

ST. MARY SCHOOL



ESCONDIDO

Parent-Student Handbook 2024-2025

St. Mary School
Diocese of San Diego

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St. Mary School is an elementary and junior high school accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). The school will renew its accreditation in March, 2025.

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Dear Parents:

Welcome to a new and exciting school year. At St. Mary School, we recognize that parents are the primary educators of their children. Our staff is highly trained and committed to working in partnership with our students and families to provide our students with the highest standards of education and impart to our students the Catholic values that will prepare and assist them throughout life. We provide an excellent curriculum and a variety of extra-curricular opportunities to allow our students to have a well-rounded experience. St. Mary School is family-oriented and provides a safe and nurturing environment for students to learn and grow from Kindergarten through 8th grade.

The St. Mary School Handbook has been designed to give you the information you will need for a smooth and productive year at St. Mary School. It is imperative that you read the entire document so that you understand the rules, policies, procedures, and expectations of our school. At registration, each family agrees to uphold and support the contents of this handbook.

It is our hope that your years with St. Mary School are a memorable experience. With God's grace, family commitment, and the hard work and effort of our students and staff, we all will be blessed with the successes St. Mary School has to offer.

God bless you,

St. Mary Faculty and Staff

Mission Statement

St. Mary School provides all students a quality, Catholic education rooted in faith, dedicated to academic excellence, and committed to service.

Vision Statement

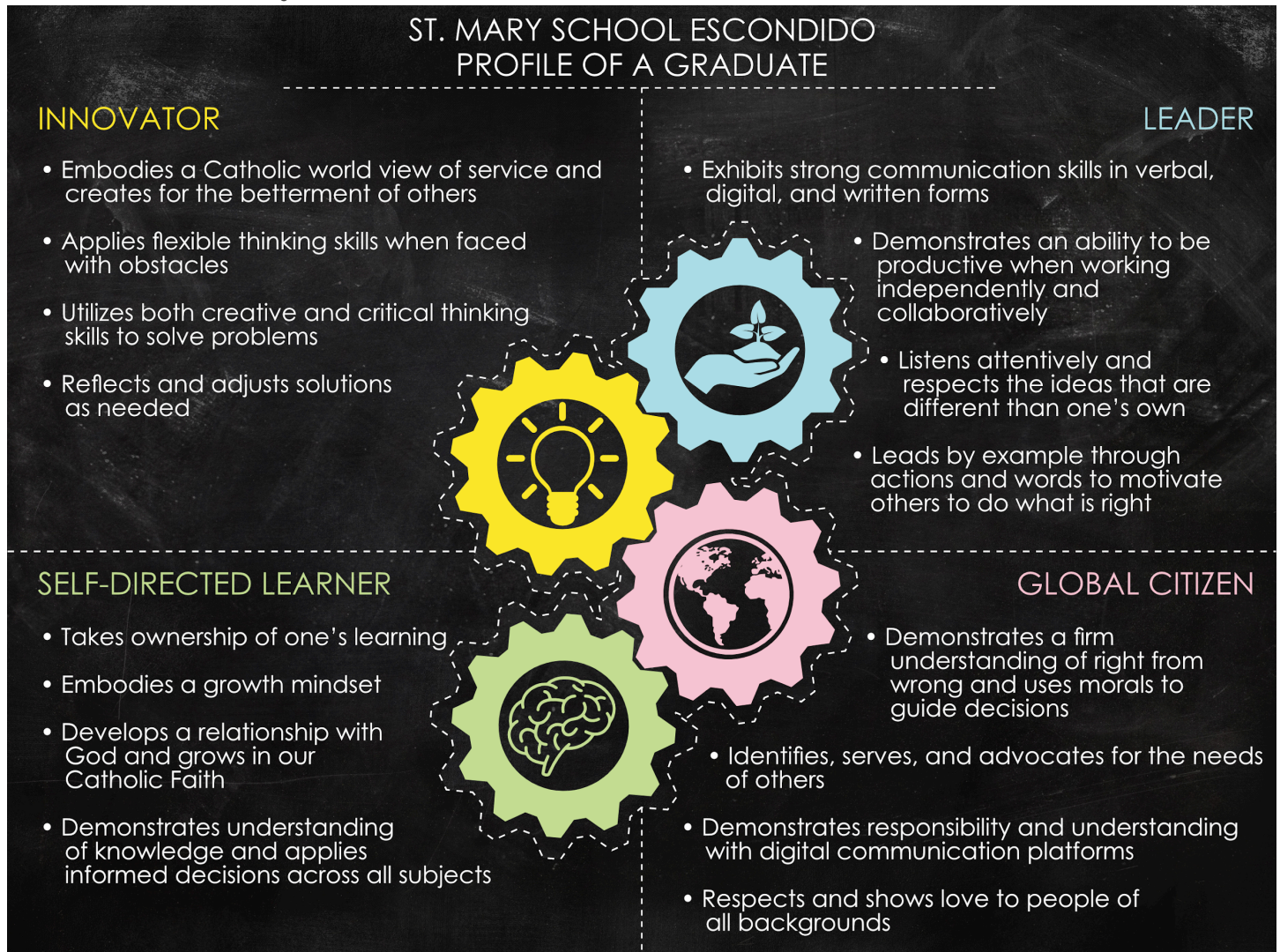
St. Mary School seeks to accelerate student achievement by providing an unmatched education where students are taught 22nd century skills in preparation for their future. While staying true to our Catholic faith, we strive to become a leading next generation school, offering an integrated STEM program, focused on preparing future leaders with the character, commitment, innovation, and perseverance to impact our world.

