



St. Mary's School
2023-2024
Handbook for Parents and
Students.....

***“Where Respect, Responsibility and
Resourcefulness are practiced and lived.”***

St. Mary's School
Age 3 through Grade 8
Moscow, ID
208-882-2121
office@stmarysmoscow.com
www.stmarysmoscow.org



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All documents that require parents' signature are due **August 31, 2023**

*Contract between Parents and St. Mary's School is found on page 47. It is to be signed by every enrolled family. It is to be signed and returned to the school office yearly. This year it is due **Aug. 31, 2023**. Failure to sign this contract or to abide by this contract may risk your continued enrollment at St. Mary's School.*

Philosophy/Mission/Vision/Student Learning Expectations (SLE's)

The philosophy guiding St. Mary's School flows from the philosophical tenets of Idaho Catholic Schools which are part of the teaching ministry of the Roman Catholic Church

St. Mary's Philosophy: As a Christian educational community, it is our intention to support and empower our students, through a challenging curriculum within a Christ-centered environment so that they may reach their fullest potential both academically and spiritually.

Mission: St. Mary's School exists as a vital part of the St. Mary's Church ministry by serving as an evangelization arm for the parish. Our Mission is to encourage and challenge its students to grow tangibly in their relationship with God, as they strive to be life-long learners igniting their faith, knowledge, creativity, and service.

The **Vision** for each student at St. Mary's School:

Imagine your child...

Increasing in respectfulness, resourcefulness and responsibility

Focusing on God's loving presence

Being guided by devoted and professional teachers

Being equipped to excel and growing in confidence

Becoming dream makers and world changers....

*Imagine **your child** changing the world...*

*By the time they graduate, our students will have gained growth in the three R's (which are the **Student Learning Expectations (SLE's)** that flow from the school's Philosophy, Mission, and Vision for each student).*

Respect (for self and for others),

Responsibility (for self and to others); and

Resourcefulness (using one's gift to build a better world).

Our **Three R's Poem** (*memorized by every student*)

The rules that lead and light our school begin with letter **R**
They lead our faith, our work, our life you'll know us from afar.

Respect's the word that leads the way, we're courteous, patient, polite
It helps us all to get along and always know what's right.

Responsibility shows and grows our work's on time and neat
We're prepared, and homework's always done, we learn and never cheat.

Resourcefulness, the final rule we serve and help each other
Our gifts will build community and show Jesus is our brother.

See page 10 for more information on Student Learning Expectations (SLE's)....



History of St. Mary's School from Preschool (age 3) through 8th Grade (Formerly Ursuline Academy)

Our parish school in Moscow has a very rich and long history. In 1908, Ursuline nuns from Ohio, under the direction of Mother Rose Galvin, answered the call by Bishop Glorieux of Idaho to come to Moscow to open a school for the young people on the Palouse, so that they would receive a well-rounded Christian education. The school has undergone many changes during its 113+ year history.

The original Ursuline Academy was housed in an old farmhouse in 1908. Many add-ons occurred in the next 50 years to meet the needs of the students. Those who were able to come to the school were educated; those who needed to be boarded, due to distances, were given the space to live, eat, and study for an education. Through World Wars, the Great Depression, epidemics, good times and bad, the Ursuline Sisters and their many co-workers have educated thousands of students. High school education was added when it was needed. In 1940, the University of Idaho employees expressed the need for quality education and childcare before elementary school. The Ursuline Sisters established St. Rose's kindergarten and preschool. They were pioneers of early childhood education in Idaho.

Ursuline Academy continued until the 1950's when student population was booming and building codes were changing. The Sisters knew they could no longer continue to provide the needed Catholic education from their own financial auspices. They negotiated with the parish for it to undertake the ownership of Catholic education in Moscow. The Ursulines sold part of their property to the parish for the new school for \$100. Groundbreaking and raising funds for the new school began in May 1956. By September 1956, students from Grades 1 through 8 moved their books and desks from Ursuline Academy into the newly built school across the street on North Monroe. The new school was fully paid for by the time the students moved in.

The school continued to flourish and grow; but there were a few bumps in the road. There was the promise of a new gym, which did not materialize until 2008. Grades 7 and 8 were closed in 1966 after Moscow Junior High began with grades 7-9. This step allowed the school to convert two classrooms into a multi-purpose room. This room was used for: PE classes, music, assemblies, lunchroom, Mass (on inclement days), and parish events (until the parish built its own center in 1980).

By 2002, the discussion for a new gym and additional rooms reached a climax when the School Board conducted and initiated a Feasibility Study. Through many ups and downs dealing with the raising of funds, neighbors, city council, the diocese, and the architects, the building began in July 2007 and the gym was able to be occupied by its 100th Anniversary on September 14, 2008. It was totally completed and paid for by the fall of 2013.

As of 2017, the Ursuline Sisters had decided it was time for them to no longer own and manage property. After a search for the best use of the convent, it was sold in the summer of 2018. The new owners have embarked on developing *Archimedes: A Center for the Arts*.

As of fall 2018, St. Rose's, that had provided early childhood education in the convent since 1940, moved into St. Mary's School, allowing the Parish to provide Catholic education from Preschool (age 3) through Eighth Grade.



The school's mascot is a lion-- *a symbol of strength, pride and leadership*. The crest of the school is in the shape of the Ursuline Sisters' crest—SERVIAM--(*"I will serve"*).

Flowing from the crest's logo of SERVIAM comes the school's Three R's:

Respect (for self and others),

Responsibility (for self and to others); and

Resourcefulness (using one's gift to build a better world).



This is truly the Way of Life we strive to live in St. Mary's School Community. Through the years, the dragonfly, which is a symbol of hope and life, has also had special significance for students.



Statement of Non-Discriminatory Policy:

- St. Mary's School strives to live the Gospel message in how Jesus taught all those who came into His life. We realize God wills all to be saved. As a Catholic School we strive to live and proclaim the message of Jesus. Our school admits into its community, students of any race, color, sex or ethnic origin to all the rights, privileges, programs and activities.
- St. Mary's was established in 1908 to assist the families of the Palouse in the education of their children. St. Mary's is open to all families, other than Catholic, whose values match the school's and there is space available.

Notice of addenda to Handbook:

- By virtue of your enrollment at St. Mary's School, students, parents, and guardians agree to accept and abide by the policies and procedures as outlined in this handbook. Failure to abide by this "contract" may risk a student's continued enrollment.
- St. Mary's School administrator(s) have final recourse and reserve the right to amend this handbook.

UNWRITTEN REGULATIONS:

This policy booklet is limited in content. Emphasis has been placed on those things that are deemed most pertinent and beneficial to the students, parents, and personnel of St. Mary's School at the present time. It would be impossible to anticipate all questions/needs/problems that may arise.

Yet, each year, a few distracting "fads" and circumstances do show up at school. Anything that distracts from, or disrupts the spirit, education, philosophy, or dignity of St. Mary's School will be held to be unacceptable, even though not explicitly set forth in this Contract/Handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

The Principal always has the right to amend this Contract/Handbook as deemed necessary. In such cases, prompt notice of changes will be given to all concerned via email.

This Contract/Handbook constitutes the binding agreement between the family (parents and children) and the school. Failure to follow what is contained within may result in being asked to withdraw from the school.

****St. Mary's School will be referred to as "SMS" throughout the remainder of this handbook.****

Part One: Policies and Procedures

Statement of Responsibilities

Becoming a member of SMS community brings with it certain expectations and responsibilities. Our school community is based on *common* beliefs and values. Therefore, the responsibilities of the school personnel, the parents and their children shall be as follows:

Principal and Administrative Team responsibilities:

- Endorse and display a professional attitude and a dedication to Church teachings.
- Participate in ongoing spiritual and professional growth and development.
- Communicate effectively and routinely with pastor, faculty, students, parents/guardians, the school board, and parish community.
- Develop and implement educational goals, objectives, and curriculum for SMS.
- Provide leadership in spirituality, curriculum, and staff development of the school.
- Supervise the quality of instruction provided to the students.
- Maintain an atmosphere conducive to learning.
- Implement and administer policies as established by both boards of the Diocese and Parish.

Faculty/Staff responsibilities:

- Model Christian ideals for their students and parents/guardians.
- Endorse and display professional attitudes as well as a dedication to Church teachings.
- Participate in ongoing spiritual and professional growth and development.
- Use instructional strategies that are most effective in promoting learning.
- Communicate effectively and routinely with students and parents/guardians.
- Endorse and actively pursue the educational goals and objectives of SMS through the development of school curriculum.
- Present content using a variety of methods which are sensitive to the individual needs of the students as well as curriculum outcomes.
- Maintain a classroom atmosphere conducive to learning.
- Show support for the policies of the school.

Parents/Guardians responsibilities:

- Model Christian behaviors and attitudes and support the spiritual growth of their children.
- As their child(ren)'s primary educator, encourage and help them to learn.
- Support the educational goals and efforts of SMS in the education of their child(ren).
- Provide an appropriate environment, resources and adequate time for completion of schoolwork.
- Share their talent, time and resources with the school and its fundraisers.
- Assure that their child(ren) learn to follow rules and be punctual in attendance.
- Support efforts and guidelines of SMS school board.

Students responsibilities are to practice the 3 R's:

- Demonstrate by their language, behavior, and attitude a *respectfulness* toward adults and other students.
- Maintain an attitude of accountability for their own learning and actions. (*responsibility*)
- Show respect for the Catholic ideals on which our school is centered. (*respectfulness*)
- Display a willingness to share their time and talents. (*resourcefulness*)
- Cooperate with school personnel and other students. (*respectfulness*)

Student Learning Expectations

SMS Rules are simple in that they revolve around our three Student Learning Expectations (SLE's): to be respectful, to be responsible and to use one's resources/gifts to help others and make their world a better place (resourcefulness).

- Each student will be **respectful**. *Some ways students will show respectfulness are:*
 - Following the rules of the school.
 - Obeying guidelines regarding inside/outside behaviors.
 - Respecting school, and personal property of others in the school.
 - Showing kindness and caring in actions and words to all members of the school community.
 - Using good manners always.
 - Listening well and not interrupting conversations of others.
- Each student will be **responsible**. *Some ways students will demonstrate being responsible are:*
 - Being punctual for school.
 - Having assignments done on time.
 - Following school safety procedures always.
 - Accepting consequences for one's behavior and choices.
- Each student will be willing to use one's **resourcefulness** (i.e. one's gifts). *Some ways students will show their resourcefulness are:*
 - When dealing with challenging situations in the classroom, s/he will use one's gifts to build classroom community.
 - When trying to solve problems, s/he will use multiple approaches.

In living out the philosophy of SMS, the faculty/staff strive to help the students grow in mutual love and respect for themselves, others and God.

We strive to do this by:

- Providing daily times of prayer, religious teaching and nurturing of the child's spirituality.
- Having weekly liturgy and other prayer experiences which are participated in and developed by the teachers and the students.
- Encouraging positive self-imaging.
- Working towards a positive, loving Christian environment.
- Assisting students to deal with their feelings and emotions.
- Fostering respect for the uniqueness of each person.
- Providing an academic program that is enhanced by the fine arts and physical education. It is in our academic program that we strive to:
 - a) Provide a challenge for every individual at his/her learning level with opportunity for success.
 - b) Encourage each student to think for himself/herself.
 - c) Provide exposure to diversity of people, experiences and concepts.
 - d) Create a trusting atmosphere where students can feel free to take risks.

Behavior Guidelines and Discipline

Students, parents and participants in or at any extra-curricular event will demonstrate behavior that reflects the strong Christian values of Catholic education. When occasions arise in which students do not reflect these values, teachers will handle those situations appropriately and will communicate with the parents regarding the conduct. If *necessary*, an Administrative Team member (or principal in serious cases) will become involved to the extent that the teacher and/or parents believe it will be helpful, or that the administration feels it is necessary.

Behavior Guidelines:

- Be respectful, courteous, and kind to everyone at all times.
- Be respectful in the classroom and by your behavior helping other students to learn.
- Be truthful and responsible for your own actions.
- Be punctual, well-prepared for class and follow school procedures.
- Follow dress code guidelines.
- Treat school property and the personal property of others with respect.

