schools give 24-hour notice prior to any pest control applications made on school property. This information is available to all parents and employees requesting it. Normally any pest control spraying at St. Mary School will be done during the summer months when the students and teachers are not on campus. If an emergency application of pesticide is required, notices will be posted. If you would like to be placed on a list of notification, complete and return to the office the form below.

|                                           |       |
|-------------------------------------------|-------|
| <b>PESTICIDE APPLICATION NOTIFICATION</b> |       |
| Name                                      | _____ |
| Address                                   | _____ |
| Telephone #                               | _____ |
| Child(ren)s Name(s)                       | _____ |

### ST. MARY SCHOOL STAFF ROSTER

|                     |                                                |                     |
|---------------------|------------------------------------------------|---------------------|
| Father Jeff Estacio | Pastor                                         | jestacio@cdlex.org  |
| Miranda Chaplin     | Principal                                      | mchaplin@cdlex.org  |
| Holli Hatmaker      | Administrative Assistant and Cafeteria Manager | hhatmaker@cdlex.org |
|                     |                                                |                     |
| Tiffany Bezeau      | Montessori Program Director                    | tbezeau@cdlex.org   |
| Kayla Claypool      | Montessori Assistant                           | kclaypool@cdlex.org |
| Lindsey Roe         | Montessori Preschool Teacher                   | lroe@cdlex.org      |
| Ashley Crupper      | Montessori Assistant                           | acrupper@cdlex.org  |
| Jennifer Arnold     | Montessori Kindergarten                        | jarnold@cdlex.org   |
| Shirley Logan       | Montessori Assistant                           | slogan@cdlex.org    |
| Ann Fletcher        | First Grade                                    | afletcher@cdlex.org |
| Mary Marshall       | Second Grade                                   | mmarshall@cdlex.org |
| Kristan Mudd        | Third Grade                                    | kmudd@cdlex.org     |
| Jessica Turner      | Fourth Grade                                   | jturner@cdlex.org   |
| Patricia Kilbourn   | Fifth Grade                                    | pkilbourn@cdlex.org |
| Jennifer Favorite   | Sixth Grade                                    | jfavorite@cdlex.org |

**Specials Teachers and Volunteers:** Candy Beauman, Jason Cantwell, Carolyn Coons, Darnaby Kerns, Marlene Langfels, Sue Litzinger, Donna Steffen, and Angeles Valerdi

**School Council:** Bryan Beauman (Chair), Anne Braden, Jamie Courtney, Stan Galbraith, Laura Jackson, and Mandy Roberts.

**Parent-Teacher Society (PTS) President:** Heather Courtney

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#### ACKNOWLEDGEMENT OF COMMUNICATION

I acknowledge that I have thoroughly read the St. Mary School Handbook, Might Mustang Expectations Plan, Behavior Report Form, Uniform Policy, and Uniform Violation Notice. I agree to follow the policies and procedures outlined in these documents and understand these documents were developed as communication tools for St. Mary School students, parents, faculty, and administration.

|                                 |             |
|---------------------------------|-------------|
| Student's Name                  | Grade Level |
| Parent/Legal Guardian Signature | Date        |