Philosophy Statement

St. Mary School students are immersed in a Christ-centered learning environment, grounded in the Catholic faith, which supports the development of the whole child; spiritually, intellectually, physically, socially, and emotionally. We acknowledge parents as the primary educators of their children and we partner with parents to provide an outstanding Catholic education. We encourage students to develop their God-given talents by fostering an atmosphere of dignity and respect for all. Students have multiple opportunities to grow in their faith through liturgical celebrations, prayer services, sacramental preparation, daily prayer, retreats and service projects. Teachers and parents model Gospel values in class and around campus for students to witness faith in action. Our rigorous curriculum encourages critical thinking and problem solving skills for students to apply the knowledge learned in class and to promote lifelong learning. Students are taught responsible digital citizenship through the use of technology embedded throughout our curriculum.

Profile of a Graduate

The Graduate Profile is a set of schoolwide learning expectations that guides St. Mary School's teaching and learning. The actions, attitudes, and behaviors included in the graphic below are expected for each of our students to be working toward. The Profile of Graduate is not only for students, but for all St. Mary School stakeholders. We each hope to embody these qualities in our day to day interactions with our students, staff, families, and community members.



Admissions

Non-Discriminatory Policy:

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

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Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

Additionally, St. Mary School accepts students of all religious backgrounds so long as they are willing to participate in our religion classes and attend Mass and other religious services during the school day.

General Qualifications for Enrollment:

All students and parents must agree to abide by the philosophy, policies, and regulations of St. Mary School and the Diocese of San Diego.

Admissions:

1. Complete the [prospective family form](#) on the school website and schedule a tour with the principal.
2. Complete the [new student application form](#) as well as submit payment of \$50 for entrance assessment.
3. Parents must inform the school of any academic and disciplinary issues or needs.
Items Needed prior to Shadow Day:
 - Copies of most recent report card, current standardized testing results, and any IEPs, medical conditions, psychological or academic testing results.
4. Students entering Grades 1-7 must, when possible, attend one shadow day (8am-12 noon).
5. Schedule and complete entrance assessment.
6. Families are notified of acceptance status.
7. New families and students will meet with the principal after acceptance.
8. Parents must agree to actively support the spiritual, academic, volunteer, and fundraising programs of the school.

Items needed, if accepted:

1. Copies of the following documents: birth certificate, immunization and health screening records, most recent report card and standardized testing results, Baptismal certificate (if applicable)
2. Copies of any/all IEPs, medical conditions, psychological or other academic testing must be supplied. Failure to disclose these documents is considered grounds for dismissal.
3. All new students are accepted conditionally and will be placed on probation for at least one trimester. The school will track grades, behavior, attendance, and tardies and will use this data to determine whether or not the student will be placed off temporary acceptance.

Additional Requirements for Kindergarten and 1st Grade:

- Kindergarten Students must be 5 years old on or before August 31st of the academic year and be developmentally ready.
- 1st Grade Students must be 6 years old on or before August 31st of the academic year and be developmentally ready.

Health Requirements:

California law requires specific health screening procedures for all children entering school for the first time. Additionally, all Kindergarten, Grade 7, and transfer students must present proper evidence of compliance with California immunization laws for school before they can be admitted to school.

The requirements as of January 2021 are as follows:

Students Entering Kindergarten and Transfer Students:

Immunization	Dosage
Diphtheria, Pertussis, and Tetanus (DPT)	5 doses
Polio	4 doses
Measles, Mumps, and Rubella (MMR)	2 doses
Hepatitis B	3 doses

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Varicella (chickenpox)	2 doses
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Students Entering Grade Seven (and Transfer Students in Grades 7 and 8):

Immunization	Dosage
Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	1 dose
Varicella (chickenpox)	2 doses

*Please note that these policies change and St. Mary School will always follow the rules set forth by the state of California. [Click here](#) for more information in English and [click here](#) for more information in Spanish..

COVID-19 Vaccine- There is **no** COVID-19 vaccination requirement for students. See this [press release](#) from CDPH.

Marital & Custodial Arrangements: Parents must notify the school in the event there are any changes in marital or custodial arrangements. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

General Policies and Procedures

Office Hours

M/T/Th/F 8:00am-2:45pm

W 8:45am-11:45am

Bell Schedule

Full Day:

Kindergarten:

Start Time	8:00am
Recess	10:10-10:30am
Lunch	12:00-1:00pm
Dismissal	3:00pm

1st-8th

Start Time	8:00am
Recess	10:15-10:30am
Lunch	12:15-1:00pm
Dismissal	3:00pm

Early Dismissal Days (Every Wednesday):

Kindergarten:

Start Time	8:00am
Recess	10:10-10:30am
Dismissal	12:00pm

1st-8th

Start Time	8:00am
Recess	10:15-10:30am
Dismissal	12:00pm

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Attendance

Tardies:

Students are tardy when the bells ring at 8:00am. When tardy, parents must walk students to the school office. When tardy on a Mass day, parents walk their child to the Church. Additionally, students are marked tardy when they are not in their seats, ready to learn at the beginning of each class period.