Expectations: Appropriate behavior is promoted positively in a *proactive* way. Students are expected to show a Christian attitude of caring and sharing within the classroom and on the playground.

Lunchtime Rules: Lunch is normally eaten in the cafeteria. While eating, each one will:

- 1) remain seated and is encouraged to practice good table manners.
- 2) ask the supervisor's permission to use the bathroom which is outside the cafeteria.
- 3) clean his/her area at the table, including disposing properly of one's garbage/recycling.
- 4) go outside immediately when the staff supervisor excuses him or her to do so.

Church Behavior: Appropriate and respectful behavior for a church setting will be taught, expected, and enforced. We encourage and teach the students to participate actively in the weekly liturgies. It would be helpful, parents, to remind your Catholic children how to receive the Eucharist in their hands: hands are cupped and lifted to accept the Host. After accepting Jesus, under the guise of Bread, the student steps aside, places the Host in the mouth and returns to the pew. *Students who have not received their First Communion or who are not of the Catholic Faith are encouraged to come and receive a blessing. Folding arms across the chest is a sign of asking for a blessing.*

Consequences for Breaking Behavior Guidelines & Expectations: In order to promote personal responsibility, disciplinary measures are based on appropriate consequences for one's actions. Generally, the staff members on supervision duty assign consequences for violations of school rules. A warning is usually given when a student disobeys the rules. However, if the infraction is of a serious nature (fighting, hurting another person or oneself, destroying property, bullish behaviors or swearing) or when the infraction is repetitive, a consequence will be given. The school always reserves the right to impose disciplinary action on conduct unbecoming of a Christian student in or out of school.

If students do not follow the behavior guidelines & expectations, s/he may have a consequence like one of the following:

- walking along beside the supervisor observing how safely others are playing.
- take some time-out from personal recess time by walking or running.
- doing something kind for someone they have hurt.
- doing some form of community work.
- discontinue participation in the game or activity.
- leave the activity or situation.

- give up recess privileges.
 - apologize for what s/he has done (meeting with those involved).
 - serving detention (morning or afternoon/time).
 - doing some other thing (picking up/replacing something, writing an essay, etc.).
 - Service Time And Reflection Time (START) Program assigned with the Principal
 - START aims to hold individual students accountable should their actions and/or behaviors prove highly disruptive to the school day, and allow them a chance to come back to the community. This program, held after school from 3:15pm – 4:00pm, gives students time to pray, write a reflection on their actions, and provide service to the school rather than simply serving a punitive detention. This program reduces the frustration felt by both teachers and students by addressing individual student's actions rather than addressing the entire class. This will be done individually in a way that is both restorative and reflects our belief that each child has God-given dignity. When START is assigned, the Principal will give parents at least a day's notice via email or phone call so that transportation can be arranged. The Principal will serve as the supervisor for this program. This will allow for individual time with the Principal to discuss issues occurring during the school day and to establish a mentor relationship between the Principal and the student.
- **Students will be given one warning prior to receiving their first assigned START. This will allow them an opportunity to realize the seriousness of their actions and/or behaviors, and parents will be notified of the warning and the possibility of START if the actions and/or behaviors continue.*

Consistent disregard for behavior guidelines & expectations and aggressive behavior lead to progressively more serious consequences. Some of these may be:

- time-out for longer periods of time. This time can be used to help the student calm down, arrive at an appropriate consequence, and/or write a letter of apology.
- call home to a parent/guardian to alert him/her of the student's behavior. A consequence will be mutually arrived at (between home and school).
- student may miss a field trip or other "fun" activity.
- dismissal from school when the infraction is very serious, such as fighting or swearing, that is "out of control". The student may return to school only when accompanied by a parent/guardian. The incident and consequence are recorded in the office file of the student.
- in-school and out-of-school suspensions. A student may be suspended from school for "willful disobedience" or "behavior that could have a harmful effect on the character or persons of other pupils."

Students are always encouraged to accept responsibility for the choices they have made, whether they have been "good" choices or "poor" choices.

Parent responsibility in helping to promote their child's good behavior: Discipline is maintained in the classrooms or school when there is evidence of cooperative spirit among students, principal, teachers and staff. Good discipline originates *in the home*. Parents realize they are the first teachers and it's from them the child will develop good behavior habits and proper attitudes toward school. To help the child, parents will need to:

- Be familiar with school rules and encourage the student to comply with them; cooperation and support of the school is vital.
- Recognize that the teacher/aides/staff takes the place of the parent while the child is in school. It is important that the child respects the teacher/aides/staff accordingly.
- Teach the child respect for the law, authority and the rights of others, as well as for private and public property.
- Teach the child to be tolerant of classmates and others whose ways of life may be different.

- Show an interest in school by attending school functions; taking part in school meetings, fundraising projects, and other school related activities.
- Stress the importance of being ready for school by monitoring materials, books, and habits necessary for good schoolwork.

The details of a conference or of discipline consequences are between a teacher, the student, and his/her family. This is not a matter for other non-involved parties. Maintaining confidentiality will encourage respect, cooperation, and will help to foster more effective resolutions. As a school, we ask that you:

- know we are focusing on your child for his/her good.
- trust the adults who are working with your child to help him/her improve.
- communicate directly with the school personnel who are working with your child, so you can understand fully what has happened.
- listen to what happened.
- do not over react.
- help your child accept responsibility for his/her actions.
- focus on helping your child respond in appropriate ways.
- support the disciplinary action.
- support the teacher/adult/school as well as your child.
- respect your child and those involved by treating information *confidentially*. Towards this goal, nothing “negative” should ever be put on social media. When faced with this decision, ask yourself, *How would I feel if I read this about my child?*

Student responsibilities in learning from his/her choices: A student needs to focus on his/her actions and the choices s/he made. No student has the right to impede or interrupt the learning process of another student. Each one has the right to be safe while s/he is at school. It is important to talk about “*my actions and my response*”. Focus on your child. This is the division of labor. Some questions that the child could ask and reflect on are:

1. Did I talk with the adult to understand why I am in “trouble”?
2. Did I do this without a negative “attitude”?
3. Am I being truthful to myself and to others?
4. Was what I did appropriate even if someone upset me?
5. What did they do or say that upset me? Why did it upset me? How did they mean it?
6. If this happens again, what could I do differently?

Violence: Violence in any form is profoundly disrespectful to the human person and contrary in every respect to SMS’s identity, philosophy and mission. SMS reserves the right to determine what constitutes violence on its grounds, and the right to impose proportionate discipline as it sees fit.

Physical Violence - Physical violence in any form (such as pushing, punching, slapping, fighting, or pinching) will result in immediate student disciplinary actions.

Verbal Violence -- Verbal violence (such as name calling, mockery, abusive language, bullying) will result in immediate student disciplinary actions.

Weapons---Weapons are not permitted on school property unless in the possession of law enforcement personnel. The term weapons includes, but is not limited to, pistols, rifles, air rifles, BB guns, pellet guns, knives (including pocket knives), explosives and martial arts instruments. If a “weapon” is needed in a prop or to display in a class project, etc. the weapon must be *unloaded* and must have prior approval of administration.

Bullying is never tolerated.

- Students need to feel safe both in/out of the classroom.
- Students have the right not to experience peer pressure, be teased or abused.
- Students need to be forgiven for mistakes made.
- Each student is accepted and respected as s/he is.

Bullying behavior occurs when one:

- Teases or hurts others on purpose.
- Always has to be the “winner”.
- Uses force to get his/her way.
- Gets jealous when others succeed.

Ways we work with students to deal with bullying behavior:

- Be assertive; not aggressive.
- Firmly tell the student who is exhibiting bullying behaviors to stop.
- Encourage students to quickly remove themselves away from the situation.
- Encourage students to immediately tell a trusted adult:
 - be clear about what happened.
 - say who was involved.
 - say who saw it happen.
 - say what has been done about it, if anything.

Major infractions of the School’s Rules:

- A. The following behaviors **constitute very serious offenses** and **parents will be contacted immediately**. Students choosing to do these actions will receive immediate suspension or expulsion.
- Possession, use, or sale of any form of tobacco, alcohol or other drugs on school, church, or adjacent property.
 - Possession of lethal weapons (specifically loaded guns), matches, pornographic materials, or explosives.
 - Threatening the life of a teacher, of any school personnel, or of another student (threats done even in jest will be treated seriously).
- B. The following behaviors are **serious**, and the students shall be held **strictly responsible** for their actions: **Parents will be contacted when there is:**
- Defacing, stealing from or destroying school, church or personal property (the student and/or his/her legal guardian will be required to pay the cost of repair or pay for its replacement).
 - Habitually and consistently initiating or being involved in fights.
 - Habitually lying.
 - Habitually stealing.
 - Possessing a knife.
 - Forging notes or official signatures.
 - Committing repeated acts of defiance, either in language or in action at the school.
 - Leaving school grounds without permission.
 - Habitually disrupting the class, misbehaving in classrooms, bathrooms, halls, or assemblies.
 - Habitually failing to put forth one’s effort, thus leading to failure in classroom work even after repeated conferences.
 - Habitually using language or behavior that is immoral, profane, vulgar, or obscene.

Consequences for serious behaviors may include the following:

A. Probation: At the discretion of the administration, a student may be placed on probation. If a probationary student continues to demonstrate inappropriate behavior, the student will be withdrawn or expelled. The school administration may deem it necessary to require specialized professional care for students as a condition for continued enrollment.

B. Suspension: Suspension means a student will be excluded from the school property for a specified period of time. At the end of the suspension period, the student shall be readmitted to school, if the administration judges that the child has learned from the experience and is ready to return to school.

***In-house suspension:**

This means the student will remain on school property, though isolated from peers, for a specific amount of time as designated by the administration, after consultation with parents.

***Emergency suspension:**

This type of suspension is one in which the principal deems it necessary to immediately remove the student from school, without prior notice to the parents. This will be done when, in the judgment of the principal, the student's presence would pose a continuing danger to persons or property or is an ongoing threat of disruption to the academic process.

*(*When a student is placed on suspension that will require that s/he remains at school, the additional cost to have the student supervised will be charged to the parents/guardians.)*

C. Expulsion: If it is determined by the school administration that a student's continued presence in the school shall pose a continuing danger to persons or property and/or be an ongoing threat or disruption to the academic process and/or be detrimental to the student's own welfare or the welfare of others, the student may be expelled.

Normal Procedure for Expulsion would be:

1. The principal will hold a conference with the parent(s)/guardian and the student to advise the family that expulsion is being contemplated unless there is immediate improvement in the student's behavior. A staff member may be present. The principal shall notify and invite the pastor to the conference.
2. If the student shows inadequate improvement in general behavior or commits another infraction which is cause for expulsion, the principal shall have a conference with the parent(s)/guardian and inform them that the student's record will be reviewed.
3. After the review with the pastor, the principal shall inform the parent(s) or guardian(s) of the decision concerning expulsion.
4. If the parent(s)/guardian fail without cause to attend any required conference, such conference shall be deemed waived by the parent(s)/guardian(s). The principal shall notify the parent(s)/guardian by letter accordingly.
5. For a very serious offense, as in the case of selling drugs, immediate expulsion shall take place.

Due Process for Suspension or Expulsion: Any student who has been suspended or expelled may request permission to be readmitted. A conference will be scheduled including the child, parents, pastor, and the principal before the decision for re-admittance is made. If the grievance is not resolved through the informal conference, the student, parent, or guardian may present a written grievance to the pastor. The decision of the pastor will be final.

Dismissal due to other circumstances: When there has not been a suspension or expulsion, but circumstances are such that a student is clearly unable to profit from the school by reason of academic problems, emotional

difficulties or the uncooperative or disruptive behavior of the student *or the parent*, the student may be required to transfer to another school. Such transfer may need to occur before the school year is finished. In such cases there is no due process.

Finally, in matters of *general discipline and behavior*, the principal is the final recourse and possesses the authority to waive any disciplinary rule for just cause at his or her discretion. It is critical that the school and home support each other in the formation of your child. This extends to social media too.