Truancy:

School will follow State of California truancy guidelines outlined [here](#) for unexcused absences and tardies.

Reporting Absences:

Email attendance@stmesc.org with your child's full name, grade level, and reason for absence or call the office. Communication must be received by 8:15am. If the front office does not receive communication, the school is required to contact a parent or guardian.

Excused Absences (Official documentation needed):

- [Click here](#) for full list of excused absences (elementary section only)
- If a student is absent 3 days or more, a note from a medical provider must be submitted to excuse the absence.

Appointments and Release During School Hours:

- Email office@stmesc.org and the homeroom teacher at least one day prior with the time of pick up
- Pick up and sign student out from Front Office
- If an adult other than a parent/guardian is picking up the student, written permission must be provided by guardian/parent. A picture ID will be required of the person picking up the student.

Responsibility for Work:

- Students who are absent or tardy are responsible for any work they miss.

Vacations:

Absences due to vacations are not excused. Parents are to notify the school and teacher through email indicating the dates a student will be away. Students are responsible for any missing work and tests when they return. Teachers are not required nor expected to write lesson plans or provide work ahead of time for students on vacation. The work will be issued at the convenience of the teacher.

Excessive Absences:

Excessive absences and tardies will result in an attendance notice that will be placed in a student's file. Should the absences and tardies continue following the notice, a meeting will be scheduled with the family and administration to discuss the commitment to the school and the child's future at St. Mary School. Excessive absences and tardies can result in a child being retained in their current grade level or asked not to return.

Mandatory Student Events: Students are required to attend their weekend school Mass (once a year), the Music Fest/Fall Fiesta School Performance, and May Crowning (grades 1-8). These three events occur outside of the school day. We understand that there may be scheduling conflicts. Please communicate this to the student's homeroom teacher through email prior to the event. The student will receive a make up assignment for participation credit.

Medical Information

If a student is ill or injured, the office will notify a parent or guardian.

Authorization for Treatment:

If parents cannot be reached and the illness or injury is serious enough to require immediate medical attention, the principal, or designee, will consult the emergency information and arrange for treatment. It is understood that enrollment at St. Mary confers upon the school the obligation to select emergency care providers in the event of an emergency.

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Emergency Information:

Information entered through FACTS at time of annual registration is used in the event of an emergency. It is imperative to notify the office via email if there is any change in your contact information or emergency pick up contacts.

Medication:

If a student needs to take medication during the school day, the medication must be given to the school office with the completed [Parent Permission to Store/Take Medication](#) form. The prescription container must be clearly marked with the student's name, dosage and any other directions. The school cannot accept any medication that is not in its original packaging (i.e. loose pills). Medication can only be administered by a parent or the student when the appropriate paperwork has been signed and submitted to the school. **The school cannot administer medication.**

Medical Status:

It is the parents' responsibility to inform the school office, as well as their child's teachers, through email concerning allergies, physical limitations, chronic illness or any other health factors.

Communicable Disease:

Parents must notify the school office when their student has a communicable disease such as COVID-19, chicken pox, measles, mumps, streptococcal infection (strep), pink eye, head lice, scarlet fever, or whooping cough. The school must then notify parents of other students exposed to the disease. This alert usually goes home to the parents of children in the same homeroom/grade. If necessary, a schoolwide notification will be sent home to parents. The school will never share who had the communicable disease.

For COVID-19, the school follows the guidelines set out by the local and state government. The decision tree can be found [here](#). Please always refer to the link in the school newsletter as it will always contain the most updated decision tree.

Emergency/Disaster Procedures

Emergency drills are scheduled periodically according to Diocesan and city directives. In the event of an emergency:

1. Listen to the local news for information and directions.
2. If possible, the school will alert you through email and text (if you have opted in). Please do not call the school. Lines must be kept open for emergency calls and communication with local emergency preparedness teams.
3. Following an earthquake, fire, or other disaster, do not immediately drive to school. Streets and access to school may be cluttered with dangerous debris. School entrance areas must remain clear for emergency vehicles. Stay tuned to local news information for the most up-to-date route.
4. Students will not be dismissed from school unless released to a parent, guardian, or designated individual from emergency contacts provided via FACTS. The authorized individual must sign the student out at the office or at the temporary student release station. There will be no exceptions.
5. Our school will communicate with local emergency services and will care for your children in times of critical situations. If you are not able to reach school, we will care for your child on campus or at a designated emergency shelter.

We are required to honor the requests of local officials regarding how to handle emergency situations. There may be times when communication is impossible or unadvisable. Please assist us in honoring all requests.

Student Records**Access:**

Students' parents or legal guardians have the right to review their children's records in the presence of the principal or designee. A reasonable amount of time must be allowed in order for office personnel to gather all available records.

Release of Student Records:

When a student transfers to another school, a copy of the student's transcript will be transferred upon written request. Official transcripts are mailed to the receiving school upon authorized request from the new school. They are never given to parents for delivery to a school. St. Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Dress Code

St. Mary School uniform supplier is Tommy Hilfiger.