Please note: students may be asked to withdraw from the school should their parents ever become uncooperative in their attitude and/or behavior towards the school.

TECHNOLOGY USAGE

Students' and parents' responsibilities at school/home

Diocese Schools Internet Policy —Contract to be signed and returned to school is found in the Handbook's Addenda B

This section contains information on Students and Parents' Responsibilities regarding the use of technology: The use of the internet or any technology at SMS is a privilege, not a right.

Technology use by SMS is governed by federal laws including:

- Children's Internet Protection Act (CIPA)
<https://www.fcc.gov/consumers/guides/childrens-internetprotection-act>
- Children's Online Privacy Protection Act (COPPA)
<https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>
- COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. Family Educational Rights and Privacy Act (FERPA)
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Technical Guidelines for appropriate use by students: The use of the internet will be for the purpose to support and enrich assignments.

- 1) The internet may not be used for any non-educational or illegal purposes.
- 2) Any comment posted that includes the use of profanity, rude language, threats to persons or property (including bullying), or any languages considered "unfit" (such as foul, vulgar) for students is never acceptable.
- 3) Normally, students should use computers under the supervision of SMS staff.
- 4) There are areas on the internet which contain sites not appropriate for student use. Any student *intentionally* accessing these sites will forfeit internet/computer privileges.
- 5) In addition, improper technology use includes, but is not limited to:
 - a. Violating copyright laws.
 - b. Damaging computers or equipment.
 - c. Attempting to gain unauthorized access to other systems.
 - d. Willfully introducing harmful/destructive programs or viruses.

Parents' Responsibility:

- I grant permission for my child to access networked computer services such as the internet. I have read these rules and understand that privileges may be suspended or revoked or suspension from school can result if rules are not followed.

- I understand that individuals and families may be held liable for violations that result in damage. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.
- Further, I too realize that access is a privilege, not a right. Access does entail responsibility. I realize that any abuses I may do regarding improper use of technology on **my home computer** (i.e. derogatory comments/negative remarks/rumors written about SMS faculty/staff/students and/or families, that may be found on one's blogs, email, Facebook, Twitter, Instagram and any other social media, etc.) may result in disciplinary or legal action on the part of the school, including the possibility of immediate disenrollment of the family from school.

Religious Formation

SMS is a Catholic School under the Diocese of Boise. As such we follow the teaching of the Roman Catholic Church. Catholic faith and traditions are taught daily with a Catholic religion curriculum and throughout the school day, and students attend Mass or a prayer service on Fridays each week.

Masses (Liturgies): Students attend the 9:00 a.m. school community Mass which is held at St. Mary's Church. Check the monthly calendar for days/grades responsible for the Mass.

- Students are expected to wear their school uniform on Mass days. Parents may be contacted if there is repeated failure to comply with this regulation.
- Students will walk to and from the church with their classes unless they have a physical injury that prevents them from doing so.
- Parents and friends are welcome and encouraged to come and pray with us at these services.
- Classes take turns being the *prayer leaders* for the rest of the school community.

Reception of Communion at School Mass: While we welcome our non-Catholic students and families at our celebration of the Mass, Catholic Church guidelines do not allow non-Catholics to receive Holy Communion. However, students who are not Catholic (or students who have not yet received their First Communion or non-Catholic adults) *are very welcome to come forward with their class with their arms crossed over their chests and receive a special blessing instead of Communion.* We do everything we can not to exclude anyone from participating as fully as s/he can.

Sacramental Programs: Students are prepared to receive the Sacraments of Reconciliation and Eucharist in the school's Second Grade in cooperation with the parish church.

- Since sacraments are to be prepared for and received in the parish church, parents/guardians are encouraged to attend all the scheduled parent meetings for both sacraments. These meetings are held to assist the parents in their own adult faith life as well as learning additional ways to help their child. Those who attend SMS meet with the parents and children enrolled in the parish religious education classes. We encourage attendance at such sessions for parents and children.
- Please note --there is a fee associated with the material provided to the students and parents in preparation for the sacraments. This fee is collected through St. Mary's Church.
- Parents who want their child(ren) to receive the sacraments of Eucharist and Reconciliation, and the child(ren) are not baptized, will need to have their child(ren) prepared for and receive the sacrament of Baptism at least one year ahead (First Grade or earlier) in order to receive these sacraments in Second Grade.

- Students beyond second grade and who have not received these sacraments, may request preparation.
- Students who have already received the Sacrament of Reconciliation will usually have the opportunity to receive this sacrament during the seasons of Advent and Lent at a Reconciliation service appropriate for their age level. Also, the parishes of St. Mary's and St. Augustine's hold a communal Reconciliation service during these seasons. The students are encouraged to attend these services with their families.

School Board

Role/Purpose of a Catholic School Board: The School Board was established to assist the Pastor and the Principal in the governance of the school. The board participates in policy-making by formulating, adapting and recommending policy to the person with the authority to enact it. In the Diocese of Boise, school boards are *consultative in nature* and neither the Pastor nor Principal is bound by its decisions. The School Board role is strategic with a focus on the future. It is not the role of the School Board to be involved with day-to-day operations and administration of the school. The School Board has responsibilities in five areas:

1. Financial/Fiduciary oversight: Review and approval annual budgets and long-range financial plans.
2. Long Range and Strategic Planning: Develop a strategic plan in coordination with Superintendent and School Administration. Monitor implementation of the plan.
3. Evaluation: Evaluate the school's fidelity to its mission and purpose and the Board's effectiveness.
4. Policy: Recommend school wide policies regarding academics, student life, religion, or operations. Employment policies are set with the Diocese and not within the scope of the School Board.
5. Advancement (Marketing, Development, Admissions): Supporting marketing admissions, development and fundraising activities.

For additional information: ask the school office for a copy of the full School Board Charter for additional information.

What the School Board is not: The Catholic school board does not:

- act as a grievance committee. Please address your concerns with the administration.
- hire, evaluate and/or terminate faculty members or the Principal.
- administer the school.
- tell the Principal or Pastor how to administer the school.
- control the instructional program of the school.
- involve itself in matters of curriculum.

Communication with the School Board: SMS School Board meetings are open meetings to all who wish to attend. If a concern should arise that *falls within the scope of school board matters*, an individual, who is not on the School Board, is welcome to come and address the board at any regularly scheduled board meeting. During the school board meeting, a time has been allocated for visitors to address the board. Visitors are welcome to share their viewpoints during the appropriate agenda item. The following points of order are to be observed in these matters:

Anyone wishing to address the board needs to outline their issues in writing and submit them to the Principal or Board Chair *one week before* the scheduled meeting. If the issues fall within the scope of school board matters, the person will be placed on the agenda.

- Only those people who have been placed on the agenda will be permitted to address the board during the explicit time allocated for such communication.

- Those addressing the board should focus their presentation on only those issues approved prior to the meeting.
- Any presentation or expressed viewpoint that becomes or borders on a personal attack of a person or family will not be tolerated.
- Any communication that is not expressed in a calm, respectful manner will not be tolerated.
- At the board meeting, the board members will simply receive, without response or interaction, the comments of the person making the presentation. The Chair will thank the speaker. After the meeting, it will be determined how to follow-up the speaker's presentation. Possible follow-up includes but is not limited to:

Discussion at an executive meeting.

New business item at the next board meeting.

Information regarding issue included in the school newsletter.

Personal contact regarding issue: letter, phone call, or face-to-face visit.

Referral to proper group or committee.

Financial Information

Financial Policies: The actual cost to educate each student at SMS is approximately \$11,100.

Catholic schools, including SMS, are financed *in part*, by tuition. However, tuition covers approximately 46% of the full cost for educating one child. Other financial resources are:

- Major fundraising events per year (Annual Fund Drive, Jog-a-thon, Christmas tree sale and Auction) account for approximately 15.8%.
- Interest from St. Mary's Foundation (an endowment fund)—account for approximately 9.6% of the budget.
- St. Mary's Parish subsidy—account for approximately 5% of the budget.
- Personal donations account for 2.4% of the budget.
- Grants vary, but recently have accounted for 11.4% of the budget.

From the above items, one can see that tuition is the *major source* of income for St. Mary's Parish School is vital that tuition accounts are kept current. For payment of tuition, see the current *Financial Agreement* document. Reminder: according to Federal law, tuition is not tax deductible.

Financial Assistance: SMS believes that no child should be excluded from receiving a Catholic education due to money. Those needing tuition assistance will be based on *need and availability of funds*. Any family in need of financial assistance with tuition will need to apply for assistance *directly* to the school's Financial Office for the necessary forms/process.

The Idaho Child Care Program (ICCP): SMS is an ICCP provider. The Idaho Child Care Program (ICCP) provides assistance to low income families to help pay childcare costs. This includes preschool, PreK, and *our Afterschool Program for children 3 – 12 years old*. The purpose of the program is to support families working toward or maintaining employment. Eligibility is based on household income and family size. Please notify the business office at the school (208-882-2121) if you are interested in applying for this program.

Tuition collection procedures: The pastor, administration, and school board believe that the integrity of the tuition agreement between the parents and the school must be upheld. Towards this end, established procedures to efficiently and effectively collect all agreed upon and planned for tuition will be followed. Tuition payments are to be paid according to arrangements outlined on the signed yearly *Financial Agreement Form*. A statement showing your account balance will be sent home monthly. Account balances should be current when registering

for a new year or arrangements must be made prior to registration.

If an account does become delinquent the following may occur:

- After 30 days past due the business manager(s) will talk with the family;
- At 60 days past due, a certified letter will be mailed requesting the following:
 - A. Contact the Business Office within 10 days to make arrangements (or)
 - B. Request an evaluation of financial situation.

For accounts that are not current on/by **June 30th** re-registration *may be denied* for the following school year. If a family withdraws from school prior to meeting financial commitments, the school may choose to seek professional assistance in collecting outstanding bills.

NOTE: *It is the policy of SMS that before any student participates in graduation ceremonies the family's tuition is current. Before the release of student's records, the parents' financial obligations to the **school must be current** (tuition, registration fees, hot lunch fees, fundraising commitments, and After School Childcare bills, etc.).*

Fundraisers: In order to keep the cost of tuition as low as possible, SMS has several fundraisers whose revenue supplements the yearly budget and allows parents not to pay the “full cost” for their child(ren)’s tuition (full cost is \$11,100 *per child*). These are:

1. Jog-a-thon (held in the Fall);
2. Selling of Christmas trees (held at the end of November/December)
3. Selling of Raffle tickets (November/December)
4. The Auction (held in the spring)
5. Be supportive of the Annual Fund Drive and St. Mary's School Foundation

***For further information see your Financial Agreement/Frequently Asked Financial Questions for the current year.*

Another benefit to the fundraisers (in addition to keeping tuition as low as possible) is to help families “connect” with each other in meaningful activities. Being involved in fundraising projects provides a powerful support for adults. However, if a family cannot, nor desires to participate in the fundraisers, they have the option of “buying out” of the individual fundraisers. For more information, contact the Business/Finance Office or see the Financial Forms.

Financial Schedule (current year): please call the Financial Office at the school for the current financial schedule or check online at: www.stmarysmoscow.org

IdahoStars:

SMS staff participates in the IdahoStars Program. Idaho STARS is the leading expert and resource for quality child care in Idaho. We empower parents and early childhood professionals to make safe, healthy, nurturing and educational childcare a top priority. We support childcare professionals to continually improve early care and education practices.

Idaho STARS is a joint project between the [University of Idaho's Center on Disabilities and Human Development \(CDHD\)](#) and the [Idaho Association for the Education of Young Children \(Idaho AEYC\)](#). The project is funded by the [Idaho Department of Health and Welfare \(DHW\)](#) through the Child Care and Development Block Grant (CCDBG).

IdahoSTARS Accomplishments: Since 2003, IdahoSTARS has...

- Successfully managed the child care provider eligibility component for the [Idaho Child Care Program \(ICCP\)](#) child care assistance for low income families.
- Provided a fully coordinated statewide [Child Care Resource Center \(CCRC\)](#) network, with 7 regional offices, to provide technical assistance, coaching and resources to child care providers and parents

- Implemented a statewide [Professional Development System](#) (PDS) for child care providers with a trainer/training approval component, academic and training scholarships, a statewide registry and educational pathway and professional incentives
- Developed and directed a statewide [Quality Rating and Improvement System](#) (QRIS) for continuous quality improvement of Idaho child care programs
- Prioritized and embedded considerations for children and families with diverse needs and abilities within all quality initiatives
- Partnered with many other Idaho agencies and organizations to coordinate early care and education throughout the state

Diocesan Gender Policy:

SMS follows the Diocese of Boise's gender policy titled "*Catechesis and Policy on Questions Concerning Gender Theory*." This document is available upon request of the Principal or on the Diocese of Boise website at the following web address: <https://www.catholidaho.org/post/a-catholic-response-to-gender-identity-theory>

Part Two: Items to know

NOTE: For the current year's calendar, tuition and registration fees –call the school and request a copy from SMS's main office. (208-882-2121) or check the school's website: www.stmarysmoscow.org

The information in this section is in alphabetical order for you to find an answer to your questions more quickly. If there is something you cannot find, please do not hesitate to contact the school.

1. ACCREDITATION: St. Mary's School has been recognized by the State of Idaho as an accredited school since the State started the school accreditation process in Idaho schools (mid 1980's). In 1995, the Diocese of Boise chose to implement as its accreditation tool, the Western Catholic Educational Association (WCEA). WCEA accredits Catholic elementary and secondary schools in nine western states (26 (arch) dioceses) and the US Territory of Guam. Why did the Diocese choose WCEA? It has had a long and successful history of assisting school improvement through the accreditation process. WCEA is recognized as an accreditation agency by the public Northwest Accreditations Agency of Schools (NAAS); Idaho recognizes schools receiving recognition through NAAS as being state accredited. The school has undergone two very successful accreditation processes, receiving praise across all areas of the school by WCEA. The school is accredited through June 30th, 2028.

2. AFTER SCHOOL (EXTENDED CHILDCARE) PROGRAM: This program is designed to enrich the educational experience of our students and offer them a varied and fun social environment to fill their after-school hours. The After School (Extended Childcare) Program is for all grades from 3:05-5:30 p.m. Please see fee schedule for cost information. There is **no childcare** at SMS on Federal/legal holidays. Students in our extended childcare program may not walk or leave the school to walk home alone, even if their parents have called and asked us to do this. Students need to be released to parent/guardian of record.

3. ALLERGIES: Allergies of any kind must be noted on the child's Emergency Form submitted at the beginning of the school year. This requirement allows SMS to better protect your child. Epi pens for extreme reactions must be kept in the school office for immediate emergency use.

4. ARRIVAL/DISMISSAL/ATTENDANCE:

ARRIVAL: One of the life lessons students need to make on their own is to be on time for their "job". Being a student is the "job" each student has at this time in his/her life, so students are expected to be on time for school. **Students are expected to be on campus by 8:00am. School starts with assembly at 8:15 a.m.**

- Any student that arrives after this time is late and will be marked "tardy" by the child's teacher. *When a child is absent from school, the parents (guardian) are asked to call the school on/by 9:00 a.m. to inform the school their child will be absent.* When the student returns, s/he needs a *written excuse* signed by the parent or guardian with the date of absence and reason for absence. If there is no note, the absence is unexcused. Medical/dental appointment or something major not foreseen are *excused*. However, sleeping late or not getting dressed on time will **not** be excused.
- When a child is absent, tardy, or released from school early, s/he is responsible for assignments missed and the student should ask their teacher about make-up work. Parents are encouraged to pick up their child's schoolwork when their child is ill. Consistent attendance is necessary if a child is to progress academically.
- Parents are encouraged to do all they can to have their child in school. Family emergencies or doctors' appointments are an exception to this guideline. Doctor or dentist appointments will be considered an excused tardy if the child returns to the school with a note that is given to the teacher for the office. A

phone call may be made to the office to notify us of the child's absence. If calling before school hours, a message can be left on the answering machine.

- When the school has Mass at the Church, please remember that the students will have left the school by 8:40. If you are bringing your child after this time, it is your responsibility to bring your child directly to church and deliver him/her into the teacher's hands.

DISMISSAL: The school day is 8:15 – 3:05 p.m. Monday through Thursday. Supervision on the playground begins at 7:00 a.m. (there is no charge for this supervision). **On Friday school is dismissed at 2:15 p.m. to allow the teachers/staff to attend meetings.** Students are expected to leave at 2:15 p.m. If they can't, they will be placed in the After School (Extended) Care Program. There is no charge for this service until 3:15 p.m.

All children (unless they are in the After School (Extended Childcare) Program) are expected to leave the premises promptly between 3:05 and 3:15 p.m. *Students on the premises after 3:15 p.m.* will be placed in the After School (Extended Childcare) Program. The proper safety and supervision of your child before and after school are of paramount concern to all of us. To properly insure your child is well cared for before and after school, your cooperation in adhering to the following guidelines will be appreciated. To that end:

- **Parents who pick their child up**, we ask that you do so by 3:15, since supervision is guaranteed until then. If you are going to be late, please call the school so that your child has the necessary supervision until you arrive.
- **Children who ride the bus** must follow the directions of the supervisor. (*see Bus Services*)
- **Students who walk home** should leave school grounds immediately.
- If a student **bikes**, s/he should walk the bike off the school grounds and then ride it home, wearing a helmet. Bike racks are provided at the back of the school for storage during school hours.

Exception: If you as parents are working (volunteering) at the school and you choose to have your school-age child remain until you are finished, then your child must be under your direct supervision or be in the Extended-School Care Program.

ATTENDANCE: SMS aligns with the Moscow School District and the State of Idaho code on the matter of student attendance and truancy. No student may miss more than 10% of days enrolled at SMS. Students who miss more than 10% of school days are not meeting educational requirements as defined in Idaho State Code on truancy (33-202, 33-206, 33-207). Students who attend less than 90% of school days (including habitual trancies) can be put on academic probation, held back if grades are affected, and in extreme cases reported to state agencies, such as Latah County's Attendance Court.

Tardies contribute to attendance as well. A student is tardy if he/she arrives after the morning bell has rung for lining up. For attendance purposes, five unexcused tardies will equal one unexcused absence.

If there is a chronic attendance concern, a plan will be put in place with the student, parents, teacher(s), and administrator.

(*See also the above section ARRIVAL.*)

5. ASBESTOS: In 1986 Congress passed the Asbestos Hazard Response Emergency Act, referred to as AHERA. Parts of the requirements were that every school be inspected for the presence of asbestos in any of the building materials. The reason for this is that there is evidence that asbestos may be a health hazard under certain conditions and above certain amounts. Since the primary danger is from the inhalation of the very small fibers, there is most concern with the asbestos that can become airborne easily; but even hard substances e.g., floor tiles can emit fine particles under certain conditions (like sanding or drilling) and therefore, all asbestos was searched out at the school. SMS is inspected periodically by an Environmental Protection Agency certified inspector. All suspect material assumed to contain asbestos was sampled, and the condition and hazard potential of the asbestos-containing building material was assessed. All materials with a hazard have been removed. We

have since received a certification to this effect and air quality samples show no particles. We have a management plan detailing all asbestos related activities pertaining to the school. If you wish to examine the plan, or have any questions, please contact the school. We will continue to comply fully with all government regulations, insuring a healthy and safe environment for all.

6. BALLOONS in school: We don't allow "regular" balloons that children blow up in school. We believe it is better and safer for all, not to have balloons in school.

7. BEEHIVELY: Beehively is the software program used by St. Mary's for record keeping. Communication from the school will be sent via Beehively either by text or email message. Please accept all forms of messaging from Beehively on your IT devices.

8. BIRTHDAY CELEBRATIONS: Please consult with your child's teacher about how birthday treats are handled in the classroom. We do *encourage non-sweet treats* to celebrate the birthday. On each one's birthday or half birthday the person receives a blessing given by the entire school community at morning assembly. The person receives the book they have selected that will be placed in the school library after reading it. (*See #32 Library for more information.*) To prevent hurt feelings, we request that parents refrain from handing out invitations for a party outside of school unless the **entire** class or *all the boys* or *all the girls* in the class are being invited.

9. BLUE RIBBON AWARD: In its long history of working with students, SMS has received many awards recognizing its achievement across the areas of the curriculum. One key award was the Blue-Ribbon Award. SMS is one of only 19 Idaho Elementary schools that *has* received the nationally recognized *Blue-Ribbon School by the Federal Department of Education*. This award recognizes schools that can prove exemplary high performance with its student body.



10. BUS SERVICES: SMS contracts bus services with the Moscow School District. Cost of the service is determined by and paid to the Moscow School District. If a family falls behind in bus service payments by two months, the Business Manager/Principal may contact the family to discuss payment. The family using this service pays for this cost and it is included in the monthly billing statement. *If payments are not current by the third month of service, the bus service may be cancelled for the child.* Students will be picked up and delivered to SMS on Lincoln Street, east of the playground. Contact the Bus Garage at 208-882-3933 to set up bussing services for your student and then let the secretary at SMS know the bus number your child will ride. School bus riders, while in transit, are under the jurisdiction of the bus driver and are expected to abide by the rules set forth by the Moscow School District.

11. CELL PHONE/SMART WATCH POLICY (*See also #45 Phone Policy*): Students will be permitted to bring cell phones and smart watches to school. During the school day cell phones and smart watches are to remain **off**. Students attending After School (Extended Childcare) Program are to place their cell phones/smart watches in their backpacks and may not use them until they leave with their parents. If parents need to communicate with their child during the school day, *we require that the parents call the school; and not the child directly.* Students using their cell phone/smart watch during school hours (including extended childcare) will receive an appropriate consequence by the teacher or administrator. The school will not be responsible for any lost, missing, stolen or damaged cell phones/smart watches. The school will not be responsible for how the cell phone/smart watch is used or whom your child calls after school hours. Your child's safety is very important to us. We understand that being able to communicate with your child after school hours is a concern for some parents. Therefore, please call the school rather than your child during school hours. Your cooperation in helping us enforce this policy is very important.

12. CHILD PROTECTIONS AND CUSTODY: SMS abides by the law that requires school personnel who have reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected. They must report such instances to the Child Protection Family Services.

SMS abides by the law in respect to the right of non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Step-parents without legal custody are not entitled to any information regarding the child(ren). We must have on file in the office a legal document that entitles the step-parent to the information, signed by a legal parent. If a legal custodial parent is present at a parent teacher conference, it is implied that there is consent to the step-parent being present.

13. CHROMEBOOKS: The Chromebook issued to each student will be the same one issued to him/her throughout all the grades until graduation. Each student's family is financially responsible for all damages to the Chromebook. Families are expected to sign and follow the "*Chromebook Student-Parent Agreement*" found in the Addendum of this Handbook item #B page 42. See also information dealing with Technology use in the school on pages 16-18 of this Handbook.

14. COMMUNICATION---from school to home: The school will provide frequent communication with you through both email, flyers and texts for the following areas:

1. Monthly billing
2. Community Flyers
3. Communication from the Principal and Newsletter
4. Lunch Menu and Monthly Calendars
5. Correspondence from your student's teacher

*However, when dealing with students, the school will **not** use email as the primary way to communicate with parents. When communicating about children, the child's parents and school personnel prefer talking in person or, if need be, on the phone.*

The following are some guidelines for effective communication:

a. Defining the issue: Whether one intends to communicate something affirming or share some concern, it is important to have a clear understanding of the issue and carefully review the facts, experiences, and circumstances of an issue; with an open mind, evaluate and consider every conceivable cause; decide who may be involved in the issue; is there one or more persons affected or involved? Also, it may be helpful to write down or outline some of these ideas. Once the issue is clear, make an appointment to communicate the issue or concern.

b. With whom to communicate: The next step is to decide with whom to talk. It is usually best to initially communicate with those who are *directly involved* with the issue (see chart below). If the issue is not resolved after the initial meeting or conference, then it would be at the next level (administrative level and finally pastor). The Catholic Schools Office in Boise would be an option after all local resources have been contacted.