Girls:

- Plaid jumper*—Dennis brand only (Grades K-4)
- Plaid skirt*—Dennis brand only (Grades 5-8)
- Skorts—Dennis brand only (all grades)
- Khaki pants –Dennis brand only
- Khaki shorts- Dennis brand only
- *Jumpers/Skirts must be longer than 3 inches above knee

Boys

- Khaki pants- Dennis brand only*
- Khaki shorts- Dennis brand only*
- Belts are mandatory for Grades 4 and up- Regulation size, not oversized. Belts must be black or brown.
- *Unless written exemption from principal is given due to special circumstance

Mass Attire Uniform (required for all students on Mass days):

- Navy polo only
- Girls: plaid jumper, skirt, or skort (no pants)
- Boys: Dennis long pants (no shorts)
- Please note: 8th grade sweatshirts are not part of the Mass attire uniform. 8th grade sweatshirts may not be worn on days when Mass attire uniform is required.

Uniform

- Polos: solid white, navy blue, green, or red polo shirts with the St. Mary School logo*
- Kinder students are required to have a red St. Mary polo shirt to be worn on field trip days.
- *All polos are to be kept tucked in when inside a classroom or Church.
 - Shoes:
 - Color: mostly black, mostly white, or mostly navy with only neutral (black, white, gray, tan or brown) accents
 - No lights, sounds, wheels, open-toed, open-heeled, boots (high tops are okay as long as sock is showing)
 - Socks:
 - Solid white, black, navy blue, gray only
 - Must be seen above the shoe
 - Logos on socks must be neutral colors (black, navy, gray, tan). No pattern socks, stripes, or bright color accents.
- Only the following accessories are allowed:
 - Watches* – neutral or uniform colors (**no SMART watches** or watches with internet access*) Smart watches worn to school will be held in the principal's office until carline or pick up by a parent.
 - *Unless written exemption from principal is given due to special circumstance
 - Conservative stud earrings (lobe piercing only, no cartilage piercings, no dangling or hoop earrings)
 - Religious necklaces only
 - Bracelets must be religious and/or school spirit merchandise purchased at school with max of 3 on each wrist
- No nail polish allowed
- Cold/Rainy Weather:

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- A solid white long sleeved shirt/turtleneck may be worn under the school polo shirt
- A non-uniform jacket may be worn outside over the student's uniform on rainy days. Students are expected to remove non-uniform jackets when entering any building.
Non-uniform jackets do not substitute for Dennis uniform outerwear.
- Solid black or navy tights or leggings (non flare) may be worn on cold days under uniform.
- No rain boots.

P.E. Uniforms:

- Required for all grades
- Must be ordered from Dennis
- Spirit shirts may not substitute for a P.E. shirt (Exception: Thursdays the current spirit shirt may be worn)
- Navy blue Dennis P.E. shorts or Dennis sweatpants with logo
- Gray Dennis P.E. uniform T-shirt with logo (No gold PE shirts allowed)
- Shoes:
 - Must be athletic (ie. for running/active play)
 - Any color
 - No lights, sounds, wheels

In an emergency when your child cannot be in uniform, an email must be sent to the homeroom teacher and office@stmesc.org prior to the school day beginning..

Hairstyles:

Hair must be out of a student's face and eyes. Boys must have short haircuts. Hair on boys must be above ears and above their shirt collar. Dyed or bleached (including Sun-In) hair is not allowed and will need to be colored back to natural color. For P.E. and sports, girls' hair must be pulled back. Hair accessories must be small and uniform colors only.

Free Dress Policy:

May not be worn on free dress days:

- Halter/spaghetti strap tops or crop tops
- Sandals, flip flops, backless shoes, platform shoes, slippers
- Offensive graphics/wording
- Costumes

*Skirts/dresses/shorts must be longer than 3" above the knee

Spirit Shirts: Spirit Shirts are pre sold at the beginning of the year. Only the current Spirit Shirt may be worn with school uniform bottoms on Thursdays.

8th Grade Sweatshirts: Click [here](#) to view agreement.

Dress Code Violations: Failure to comply with the dress code will result in a dress code violation. Dress code violations are sent through FACTS. These act as a communication tool between parent, student, and staff. Three similar dress code violations in the same trimester will result in a behavior referral.

Water Bottles: Students should bring a water bottle to school each day. Water bottles need to have the ability to be tightly closed. No straw cups or bottles that do not close all the way. Only water is allowed in the classroom.

Discipline

General policies and procedures are set by Diocesan Office for Schools. St. Mary students are expected to conduct themselves in an appropriate Christian manner on campus as well as when representing the school.

Bullying:

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Students found to be targeting or harassing another student will be subject to disciplinary action. Bullying can include online harassment that occurs on or off school premises. Any harassment which interferes with the education and well-being of other students at the school will be addressed by the Principal. Please click [here](#) for Bullying Prevention Policies and Procedures.

Cell Phones: If a student must bring a cell phone to school, it is to remain in the student's backpack, turned off or on Do Not Disturb. Cell phones that are out of a backpack, being used, or heard will be kept safe in the Principal's office until a parent or guardian can pick it up at the end of the day. Only school issued electronic devices may be used on school property.

Gum: Chewing gum on campus is not allowed and will result in an automatic lunchtime detention.

Church Rules: Students are expected to act reverently in church, entering and exiting quietly. Students are expected to fully participate in the liturgies and prayers, giving their full attention to the pastor or speaker. Any student who enters Church after the opening song has started, will be marked tardy.