Concerns dealing with:	Should initially involve:	Who to involve next:
Student's performance	Student	His/her teacher
Teacher	Involved Teacher	Principal or Administrative Team
Discipline issues	Person who disciplined the student	Principal or Administrative Team
Classroom assignments PE Music/Band	Teacher Mr. Herrenbruck Nikki Crathorne	Principal or Administrative Team
Principal	Principal	Fr. Benjamin Onyemachi
School rules or procedures	Principal	Principal or Administrative Team
Tuition...financial questions	Kathy Burton and Rasheen Acree	Principal
Questions about software programs in the school	Classroom teacher	Principal

RESOURCE CONTACTS FOR YOUR QUESTIONS AND CONCERNS: The above flow chart should aid with any questions or concerns you may have dealing with a specific area. You may have questions or concerns you wish to clarify, volunteer for, or specific ideas on how that area might improve. Further, we ask that you do not ask someone else to be your messenger since only you know what your concerns/questions are.

Verbal vs. Written Communication: A verbal "face-to-face" meeting is the ***most effective form*** of communication. This type of communication allows for a dynamic exchange and sharing of ideas. It allows for questions, clarification, and collaborative solutions. Written communication is very one-sided and rarely settles an issue. Our **preferred form** of communication is a personal "face-to-face" meeting.

Conferences: An "official and required" conference is held at the end of the 1st and 3rd Quarters. *Additionally, as needed, we will have conferences whenever parents and/or teachers and/or administration requires them.* The purpose of such conferences is to discuss student progress and how to assist the student better. Since separated/divorced parents need to hear the same information at the same time and to work together for the good of their child, they are encouraged to attend the same conference(s). The custodial parent is responsible for the communication to the school and with the non-custodial parent. Specific or serious concerns are to be dealt with as *soon as possible* with the teacher(s) involved and when more time is available. Appointments are made either by a note to the teacher or by a phone call to the office for the teacher to return the call with possible appointment times.

Boundaries/Confidentiality: The effectiveness of our educational program and our continued growth and improvement is very much affected by the morale of our staff, students, and parents. When communication is effective and within certain boundaries, it can bolster school spirit and morale. Yet communication can also be very destructive, especially when it involves non-affected parties or betrays the boundaries of confidentiality.

Confidentiality is an essential element in fostering effective communication and respect. All discussions, conferences, and resolutions should remain only with the involved parties. For example, issues involving adults should not be discussed or reviewed in the presence or within earshot of a child or with other non-involved

parties/families. Maintaining confidentiality will encourage respect and cooperation and will help to foster more effective resolutions.

15. COMMUNICABLE DISEASE/ILLNESS: Since children are near each other in a classroom, illnesses can spread rapidly. If a child is running a temperature, has a rash, has inflamed eyes, or has been sent home from school for these symptoms, please do not send the child back to school until s/he is healthy. Students must be free from fever and vomiting for 24 hours before returning to school.

16. CURRICULUM: SMS follows the curriculum guidelines laid down for elementary schools of the Diocese of Boise and the State of Idaho. The curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to the students in accordance with its stated goals, purposes, and objectives. We welcome any questions you may have regarding the school's curriculum.

The following information comprises the *school's general academic program*. (For grade specific academics check the school's website or ask the office for a copy of the program.)

- **Religion:** Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held weekly; prayer daily at school assembly and in the classrooms.
- **Language Arts:** Reading, phonics, spelling, vocabulary, composition, library skills and appreciation of literature.
- **Mathematics:** Mathematics skills, pre-Algebra, Algebra and Geometry (for those who qualify).
- **Physical Education:** Physical fitness/skills program appropriate for each grade level.
- **Social Studies:** History, geography, Idaho history, and current events.
- **Science:** General sciences, laboratory experiences, and integrative sciences of biology, life and chemistry.
- **Health:** Nutrition, healthy lifestyles, safety procedures appropriate for their age.
- **Handwriting:** The D'Nealian method both in printing and cursive.
- **Fine Arts:** Music, band (starting at Grade 3), choir, and art are offered across all grade levels.
- **Computer Literacy/Robotics:** This is integrated with curricular subjects.
- **Foreign Language:** Spanish is offered at all grade levels *if we have* qualified persons to do this.

Textbooks: Textbooks are checked out to each student and are the responsibility of those students.

17. DAYS IN A SCHOOL YEAR: Idaho is one of three states that does not require days in sessions. This is dependent on the local district option. Public school district shall annually adopt and implement a school calendar which provides its students at each grade level with the following *minimum* amounts:

The State of Idaho recommends the following: *Approximate hours in session at SMS*

Kindergarten---450 hours	Preschool and PreK have 650+ hours of instruction
Grades 1-3-----810 hours	Grades K-8 are in school 1050 hours of instruction
Grade 4-8-----900 hours	

18. DONATIONS: Before purchasing or donating any IT items to the school, please check with the person in charge of IT in the school. The school needs to be sure that all donations (books, software, games, computers, etc.) will fit current curriculum needs.

Donations for the School Auction need to be discussed directly with the Auction Chair or information may be left in the school office.

19. DRESS CODE FOR SCHOOL MASS (Uniform): Uniforms are available for purchase through *School Uniforms 4 Less*. The website is: <https://schooluniforms4less.com/pages/st-marys-school-moscow-idaho>. As parents you need to make sure your child is dressed properly for school and for Mass. Students are expected to come with their hair combed, shirts tucked in, and shoes tied. We expect students to show **even** more respect and reverence on Mass Day and on those occasions when they may be representing the school outside the school premises.

Preschool and Prekindergarten are encouraged (but not required) to use the school uniform on Mass days. *(There may be certain occasions, in which students are representing the school, when the uniform dress code may be used.)*

DRESS CODE FOR SCHOOL DAYS (and not Mass): Students' dress should always reflect a school environment of learning. **Students need to be dressed for the weather and how the student looks should help provide a positive learning environment.** Students' clothes, hairstyle, shoes, jewelry should never be a distraction to the *educational process* nor an *embarrassment to the SMS reputation*. As mentioned before, we are in a stage in our history where we want the community (at large) to be able to recognize our school in its midst. Our students will help in this by both their behavior and how they are dressed.

Basic rule regarding what is worn to school: if students wear any clothing, make-up, etc. that is deemed unacceptable or inappropriate or are judged by the faculty or principal to be such, (even if it is not listed below) the student may be removed from class until such item(s) is resolved. Though we wish to ensure that all questions about dress code are handled fairly and equitably, the School reserves the right to judge ultimately what appropriate or inappropriate dress at SMS is.

Required:

1. Shoes with socks—all grades PS through Grade 8. Shoes must have enclosed heel or strap around the heel. No open toed shoes are to be worn at any time.
2. **Gym shoes with socks** are to be used only on the gym floor and these shoes may **not be worn outside**. Shoes for gym (PE) use need to be marked with the student's name. *(Soles need to be light; with no dark soles, please.)*

Permitted clothing:

- **Shorts**, if worn, shall come to the *top of the knee or longer*. Normally, shorts may be worn only till November 1 and then from April 20 till the end of school. If there is a change to this (due to weather conditions), it will be printed in the Newsletter.
- **Pants**
- **Shirts:** long or short sleeve only knit shirts or polo shirts or T-shirts are allowed; sweatshirts and/ or sweaters are acceptable year-round.
- **Skirts/dresses:** for modesty, wear shorts or leggings under the skirt/dress.
 - 1) Skirts/dresses/shorts shall be no higher than the top of the knees.

Clothing that is never permitted at school:

1. Cutoffs, skintight clothes, halter tops, tank tops, clothes that reveal cleavage/midriffs/underclothing, jeans with holes/slits etc.
2. Open-toed shoes (Flip-flops, sandals, etc.), shoes with no backing.
3. Ballerina type dresses and costumes are not appropriate for school. This is true for all grades, including our younger grades.
4. Shorts/skirts/dresses that are shorter than the top of the knee.

5. Sweatpants (neat, leisure nylon, warm-up pants are allowed).
6. Sleeveless or oversized jerseys.

Other Items to Note:

Hair: no "extreme" hairstyles are ever allowed. Color of hair must be found "naturally" in the world—(brown, black, blonde, red) the entire head needs to be of one color. Hair needs to be clean and cut appropriately (that is, the student is able to see, and the teacher is able to see the student's face).

Faces: make-up, if used, it needs to be "natural" looking; if not, the student will be expected to remove it.

Jewelry: earrings, if worn, should be small. NO dangling, multiple sets or huge earrings are to be worn due to the potential hazard in PE and play.

Make-up/ nail polish: If in the opinion of teachers or administration that such use of make-up and/or nail polish has become a distraction, then the student will need to remove it.

20. EMERGENCY DRILLS: Students are taught how to respond to potential emergencies (fire, earthquake, lock down, etc.) in school by regular practice drills. Visitors and volunteers who are in the building when a drill takes place must follow all safety directives as well.

21. EMERGENCY FORMS: An Emergency Form is kept on file for each student. The information on this form instructs the school regarding who should be notified in an emergency as well as the doctor/hospital to be contacted in case the parent cannot be reached. It is important that all requested information be given for school use in case of an emergency. ***Parents are responsible for keeping this information current.*** In the event of an accident or a sudden illness, parents/guardians will be notified as soon as possible using contact information provided by parents/guardians on the Emergency Form. It is also important that we have at least ***two*** people that can be contacted by the school and are able to act for you in case we are unable to reach you. This form also supplies allergy and medicine documentation for asthma and EpiPen.

22. ENROLLMENT POLICY FOR AGES 3 AND 4/ENTRANCE REQUIREMENTS: **To enroll and remain in these programs, students must be fully toilet trained.** We understand that an infrequent accident could occur. However, should a bowel movement accident occur, it is our policy to notify parents and have them come and care for their child. Why? In this type of "accident" the parents are the ones that need to take care of their child. For sanitary reasons, all soiled clothing and supplies (wipes etc.) used to clean up the accident must be removed from the school.

ENTRANCE REQUIREMENTS:

- Preschool students need to be age 3 as of August 31st and they need to be toilet trained.
- Prekindergarten students need to be age 4 as of August 31st and they need to be toilet trained.
- Kindergarten, students need to be 5 as of August 31^s.
- Grade 1, students need to be 6 as of August 31st.

The required date of September 1st for school entrance is established by the Idaho State Department of Education. *"Students are eligible to be admitted to school if, by September 1, of the year of admission, they have reached five years of age for kindergarten and six years of age for first grade in accordance with Idaho State policy."*

(NOTE: Any child age five (5) who has completed a private or public *out-of-state* kindergarten for the State of Idaho required four hundred fifty (450) hours, but has *not reached* the "school age" Idaho requirement of being 6 on/by September 1st, ***may be allowed to enter the first grade.***)

Students for grades 2-8 usually will be accepted after receiving a good recommendation from their previous school. All new families to SMS will have a meeting with the Principal and/or Administrative Team Member to become better acquainted with the spiritual and academic programs available for their family and to review all application forms.

Before a child is able to attend school, the following items need to be given to the school:

1. Copy of *state certified* birth certificate.
2. Enrollment health information with up-to-date, verifiable immunizations required by the State.
3. Baptismal certificate or facsimile copy (if applicable).
4. Copy of school records from previously attended school—SMS will obtain these from the previous school.

Admittance to SMS will be based upon the following criteria (preference is given for applications received up to July 1st prior to the start of the school year):

- Students who have a sibling currently at SMS.
- Active Catholic families registered at either St. Mary's Church/St. Augustine's or another Catholic Church.
- Children of SMS alumnae.
- Families who believe and support the values and spirituality of SMS.

CONTINUED ENROLLMENT: *SMS families are required to do a yearly re-registration. Please realize application for re-admission of a student to SMS may be denied under the following conditions:*

1. Consistent, unacceptable behavior that is deemed detrimental to the best interest of the class and school by the principal/administrative team.
2. Severe disability that requires very special educational and/or psychological services not available at SMS. The severity of this condition shall have been determined through professional testing processes in consultation with the parents and the school principal/administration team.
3. Financial obligations have been consistently ignored.
4. Failure to abide by the policies/procedures as outlined in the "contract" with the parents/guardians (namely the school's handbook).

23. FAMILY VACATIONS: The school calendar provides ample vacation time at Christmas, Spring Break, summer and some long weekends. The school discourages vacations or trips taken during the school year. Valuable instruction time is lost, and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Learning activities and classroom dialogue can never be replaced by the assignment of "extra" written work.

24. FIELD TRIPS/DRIVER REQUIREMENTS There are two types of field trips that occur:

- (1) Walking field trips within the vicinity of the school. A general permission by parents is required to cover those done in a year. The *General Permission slip* will cover trips locally done by bus (to church, etc.).
- (2) Field trips requiring transportation by car or bus for greater distances will require the parents' permission to use such vehicles each time. Such permission slips come to the family from the individual teacher. This is to follow the Catholic Diocese of Boise requirement for the use of signed permission forms for each outing.

Those who are driving should follow the guidelines as listed under "*Diocesan Transportation Policy*" (Please see **Addenda D** to this Handbook for the required forms.). **See also #62 of this Handbook.**

Parents driving on field trips:

1. Must have the required Diocesan Insurance Information Form completed, approved and kept on file in the school office.
2. Must have attended the Diocese of Boise Safe Environment workshop (or annual renewal online) and submitted to background check.
3. Ensure that students under the age of 12 do not ride in the front seat, especially if an air bag exists.
4. In order to assure proper supervision, it is important that the driver is not supervising children that do not belong to those in the class they are transporting.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities. For field trips other than interscholastic athletic field trips, the following supervision requirement should be maintained: for every ten (10) students, there should be one adult.

Please note the law regarding booster seats for children: the **law/guideline is: once children outgrow their booster seats**, (usually by age 8 or when they are 4'9" tall) they can use the adult seat belt in the back seat, if it fits properly (lap belt lays across the upper thighs and the shoulder belt fits across the chest). This rule is a good one for the safety and health of your child. Children don't like car seats, but they do save lives! For more information see the following website: <http://www.boosterseat.gov/4StepsFlyer.pdf>

25. GUM/SODA: Gum is not allowed on the school premises. Consistent failure to comply with this regulation may result in a monetary fine and/or chore to do as directed by the principal and /or teacher. Also, for health reasons we encourage the students to drink water, not sodas. Therefore, the only "drink" allowed by the students in the classrooms will be water.

26. GYM USE: Students are expected to behave in the gym as they would in any classroom. In order that the hardwood floor is protected, we expect all students in PE classes and other activities in the gym to wear **non-marking sole** tennis shoes that have not been worn outside. These shoes would be used only for PE classes and marked with the student's name. There can be no exceptions to this.

For **non-school activities**, the gym *may be open* for use/rent based on certain criteria.

Priority is given to:

- 1) SMS and its events.
- 2) St. Mary's Church (Moscow) events and all its programs.
- 3) St. Augustine's Catholic Community**, St. Mary's Genesee**, St. Mary's, Potlatch** (**All have equal value at using the gym; whoever requests first will be given the permission).
- 4) Diocesan events
- 5) Outside requests.

27. HEAD LICE: Students diagnosed with live head lice will be sent home from school and need to be treated. They can return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice has not been shown to carry disease. "Getting Lice" is not affected by personal hygiene, school, or home cleanliness. To reduce the possibilities of lice transmission, we ask that students do not share coats or hats. We will follow the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) when it comes to nits. If there are no live lice, students can return to school. Please see the following website for treatment options check the following Center for Disease Control website: <https://www.cdc.gov/parasites/lice/head/treatment.html>

28. HOMEWORK: It would be good to set aside a specific time each day for homework, studying and reading. Parents are requested to see that the homework is completed and that it is of a quality equal to their

child's ability. If homework consistently disrupts family life, we encourage the parents to talk with their child's teacher. Assignments are expected to be completed on time. Parents are asked to be positive and help their child with this responsibility but should not feel they have to do the work for their child.

Remember, there are four (4) reasons for homework:

- 1) To reinforce daily learning;
- 2) To foster self-discipline in the student;
- 3) To provide enrichment;
- 4) To keep parents informed of schoolwork.

Homework is given at the discretion of the teacher and as the needs of the students indicate. If a child is chronically missing homework, a parent-teacher conference will be required.

Suggested daily time allotments for homework:

Early Childhood	10 to 20 minutes
First through Second Grade:	20 to 30 minutes
Third through Fifth Grade	35 to 45 minutes
Middle Grades	45 to 60 minutes

Written homework is usually not assigned on weekends or other holiday periods unless make-up work or *long-range assignments* are required. However, it is up to the discretion of each teacher to set his/her own homework policy.

29. IDAHO CHILD CARE PROGRAM (ICCP): See Financial Information, page 20.

30. IMMUNIZATIONS: In compliance with state law, all children in Idaho must have completed all up-to-date immunizations required for entrance into the school as well as per grade level(s). These need to be on file at the school. Failure to do this may result in being suspended from classes until the state requirement is fulfilled. This file will be placed in the student's permanent record folder. However, a parent (Kindergarten and higher) may request an *exemption for their child to be immunized*.

******NOTE:** *Such exemptions may not be allowed at the Preschool or Prekindergarten level due to license requirements by the City of Moscow.* ****

31. INJURIES AND/OR ILLNESS: If a child is seriously injured or becomes ill at school, parents will be notified immediately. To be able to do this effectively, each child must have a completed and up-to-date emergency form on file. It is the parents' responsibility to be sure all requested information is current.

32. LIBRARY: Our library boasts just over 11,000 books covering a wide range of genres, grade levels, interests and subjects. We strive to keep current with both our fiction and non-fiction collections through input from faculty, students, parents and book sellers. **Birthday Book Program:** Students and faculty choose from a selection of new books a few weeks before their birthday or half-birthday. They are the first to read the book, which is presented to them at assembly on or near their birthday day. The chosen book is labeled with the birthday person's name and the school year, and becomes a part of our permanent library collection. Class use of the library happens by a weekly scheduled time or, for some of the upper grades, on a drop-in basis. Misuse of the library, books or library materials may result in loss of library privileges.

Overdue and Damaged Library Books: Overdue lists are distributed weekly to all classes. Parents will be notified through email when their child has a book that is one month overdue. At two months overdue, the book will be considered lost and an invoice for the replacement cost of \$25 will be issued to the parent/s. Why is this the cost? It covers the cost of replacing the book, labeling the spine, the identifying bar code, providing protective covering for the book, as well as the staff time involved for billing and processing procedures.

If a book is returned damaged in any manner, an invoice for \$25.00 is issued immediately to the parent/s. *Replacement books provided by the parent/s will not be accepted.* A student's library privileges may be restricted if a lost or damaged library book is not paid for. A student's library privileges will be suspended if there are multiple incidences of lost and/or damaged books in a school year.

33. LOCKERS/DESKS: School desks and lockers (for the upper grades) will be assigned to students at the beginning of the year and remain the property of the school. School authorities have a right and a responsibility to examine the contents of desks, lockers, and book bags for reasons of health, safety and security. Students are not to change desks or lockers without permission from their teacher.

34. LOST AND FOUND ITEMS: Items that are "found" (clothing, water bottles, books, car seats, etc.) are displayed in a hanging case at the school for easy retrieval. Personal items found (jewelry, watches, money, etc.) are held in the school office for identification. Items in the "lost and found" are not kept longer than the academic school year. Any remaining unclaimed items will be donated to the local Catholic Women's League Rummage Sale in May.

35. LUNCH (cold) Guidelines: We are asking all parents to support the school in encouraging students to eat healthy. Toward this end, we request all parents to refrain from providing their children with "fast food" lunches. If it should occur that a student "forgets" his/her lunch it would be understood s/he would take hot lunch that day. Furthermore, if your child takes cold lunch, we are requesting that sodas and other drinks high in sugar (high fructose corn syrup) not be included. Why? Such ingredients do have an effect on student learning.

36. LUNCH (hot) PROGRAM: SMS offers hot lunch that is fresh and, nutritious. The food is prepared in our own kitchen. Students are offered salads, fresh veggies, fruit, plus the main entrée, milk and water. The cost is determined at the beginning of each school year and is listed on the monthly lunch menus sent home.

37. MEDICATION: There are strict guidelines regarding the administration of all medication (prescribed or over the counter). Therefore, if your child needs to be on medication while at school it will be necessary to do the following:

- Complete the information on Emergency Form.
- Medicine must be turned into the office; it cannot remain with the student. A note with specific instructions signed by parents must accompany medication before it can be dispensed.
- Prescriptions must have a **signed note from the doctor.**
- Over the counter medicines must have a note from a parent/guardian or doctor.
- The medicine must be marked with the student's name and dosage.
- Asthma inhalers and EPI pens must be kept in the school office.

Medications **prescribed** for a student must be brought to the office by parent/guardian in original packaging. All medications will be administered by a designated person (usually the school secretary). A request form must be signed by parent/guardian with the *prescription number and doctor's name*. Also, non-prescription medications, i.e. aspirin, cough syrup, etc., **CANNOT be administered by school personnel without a written request by the student's parent(s).**

38. MONEY: All money sent to the school should be in an envelope and given directly to the teacher (or office). It should have the following information:

1. Student's name
2. Amount of money enclosed
3. Purpose of the money

39. NEWSLETTERS: The school will publish Newsletters (usually weekly) for communication purposes.

40. NON-MOTORIZED WHEELED VEHICLES: For safety, students may not ride bicycles, roller blades, skateboards or other wheeled vehicles on the playground during the school day. A bike rack is provided for bike storage. Every child should have the necessary equipment to assure safekeeping of his/her bike and blades. Please be sure your child wears safety helmets. The school cannot be responsible for damaged or stolen bikes, roller blades, skateboards, etc.

41. PARENT CONTRACT AGREEMENT (HANDBOOK) SIGNED BY PARENTS: For yearly enrollment, parents must have signed a statement indicating that they have read and agree to abide by the school's *contract* with them, which is SMS's Handbook.

42. PARENT CONTRACT AMENDMENTS (HANDBOOK): The pastor and/or principal retains the right to amend the parent contract, i.e. the School's Handbook, at any time and parents will be given notification in a reasonable time if changes are made and/or new policies are made.

43. PARENT CONTRACT INTERPRETATIONS (HANDBOOK): Interpretation of the provisions made in SMS's Contract (Handbook) is made according to the discretion of the pastor and the principal. The pastor and the principal reserve the right to make any and all decisions that apply to the policies outlined in the Contract (Handbook) to concrete situations as they occur.

44. PARKING: Parking for business at the school is behind the school on Lincoln Street side, south of the "drop-off zone" and past the teachers parking lot. Visitors may also park on Monroe Street, or in front of the school. Do **not** park on Monroe Street in the Archimedes Center loading zone OR in front of the dumpsters—you could be ticketed.

45. PERSONAL PROPERTY (see also Dress Code): All clothes, boots and other personal belongings **must be marked** with the student's name. Items not claimed will be given away at the end of the school year. Until then, items not claimed may be found in the "lost and found" section of the school.

46. PHONE POLICY (See also Cell Phone) The number at SMS is 208-882-2121. There is a phone available in every classroom. We ask that decisions regarding after school activities be made **before** school. We discourage students from making calls to parents at work regarding activities that need to be discussed at home. Except for emergencies, teachers and students will not be interrupted during class time. The use of cell phones by students is not permitted during the school day without express permission of the administrator or supervising teacher.

47. PHYSICAL EDUCATION CLASSES: Students are expected to behave in Physical Education classes as they would in any classroom. In order that the hardwood floor is protected, we expect students wear tennis shoes (with non-marking soles) that will only be worn in the school gym, for PE classes and other events in the gym. They are not to be worn outside. They need to be marked with the student's name.