Communicating Concerns:

Below is the proper order to communicate a concern and resolve an issue.

1. Discuss concern with your child.
2. Schedule an appointment to discuss with the subject area teacher.
3. If the situation is still not resolved, schedule an appointment to discuss with the Principal.
4. If needed, schedule an appointment to discuss with the Associate Superintendent from the Diocese of San Diego's Office for Schools assigned to our school. (Please note we are a diocesan school, all governing authority comes from the Diocese of San Diego.)

Communication with teachers via email, voice mail, or in person must be conducted in a positive and courteous manner. Parents should address concerns in such a way that agreement or compromise may be reached. The administration retains the right to call a meeting with parents who do not follow these guidelines.

Disciplinary Procedures: When an incident occurs, staff present will look into the matter to collect facts and/or seek the assistance of the Grade Level Lead Teachers, Homeroom teacher, and/or Principal to investigate further. After the situation has been determined, the staff member will communicate appropriate consequences to the student and if necessary, his/her parents. If the situation requires documentation, the staff member will enter details into a Behavior Referral form on FACTS. These act as a communication tool for parents and staff.

Inappropriate behavior could result in loss of play time, detention, a parent conference, assignment of special tasks, referral to the principal, sports probation, in-school suspension, suspension, referral to the Academic/Discipline Review Board (ADRB), or expulsion from school after due process.

The Tiers for [Behavior Interventions](#) serves as a guide for academic/behavioral actions and possible consequences. Please see Tiers for Behavior Interventions for examples of behaviors that may result in disciplinary action.

Rule of 3's:

- Three behavior referrals results in a lunch detention and after school sports/extracurricular probation on the next upcoming practice/activity.
- Three lunch detentions results in one "in-school" suspension and after school sports/extracurricular probation for one week.
- Three "in-school" suspensions will result in a parent and student meeting with school administration to determine next steps.

Types of Disciplinary Action:

Behavior Referrals: All behavior referrals, which are sent via FACTS, must be electronically signed by a parent or guardian to acknowledge receipt. All unsigned behavior referrals remain valid.

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Lunchtime Detention: Lunchtime detention is served in the office on Thursdays. Students may eat their lunch and sit quietly during the lunch period. Students may be asked to complete a behavior reflection or meet with a teacher or administration to discuss choices and reflect on restorative actions that can be taken.

In School Suspension:

When necessary a student may receive an in school suspension to complete assignments in the office.

Due-Process Rights for Expulsion:

The student's family will have access to FACTS documentation and the opportunity to meet with the principal and staff involved. The Office for Schools at the Diocese of San Diego is thoroughly involved in the process.

Academic/Discipline Review Board:

An Academic/Discipline Review Board (ADRB) will be convened to provide a hearing and due process to a student prior to a final decision regarding expulsion. An Academic/Discipline Review Board will also be convened at the request of the principal to provide collaborative guidance to any student who continues to exhibit unacceptable behavior. In this instance, the purpose of the ADRB meeting is to reinforce positive discipline and to propose student behavior modification, which, if successful, will allow the student to remain at St. Mary School. The ADRB will consist of permanent membership (principal) and of ad hoc members (homeroom teacher, any other classroom teacher and, in cases of disruptive playground behavior, the playground supervisor). The parents of the student may be asked to attend an ADRB meeting regarding their child.

Student Threat Policy from Diocese of San Diego:

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should follow the [THREAT ASSESSMENT AND RESPONSE PROTOCOL](#) and notify the police and the Office for Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigations have been completed, and at that time the student may face other disciplinary sanctions, up to and including expulsion.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may remove a student from school while the investigation is pending.

On a case-by-case basis, the pastor and principal will make any decision to re-admit a student who has made a threat.

This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

"Harassment in any form, including sexual harassment, is prohibited. Any person who believes that he/she has been the object of harassment or has witnessed such behavior should notify the Principal immediately. The Principal should contact the Office of Schools or the Office of Human Resources for Diocesan procedures on Harassment and Sexual Misconduct." Diocesan Policy #587

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Conduct of a sexual nature includes, but is not limited to:

- Verbal: sexual innuendos, suggestive or insulting comments or sounds, whistling, jokes or teasing of a sexual nature, sexual propositions or threats, continuing to express personal interest after being informed that interest is unwelcome.
- Visual: sexually suggestive objects, pictures or letters, leering or obscene gestures.
- Physical: unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, sexual intercourse or assault.

School and Home Communications

Back to School Night: Back to School Night is held within the first few weeks of school each year. Teachers explain policies, rules, curriculum, grading practices, homework expectations and other important issues pertaining to each classroom. **Attendance at Back to School Night is required for at least one parent/guardian.**

Class Dojo:

Class Dojo is utilized as a school wide communication platform. Please [click here](#) to access our school on Class Dojo. All parents are expected to connect to their child's classroom on Class Dojo. Teachers utilize Class Dojo for weekly posts highlighting student learning and upcoming events.

FACTS: The school utilizes FACTS for online gradebook, attendance, email, and announcements. Please read all communication sent via FACTS.

Ways to Stay Informed:

- Read our weekly newsletter (Access 2024-2025 Newsletters [here](#).)
- Attend Parent Teacher Group (PTG) meetings.
- Read communication sent via FACTS.
- [Download Class Dojo App](#) on your phone.
- [Click here](#) to add the School Calendar to your own calendar.
- Bookmark the [school website](#).