- **MIDDLE GRADES STUDENTS:** PE clothing listed on the *School Uniforms 4 Less* website for students involved in the school's PE classes follow the directives of the school's PE teacher regarding PE clothing to be worn for gym classes.

48. PROCEDURES BEFORE SCHOOL, RECESS AND NOON HOUR: Students are never allowed to remain in the hallways or classrooms unsupervised. Access to the bathrooms will always be available to them. Normally, all students are to be outdoors before school, at recess and during noon break unless there is severe weather preventing students from going outside. Administration and/or supervisors make the decision

concerning when students will remain indoors due to inclement weather (extremely cold, high wind chill factor, heavy rainfall, harsh winds, hail, etc.). It is known that children who are well enough to be at school should be well enough to go outside for fresh air and exercise; all students are expected to go outdoors at recess or noon break. Students need to be dressed accordingly for the weather. In extreme cases, such as following hospitalization or extended illness, the parent or guardian may request the child remain inside and the school will try to accommodate the request. On occasions, students may be asked to stay in for a tutorial, to complete an assignment, to serve a detention, do research, or act as monitors. The teacher concerned will supervise these children.

49. PROCEDURES REGARDING STUDENTS LEAVING BEFORE SCHOOL ENDS: On the occasion that a child needs to leave the school outside the normal release time, s/he must be signed out by a parent/guardian/or designee and be accompanied from the school. The only exception to this would be in the case of students who are enrolled in Grades 6-8, and who are participating in the Moscow Middle School Sports that take place *after school*. They may leave school earlier to walk to Moscow Middle School in order to be on time, **IF** their parents' have given their *written permission* to the school. Such permission will be placed on file. Before leaving each student **must sign** themselves out at the school office.

50. PROPERTY AND EQUIPMENT: Students are expected to carefully handle school property/equipment including textbooks. Students and/or parents will be held financially responsible for any misuse, damage, or loss of school property/equipment. Students should not use school equipment without proper adult supervision. SMS administration and teachers have the right to inspect desks, backpacks, lockers or any items that students may bring to school.

51. RECESS: Students are expected to participate in supervised activities outdoors unless weather does not permit it. Snowballs or throwing of stones is never allowed under any conditions. For the safety of the students, the playground will be used in the manner in which it was intended. We ask that students show respect and obey leaders who assist with play activities. Students should wear appropriate seasonal clothing. If the temperature is severe, as defined by the administration/supervisor on duty, students will not be permitted outside.

52. REPORTS OF STUDENT PROGRESS/PROMOTION: Reports of student's progress (report cards) are handed out at the end of each quarter. The grading periods for the school year can be found on the yearly calendar. Scheduled parent-teacher conferences are held twice yearly: end of the first quarter and end of the third quarter. (Check current calendar for exact dates.) Also, both parents and teachers are encouraged to meet whenever there is a need. Teachers are always willing to meet when requested by a parent. Since most schools group students under a grade classification system, advancement of regular progress of pupils is ordinarily on an annual basis. Annual promotion usually indicates achievement of grade level expectations.

Grading: Each grade-level has a customized report card. Thus, with a quick glance at them, one can see the curriculum goals of each grade, and the explanation of any letters used for marking.

Grades PS through Gr. 2 **S**= satisfactory and **U** =unsatisfactory

Grades 3-Middle Grades: standardized letter grades:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% and below

Sub-categories may have other notations as explained on the report card.

53. RETENTION: Sometimes it is advisable for a student to be retained at the present grade level for another year. This should not be considered a punitive action, but rather a reflection of the status of the student's level of achievement. Failure in three or more core subjects over two or more quarters may constitute retention in the grade. The following are *minimum procedures* for retention for academic reasons:

- There is a consultation between teachers and principal as early as possible in the first semester. The teacher will also have a conference with the parents to advise them of his/her concern regarding their child. Remedial actions will be discussed and agreed to by both parents and teacher.
- Conferences will be held (at least 3) with the parents during the second semester for further consultation and discussion of the agreed upon remedial actions as well as how the student is/is not progressing academically/socially.
- Since it is the parents' decision of whether their child will advance to the next grade, the school will honor the parents' decision. If a student is placed in the next grade level due to parents' wishes it will be noted in the student's school records.

54. RIGHT TO INFORMATION: Parents do have the right to see their child's academic transcripts, academic testing, health records and emergency information. Since these files are the property of the school, parents will be supervised by school personnel. Such files may only be transferred from school to school by the direction of the parents.

Note: files and other pertinent documents **may only be released when financial obligations have been paid.** (This is per the school's Financial Procedures: "...before any student participates in graduation ceremonies as well as the release of student's records, the parents' financial obligations to the **school must be paid in full** (tuition, registration fees, hot lunch fees, fundraising commitments, and After School Childcare bills, etc.)

When a student transfers from SMS to another school system OR if a student transfers into SMS, since the student's academic files are legal documents, they must be transferred school to school and may not be delivered by non-school personnel.

55. SAFE ENVIRONMENT POLICY: All staff and school volunteers that have contact with students and all field trip drivers and chaperones are required to attend the Diocese of Boise Safe Environment training (held locally at the school) AND submit to a background check. Annual online renewals through **cmgconnect.org** are required by the Diocese.

56. SCHEDULES: Please refer to the calendar for the current year. Monthly, there will be an updated calendar distributed.

57. SCHOOL CLOSURE: The school is in operation as listed in the published school calendar. In case of inclement weather or if there are other conditions that would warrant Moscow School District to close, SMS normally would also be closed. Local radio and T.V. stations will announce this information. Stations to listen to are:

- **Radio** KZFM, KQQQ, KRLC, KZZL FM, KRPL 1400, KZFN 106.1
- **T.V.** KXLY (ch.4), KREM (ch.2) KHQ (ch.6) KLEW (ch.3)

Also, information about school closures will be posted on the school's website and sent via email to families. The **answering machine** on the school number (208-882-2121) will have the latest information regarding the operation of the school as well as the school website: www.stmarvsmoscow.org

58. SCHOOL RELATIONSHIPS RELATIVE TO DIVORCED PARENTS and STEP-PARENTS: We recognize that there are families struggling through divorce. We also recognize the need for children to be

raised in a consistent and loving environment both in the school and home. SMS is under no obligation to accommodate the non-custodial parent on non-custodial days. We operate pursuant to the family court documents/calendar regarding shared custody of the children. To reduce child/(ren) becoming confused, anxious, and upset, (and in the best interests of the shared custodial agreement) on non-custodial days, the non-custodial parent is to refrain from coming into the school. SMS adheres to the Buckley Amendment, which provides that noncustodial parents have a right to information about their child even if they do not have access to or custody of their child. Thus, on those days when a parent does not have custody, s/he may still request information about their child, but that does not grant them the right to enter onto the campus. Embedded in our Parent Handbook are Christian principles which allow parents/guardians to respectfully express their concerns about 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. Parents are expected to adhere to our policy, and refrain from campus visits on non-custodial days.

In addition: Step-parents without legal custody are not entitled to any information regarding the child(ren). We must have on file in the office a legal document that entitles the step-parent to the information, signed by a legal parent. If a legal custodial parent is present at a parent teacher conference, it is implied that there is consent to the step-parent being present.

59. SPECIAL SERVICES AVAILABLE: In addition to services by the universities (student teachers, classroom aides, counseling interns, etc.) there are a few federally funded programs available. You may contact the school for further information.

60. THREAT ASSESSMENTS: A student who makes threats may be required to undergo a threat assessment.

61. TRANSFER OF NEW OR RETURNING STUDENTS TO ST. MARY'S: All transfer students (in grades 2 and higher) *as well as returning students (who have not been enrolled for one year or longer)* will be admitted on a *probationary basis*. Transfer student policy guidelines include the following:

1. The administrator and/or other appropriate personnel may contact the former school(s) regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
2. The administrator will conduct an interview with parents and student.
3. The administrator makes the decision regarding enrollment.
4. Transfer students will be admitted on a probationary status for 90 attendance days starting with the first day of attendance. Anytime during the probationary period, the administrator may:
 - a. Remove the probationary status of the student.
 - b. Extend the probationary status of the student.
 - c. Dismiss the student from school.

62. TRANSPORTATION POLICY (See also #24)

To ensure adequate coverage and safety for our students, parents who volunteer as field trip drivers are *required* to do the following *yearly*:

- Read Vehicle Safety Policy
- Provide a copy of the driver's current auto insurance coverage with Diocesan required coverage amounts.
- Fill out the Diocesan forms: Private Vehicle Driver Form and Private Vehicle Use Application (Addendum C)
- Complete a 12-minute video and quiz through CMG (Catholic Mutual) at www.CatholicMutual.org
- Provide certificate of completion for CMG training to school office.

Our school's transportation policy states that no motor vehicle will be requested or approved by the school for the transportation of school pupils to and from off-campus activities sponsored or approved by the school, including, but not limited to, athletic contests, dramatic presentations, concerts, field trips, unless the vehicle is operated by a competent adult over the age of twenty-one (21) years, properly licensed, and with liability insurance, public injury and property damage insurance, and medical payments insurance, as detailed below. The undersigned, as a person who may provide student transportation according to the policies above stated, certifies as follows: that I am an owner of the vehicle or vehicles described below and that I carry on each such vehicle(s) the minimum liability limits for privately owned vehicles of \$100,000 (Single injury)/ \$300,000 (per Accident) or \$300,000 CSL (Combined Single Liability).

It is recommended that parents submit all documents pertaining to the driving requirements for field trips to the school office at the beginning of the academic school year. If a parent chooses to wait to drive for a specific field trip s/he will need to submit all documents five (5) business days (minimum) *prior to the event.* Documents are to be given to the front office.

63. UNIFORMS (see #19 --Dress Code for Mass)

64. USE OF SCHOOL NAME, LOGOS, AND MOTTOS: No one may use the school name, logo or motto on any type of social media or in any other way, (examples such as the printing the school name or its logo, crest, etc. on t-shirts or within publications), without the express written permission of the principal or designee.

65. VIDEO CAMERAS: Should the school ever use video camera equipment in its curriculum and a person wishes to obtain a copy of such, a subpoena will be required before access to the video may be obtained.

66. VISITORS: All visitors, including parents, **must sign in** at the front office upon arrival and sign out at the time of departure. Classroom visits can be scheduled when prior arrangements are made with the teacher.

67. VOLUNTEERS: We realize volunteers are an essential part of our school environment. We are grateful to parents as well as others who give of their time as volunteers in the school. *Some of the areas* where volunteers can give service are: classroom helpers, field trip drivers, lunchroom servers, library assistants, advisors for Student Council, academic clubs, yearbook, competitions, and the music programs.

- ❖ Further, all volunteers must adhere to the guidelines regarding sign/in and sign/out procedures.
- ❖ All volunteers need to be mindful of confidentiality and ensure that they do not share or discuss any information or facts that they see or hear at school that is focused on individuals (students, staff, etc.). Towards this end, volunteers will be expected to read and sign a confidentiality statement.
- ❖ In addition, all volunteers must provide a Diocesan criminal background check paid for by the school and attend a safety environment training session.
- ❖ Refer to the **SMS Volunteer Handbook** for further details.

68. WEBSITE: School information, including the school calendar can be found on the school website;
www.stmarysmoscow.org

ADDENDA List to the Handbook—

NOTE ALL documents requiring parents' signature are due August 31, 2023 to the school office

- | | | |
|-----------|--|----------------|
| A. | Diocese Schools Internet Policy **requires parents' signature | page 40-41 |
| B. | Chromebook Student/Parent Agreement **requires parents' signature | page 42 |
| C. | Forms for parent/volunteer drivers: | |
| | C1. Vehicle Safety Policy | page 43-44 |
| | C2. Private Vehicle Use Application ** requires parents' signature | page 45 |
| | C3. Private Vehicle Driver Form **requires parents' signature | page 46 |
| D. | Contract between Parents and SMS **requires parents' signature | page 47 |

ADDENDUM #A

Diocese Schools Internet Use Policy St. Mary's School Internet – Acceptable Use Policy

Use of the Internet is **a privilege, not a right**; inappropriate use will result in a cancellation of this privilege. When using a computer at St. Mary's School, you agree to the following policy:

Responsible and ethical uses of the Internet resources include the following:

- Using the electronic information resources at St. Mary's School in a responsible manner, consistent with the educational and informational purpose for which they are provided.
- Not using the Internet for any unauthorized, unethical, or illegal purpose.
- Respecting the privacy of others by not misrepresenting oneself as another user.
- Not attempting to modify or gain access to files, passwords, or data belonging to others.
- Not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Not sending receiving or displaying text or graphics which may reasonably be construed as obscene.
- Not making any changes to the setup or configuration of the software or hardware.

Internet User Agreement

St. Mary's School users will not participate in unauthorized chat groups, forums or other non-school related collaboration sites while on school computers.

Any student found to be disclosing disseminating, or using personal identification information of a minor in an unauthorized manner will be reported to the appropriate law enforcement agencies. This person will also be prohibited from further use of computers while attending St. Mary's School.

Misuse or abuse of the computer or the Internet access will result in the suspension of computer privilege.

If unacceptable use occurs after fair warning by staff, a student's Internet privileges will be taken away. The following minimum guidelines will be used:

- | | |
|------------------------|--|
| First offense: | 2-week suspension of computer privileges |
| Second offense: | 4-week suspension of computer privileges; parent\guardian notified |
| Third offense: | Loss of computer privileges for a period of time determined by the student's teacher, parent \ guardian, and \or the school principal. |

Disclaimer: St. Mary's School is not responsible for the validity or reliability of the information found on the Internet. Users are cautioned that the accuracy, completeness, and timeliness of information found on the Internet vary widely.

Diocese Schools Internet Use Policy
Requires parents' signature

Parental/Guardian Consent Form

Please keep the **Internet – Acceptable Use Policy** for future reference and return this page of the agreement to the school office. This agreement must be signed by both the applicant and, the parent\ guardian before access to the Internet will be granted.

I have read the rules concerning Internet Access and agree to abide by them. I understand that failure to comply with any of the rules may result in the suspension of termination of Internet access privileges, depending on the severity of the offense. Legal action may take place in the case of breach of file security or where action violates local, state or federal rules, laws or regulations. I will not hold St. Mary's School or the Roman Catholic Diocese of Boise responsible for anything arising from my child's utilization of the Internet at the school.

Name of applicant (please print) _____

Signature of applicant _____

Date _____

The parent or guardian of a user under the age of 18 must complete the following:

I have read the rules concerning Internet access. I understand that my child's failure to comply with any of the rules may result in the suspension or termination of Internet access privileges, depending on the severity of the offense. Legal action may take place in the case of breach of file security or where action violates local, state or federal rules, laws or regulations.

I hereby grant St. Mary's School permission to provide Internet access to my child as part of their learning experience. I will not hold St. Mary's School or the Roman Catholic Diocese of Boise responsible for anything arising from my child's utilization of the Internet or email at the school.

Parent \ guardian name (please print) _____

Signature of parent\guardian _____

Date _____



Addendum #B
Chromebook Student/Parent Agreement
Requires parents' signature

1. Receiving your Device

- 1.1 One Chromebook and charger, in good working order, are being loaned to the student. The Student acknowledges and agrees that the use of school property is a privilege and the student is responsible to protect and safeguard the school's property and to return it in the same good condition.
- 1.2 Parents and students must sign and return this agreement before the Chromebook can be issued to the student.
- 1.3 Chromebooks and chargers will be collected at the end of each school year. They will be checked for serviceability, cleaned as needed, and stored for the summer.

2. Device Ownership and Responsibility

- 2.1 The Chromebook is owned by the school and remains the property of St. Mary's School. It is loaned to the student for educational purposes during the academic year.
- 2.2 The student is responsible for the general care of the Chromebook.
- 2.3 A Chromebook that is broken or fails to work properly must be taken to the school's Technology Coordinator (Mr. Bill Kerr) for an evaluation of said equipment.
 - 2.3.1 The cost to replace a Chromebook that is due to **intentional damage** or **careless neglect** will be \$375 and the responsibility of the student/parent.
 - 2.3.2 The cost to replace a lost charger will be \$35 and the responsibility of the student/parent.
- 2.4 A lost or stolen Chromebook must be reported immediately to the Principal. Any cost associated with replacement will be the responsibility of the student/parent.
- 2.5 The serial number and library barcode on the Chromebook will be used to identify the assigned student in case of loss or theft. The serial number and library barcode must not be removed or modified.
- 2.6 Any attempt to alter the files, or the configuration of another Chromebook without the consent of the individual, Principal, or Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the school's Handbook for Parents and Students.
- 2.7 Chromebooks must remain free from any writing, drawing, stickers, or labels that are not the property of the school.
- 2.8 **General precautions:**
 - 2.8.1 Take care when carrying the Chromebook.
 - 2.8.2 Do not eat or drink while using the Chromebook.
 - 2.8.3 Do not place anything on your Chromebook that would put pressure on the screen. Do not lean on the screen. Use a soft, dry, clean cloth to clean the screen. Do not use cleaners of any type.
 - 2.8.4 Always store your Chromebook in the provided Chromebook cart when not in use. Do not store in a locker, on the floor, or in a desk.

3. Using Your Chromebook

- 3.1 Login to the Chromebook is restricted to **one user**. The student agrees to not make attempts to change this.
- 3.2 Your teacher will determine whether or not use of the Chromebook is appropriate for the day's lesson, and it is up to their discretion as to when and how it is used.
- 3.3 Use of the Chromebook is for educational purposes only.

Student Name

Grade

Parent Signature

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ADDENDUM #C1

DIOCESE OF BOISE VEHICLE SAFETY POLICY

I. ALL DRIVERS

- A. Drivers must be 21 years of age or older.
- B. Drivers must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
- C. Drivers must possess a current, valid driver's license for the type of vehicle that they will be operating.
- D. No driver will be hired or allowed to provide volunteer transportation on behalf of any diocesan entity who has had any of the following citations or convictions in the past three years:
 - 1. Operating a vehicle during a period of license suspension, revocation or forfeiture
 - 2. Driving under the influence of alcohol or drugs
 - 3. Hit and run accident
 - 4. Failure to report an accident
 - 5. Negligent homicide arising out of the use of a motor vehicle
 - 6. Using a motor vehicle for the commission of a felony
 - 7. Operating a motor vehicle without the owner's authority
 - 8. Permitting an unlicensed person to drive
 - 9. Reckless driving
 - 10. A combined total of three or more accidents and/or moving violations
- E. It is the responsibility of the driver to ensure that passengers adhere to the current State of Idaho safety belt laws and regulations.
- F. Cell phones and other handheld electronic devices are not permitted to be used while driving a motor vehicle.

II. DRIVERS OF PRIVATE VEHICLES

- A. Anyone driving a personal vehicle must complete the **Private Vehicle Driver Form** and the **Private Vehicle Use Application**.
- B. Potential drivers are not permitted to drive if they answered "FALSE" to any of the three questions asked on the Volunteer Driver Form.

III. USE OF 11 (including driver) to 15 PASSENGER VANS

- A. The use of 11 (including driver) to 15 passenger vans is strictly prohibited.

IV. USE OF PRIVATE VEHICLES

- A. All privately-owned vehicles used on behalf of the Church, must be insured. They must have a valid and current registration, license plates and proof of insurance card.
- B. The vehicle must be in safe operating condition.
- C. The private automobile insurance company of the owner of the vehicle will be the primary insurance carrier.
- D. The minimum liability limits for privately owned vehicles is \$100,000 (Single Injury)/\$300,000 (Per Accident) or \$300,000 CSL (Combined Single Liability).

E. A **Private Vehicle Use Application** must be completed for each vehicle.

V. ACCIDENT REPORTING

A. If an accident occurs:

1. Obtain medical assistance, if needed, at the scene, as soon as possible.
2. Contact local police, sheriff, or highway patrol authorities as required.
3. Exchange driver, vehicle, and insurance information.
4. Report the accident/moving violation to the insurance agent.
5. Report the accident/moving violation to the Chancery.
6. Complete the **Vehicle Accident Report**

VI. RECORD KEEPING

- A. Records pertaining to driver selection and training should be kept on file for a period of three years following termination of their driving privileges.
- B. Vehicle maintenance logs and vehicle inspections must be maintained for the duration of ownership of diocesan-owned vehicles.
- C. All diocesan-owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.
- D. Retention of Forms:
1. **Private Vehicle Driver Form**, retain for a minimum of 3 years.
 2. **Diocesan Vehicle Driver Application**, retain for a minimum of 3 years.
 3. **Private Vehicle Use Application**, retain for a minimum of 3 years.
 4. **Vehicle Accident Report**, retain for 7 years from date of accident.

ADDENDUM #C2**DIOCESE OF BOISE
Private Vehicle Use Application**

Vehicle: Year: _____ Make: _____ Model: _____

Vehicle Identification Number: _____

License Plate #: _____ State: _____ Expiration: _____

Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Automobile Insurance Company: _____

Agents Name: _____ Phone: _____

PLEASE BE AWARE:

IN CASE OF AN ACCIDENT, THE INSURANCE ON THIS VEHICLE WILL BE THE PRIMARY COVERAGE. THE VEHICLE MUST BE INSURED FOR THE MINIMUM LIABILITY LIMITS OF: \$100,000 (PER INJURY)/\$300,000 (PER ACCIDENT) OR \$300,000 COMBINED SINGLE LIABILITY (CSL).

IT IS EXPECTED THAT ALL PASSENGERS WILL ADHERE TO STATE SAFETY BELT LAWS AND REGULATIONS. IT IS THE DRIVER'S RESPONSIBILITY TO ENSURE THIS POLICY IS FOLLOWED.

Certification This certifies that the information given is true and complete and that to the best of my knowledge, the vehicle is currently in a safe operating condition. I understand that I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport others. I agree that I will refrain from using a cell phone or any other handheld electronic device while driving my vehicle.

Owner's Signature

Date

Driver's Signature (if different)

Date

Thank you for helping us with our transportation needs.

ADDENDUM #C3

DIOCESE OF BOISE PRIVATE VEHICLE DRIVER FORM

Name of Driver: _____

Address: _____

Driver's License # _____ State Issued: _____

Vehicle: Year: _____ Make: _____ Model: _____

Insurance Company's Name: _____

Liability Limits:

Per Injury: _____ (Required \$100,000): Per Accident: _____ (Required \$300,000)

Or
Combined Single Liability (CSL): _____ (Minimum Required \$300,000)

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

TRUE

FALSE

1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.

2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.

3. I have had no more than three moving violations or accidents in the last three years.

Please be aware that your insurance is primary.
Thank you for helping us with our transportation needs.

Certification I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other handheld electronic device while driving my vehicle.

Driver Signature

Date

The School Handbook, with its pertinent information of policies and procedures is ***the contract*** between St. Mary's School and each of our families, who are enrolled per year. It is sent *via email* to every enrolled family. The handbook can also be found online at: www.stmarysmoscow.org **To attend St. Mary's School there must be on file a signed contract (below) from the parents stating their understanding that the School Handbook is their contract between the school and family.**

Please sign and return to school office August 31, 2023

Family name: _____

Parent(s) Signature _____ **Date signed** _____
(Mother or Guardian(s))

(Father or Guardian(s)) _____ **Date signed** _____

Contract accepted on behalf of St. Mary's School: *Sandy Izzo*
Principal
Date: *August 31, 2023*

Please fill out the following for your child(ren)

PE: My child/ren is/are physically capable of participating fully in St. Mary's Physical Education Program.
 ____ yes ____no

Walking Permission Form: I give general permission for my child/ren, to participate on walks within the general vicinity of Moscow with his/her class. This includes church, city parks, music practice, library etc.

_____yes _____no Parent Initials_____

Cell phone numbers are: _____
(for texting purposes) *Mother (or Guardian)* *Father (or Guardian)*

PS Should you have a question that is not answered in this Handbook, please call the school and ask for a member of the Administrative Team.

Updated August 2023

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