Weekly Newsletter:

A weekly newsletter will be emailed via FACTS each Friday with updates and pertinent information. All parents/guardians are expected to read these newsletters.

Arrival and Dismissal Rules

Please help keep all students safe by following procedures outlined below. Parental cooperation and support are required in the following areas: Students must wait safely in the area designated by their teachers after they are dropped off for school. Middle school students are not allowed on the upper campus until teachers direct them. Students waiting to enter their classrooms before school and after recess are not allowed to play with recess equipment or on the playground. The same rules apply while waiting to be picked up after dismissal. Students must wait to be picked up in the designated areas. Students are not allowed to wait for their rides where there is no faculty supervision. Students walking or riding a bike home must leave immediately after dismissal and must have written permission from a parent or guardian on file in the office. Students who have not been picked up fifteen minutes after dismissal time will be checked in for the After School Program.

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DROP OFF & PICK UP CARLINE ROUTE



Drop-Off and Pick-Up Carline Procedures

Please enter the property through 13th Avenue coming down from Juniper Street. Make a right onto 13th Avenue and another right when you approach the gates toward the historical house building near middle school (also referred to as the convent). Please do not attempt to make a left turn from 13th Avenue. Proceed around the right hand side of the convent toward the preschool and sports shed, down the ramp toward the church.

For Carline AM Drop Off:

7:30am-7:55am All students must be dropped off by the staff member nearest the pavilion. See graphic.

For Carline PM Pick Up:

3:00pm-3:15pm As you are approaching the church, you may turn and make your way back up toward the pavilion. See graphic.

Children must exit and enter their cars through the passenger side door only. **Parents may not get out of their car.** The staff will help direct your child for you. Parents should exit through the gate along the side of the hall and make a right turn onto 13th Avenue. You may pass other cars still waiting to load or unload their children, but please do so carefully. Please follow all directions of the staff.

Gate Closing Times: Drive through gates will close and lock every morning at 7:55am. If you arrive after 7:55am, you will need to park and walk your child to the front office to sign them in to school. On Mass days, please allow enough time for your child to be dropped off by 7:50. Do not use the church parking lot for drop off. If your child arrives later than 7:55am on a Mass day, you will need to park and walk your child to Church.

For pick up, gates will close and lock on full days at **3:15pm** and early dismissal days at **12:15pm**.

In the afternoon, the gates will reopen at **2:50pm** on regular days and **11:50am** on minimum days. If you arrive earlier, the gate will be closed and you will need to drive around the block until the gate opens. We cannot allow a build up behind the gate or a backup onto the street.

When driving on school campus and through the carline, we kindly ask that you reserve honking the car horn for an emergency only.

In the event of rain, cars will need to park and walk to their child's classroom(s) to pick up their student(s). Middle school students will be available for pick up in the Small Hall.

Role of Parents:

POLICY # 1200 - Parents as Primary Educators Parents have the primary responsibility for the education of their child.

Specifically this includes the responsibility:

- To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based. (Cf. 6143.3 – Sunday Mass and Personal Prayer).
- To make a wise and informed choice of schools for their child, keeping in mind that each school has its own unique character, tone and strengths.
- To be fully informed regarding all aspects of their child's developmental progress, and where needed, to take and/or support the appropriate remedial action.
- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school in which they have selected for their child.

Schools have the correlative responsibility to guide, assist, support, and complement parents in their efforts to meet these responsibilities. Of particular gravity is the school's obligation to assist parents in gaining the

information and insight necessary to make informed judgments regarding the religious and moral education of their child.

Parent/Guardian Requirements:

- Comply with educational policies and regulations of the Diocese of San Diego and St. Mary School.
- Support and follow through regarding all school regulations and policies as described in the Parent/Student Handbook and Weekly Newsletters.
- Respond in a timely manner to bulletins and notes on child's papers sent home by the teachers or principal.
- Personally attend (whenever possible) and ensure attendance of your child at school Masses, religious/spiritual activities, school meetings, PTG functions and special activities.
- Children are never excused from attendance at school Masses or liturgical celebrations such as May Crowning, Christmas Pageant, etc.
- Demonstrate a willingness to work in partnership with all teachers, principal, diocese, and pastor in everything relating to their child's progress and performance.
- Refrain from speech or action, with or about parents, faculty, administration, or students, which would compromise any person involved with the school.

Service Hours:

The Family Expectation for School Service enhances St. Mary School's educational program and it provides an equitable distribution of service, time, and energy among the families of St. Mary School.

Family Expectation for School Service:

Each family is required to contribute a minimum of 40 hours per year assisting the school. Single parent households are required to give a minimum of 20 hours per year. Parents are to record the number of service hours they work. Service hours are to be submitted by families on FACTS Family Portal. Requests for reviewing special hardships may be made in writing to the principal prior to January 1. **NOTE: Families must submit all required hours by the first Friday in May. By May 15, if service hours have not been completed, parents will be assessed \$10 per hour for each non-completed hour; this fee will be charged to the family's FACTS account.**

Suggested activities for fulfilling service hours

- Parent Teacher Group (PTG) ([Click here](#) to join!)
- Gala (Email gala@stmesc.org to help!)
- Fundraising support
- Set-up and clean-up for events
- Purchase RaiseRight gift cards for shopping
- Room Parents
- After-school sports (coaches, team parents, drivers for away games, etc.) (Email athleticdirector@stmesc.org to volunteer.)
- Academic Decathlon coaches
- Field Trip drivers
- Hot lunch volunteers (Email office@stmesc.org to volunteer.)
- Supervision volunteers
- Assistance with maintenance work (Email office@stmesc.org to volunteer.)
- Donating items from [school wishlist](#)

Volunteer Requirements: All volunteers who work with the children must complete requirements set forth by the Diocese of San Diego. Read volunteer requirements [here](#).

On Campus Visitors: Visitor badges are required for all of our guests. Badges can be obtained from the school office after signing in. To avoid unnecessary disruption, badges will only be given to visitors authorized by a teacher or other staff member. Authorized visitors will be listed in the office for a specific day and time. Guests without a visitor badge must leave the premises.

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Instructional Program:

Students experience various learning domains. The curriculum is compatible with Diocesan Policy, school philosophy and the standards (Common Core State Standards, Next Generation Science Standards, etc.). Infused in all subject areas is a focus on Catholic values and faith development aimed at commitment to the message of Christ and service to others.

Blended Learning: Blended Learning is an innovative educational approach that blends individualized, online learning, teacher-led classroom instruction, and collaborative student-led activities. Blended Learning follows the Station Rotation approach, where instruction is delivered via three main stations: (1) traditional teacher-led instruction, (2) collaborative small group activities, and (3) individualized computer and online instruction and assessment using our iPads. Blended Learning follows the Station Rotation model, which means students receive direct, small group instruction from the teachers, personalized assessments via iPads, and collaborate with fellow students in small group learning activities. Students have more opportunities to ask direct questions of teachers and teachers have the capability of driving instruction based on immediate feedback from online assessments of students. The following subject areas comprise St. Mary School's curriculum:

- Religion (Diocese of San Diego Religion Standards)
- English Language Arts [English Language Arts \(CCSS\)](#)
- Mathematics [Math \(CCSS\)](#)
- Science [Science \(NGSS\)](#)
- Social Studies [Social Studies \(CA\)](#)
- Art
- Physical Education [Physical Education \(CA\)](#)
- Music

*Note that we "adapt" rather than "adopt" standards in the Diocese of San Diego. Adaptation means that we analyze standards for alignment to our Catholic faith and infuse them with Catholic values as appropriate.

Technology:

[Click here](#) to view the 2024-2025 Acceptable Use Policy and 1:1 Device Addendum.

Retention:

Consultation between teacher, parents, and principal will take place when students are considered at risk. In all cases, the final determination regarding retention remains the responsibility of the principal (Diocesan Policy 524). Regular supplementary tutoring, individualized program modification, adjustment to another school, specialized testing, or summer school may be required.

Homework:

Purpose:

1. To reinforce concepts/skills learned in class.
2. To foster student's creativity and curiosity.
3. To guide the student to work independently and to accept responsibility for completing a task.

Time spent on homework should not exceed an average:

Kindergarten	15 minutes per day
Grades 1-2	15-20 minutes per day
Grades 3	20-30 minutes per day
Grades 4-5	30-45 minutes per day
Grades 6-8	45-60 hours per day*

*Time guidelines do not include student's daily Freckle practice if not completed in class, unfinished classwork or projects that are assigned throughout the year.

If your child consistently exceeds the allocated amount of time for homework, please see your teacher/s.

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It is the student's responsibility to record assignments and to complete them on time. Homework is late if not turned in at the start of the school day. Any item dropped off in the office after 8am will be considered late.

Grading:

[Standards Referenced Grading](#): Grades K-5

Traditional Grading: Grades 6-8

Grades are posted on FACTS. Progress Reports are posted for all students at mid-trimester. A reminder will be sent home reminding parents to check the progress of their child. Parents are expected to view and digitally sign all progress reports. Report cards are distributed at the end of each trimester. Parents are expected to digitally sign all Report Cards on FACTS.

Parent/Teacher Conferences: A formal parent/teacher conference is required during the first trimester. A sign up for these conferences will be sent via email. Other conferences may be held as needed when requested by the teacher or parent.

Plagiarism:

Any student who purposefully copies another person's work as his or her own will receive a grade of "0" for the assignment. Students who directly copy partial or complete passages from a book or an online source (including AI) without citing their source/s are considered to have plagiarized and will be subjected to further disciplinary action.

Additional Activities:

Academic Decathlon: The Academic Decathlon is open to students in Grades 6-8. The event is coordinated and coached by parents. This event is dependent on the number of students interested and volunteer coaches.

Altar Servers: Altar Serving is for children in Grades 3-8 who have received their First Holy Communion. A member of the parish trains them and coordinates the altar serving schedule. If a student wishes to only serve at school Masses (Wednesdays and Holy Days), the student must still complete the training. Please contact mgomez@stmaryp.org for training. After a student is fully trained to altar serve, complete [this form](#) to be added to the [school Mass altar serving schedule](#). The Pastor determines eligibility, standards of dress, and conduct.

After School Care:

St. Mary After School Care program is provided directly following the end of day school carline until 6pm.

2024-2025 Fees:

- Payments will be made through FACTS.
- After-School Care tuition rate is billed in 10 monthly payments.
- Not open on holidays or vacation time. Please refer to the school calendar for closure dates.

After-School Care Annual Rate (August - June)

1 Child	\$2,300
2 Children	\$3,400
3 Children	\$4,250
4 Children	\$4,750

Drop-in fee for After-School Care

\$10.00 for the first hour (No proration)

\$5.00 for each additional ½ hour

\$1/minute late charge starting at 6:00pm. Staff are only scheduled to work until 6:00pm and no later.

Athletic Program:

[Policy for After School Sports](#) Grades 5-8

[Pee Wee Policy for After School Sports](#) Grade K-4

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Birthdays: Parents may send a small birthday treat (ie. cookies or cupcakes) for their child's class on or near the child's birthday. Please do not send freezer items as our freezer space is limited. Please email the homeroom teacher to arrange this. We ask that you **limit the treat to one item and keep all treats the same for fairness. We ask that you do not send in party favors.** If distracting items (such as balloons and flowers) are delivered, they will be held in the office until the school day is over. If a party is being planned off campus, and you wish to invite students, we ask that you either invite all the girls, all the boys, or the entire class. If this is not possible, please deliver the invitation outside of school.

Classroom Parties: Classes celebrate various holidays with small parties. These typically consist of a small treat and activity. Parties do not include a meal. These are organized by the homeroom teacher and room parent. Donations for the parties are organized by the room parent with directions from the homeroom teacher. If volunteers are needed, the room parent will organize. Volunteer requirements apply to all on campus volunteers.

Field Trips:

All field trips have specific educational goals clearly related to the curriculum. Field trips are planned by the teacher. Field trip fees vary based on ticket prices and events. All fees are communicated by the classroom teacher and charged through FACTS.

Transportation to and from field trips is typically by car and parent volunteers. If you wish to attend a field trip with your child, you must have a complete volunteer profile on file with the office. Parents who volunteer to chaperone are not permitted to bring siblings or guests. The purpose of parent chaperones is to provide transportation and supervision. All parents/guardians who attend field trips are responsible for student supervision and held to chaperone guidelines.

Chaperones are to drive to the field trip and back to school only. Drivers may not make extra trips or purchase food, visit gift shops, or buy other items for students in their car. There should be no student use of cell phones, DVD players, or gaming systems in vehicles to and from the field trip.

A completed and signed permission slip is required for a student to attend a field trip. Students who do not have a written permission slip are still expected to attend school and will be given alternative assignments.

Robotics: Robotics Club is offered to students in grades 4-8. Robotics meets after school once per week. Students will:

- Learn engineering principles as they build robots capable of performing various tasks and missions.
- Engage with coding and programming while problem solving and improving their designs.
- Students must be in good academic/behavioral standing and have written parent permission to join.

Lunch Program:

St. Mary School offers a daily hot/cold lunch service through *Ki's School Lunches*. Parents may order lunch online directly through the company at kisschoollunches.com.

Parents who send lunches to school with their children are encouraged to provide healthy meals. Please refrain from packing foods that are high in sugar or stimulants, particularly candy, soda, and energy drinks.

Student Council:

- Elected students from grades 6-8 serve for one year.
- Students must be in good academic standing in order to serve on the Student Council.
- Students are expected to:
 - Represent St. Mary School through kind, respectful, and professional conduct.
 - Design, organize, and implement activities for the St. Mary School student body.
 - Work cooperatively with fellow classmates on the council.
 - Plan, attend, and help with school events, such as, school dances, sports assemblies, Fall Fiesta, Family Nights, Catholic Schools Week, Open House, weekend school Masses, etc.

Financial Obligations and Information:

Parents sign a Tuition Agreement and payment plan when registering for each school year. Registration fees are collected and used to support learning.

Payment Agreement: Tuition must be paid according to the Tuition Agreement and payment preferences signed by the parent. Students may not start school in the fall unless the tuition account is current. Any delinquent tuition, After School-Care Program balances, service hours, or any other outstanding fees prevent re-registration for the following year and can be grounds for dismissal from the school prior to the end of the school year. Outstanding balances will also prevent your child from participating in First Communion, Graduation, and all graduation activities.

Tuition/Cooperation Agreement:

Each family registering or re-registering at St. Mary signs a Tuition Agreement via FACTS stating that they:

- Agree to uphold school standards and have their children comply with school and Diocesan policies and regulations stated in the Parent Student Handbook and all supporting documents.
- Pledge cooperation and accept responsibility for all parent and family obligations.
- Agree to pay the selected tuition option according to the provisions of the signed tuition payment plan.

The signed Tuition Agreement stipulates the following to clarify the process of collecting unpaid balances: Should St. Mary School incur any attorney fees, court costs or other expenses in collecting the balance of tuition and fees due, the undersigned agrees to pay all such costs forthwith and that the same shall be considered as additional fees due. Deposits, fees, and expenses shall be paid when stipulated by the school.

Tuition Assistance: Tuition assistance is offered to all registered families. To qualify, you must apply during the month of February via FACTS. All documentation must be submitted online to be eligible. Late applications do not guarantee tuition assistance.

Principal's Right to Amend

The principal reserves the right to make adjustments to the handbook as deemed appropriate. If there is a discrepancy in the interpretation of the handbook, the final decision will be determined by the principal.