

2021- 2022

Saint Mary Star of the Sea School Parent and Student Handbook

SAINT MARY
STAR OF THE SEA SCHOOL



FOUNDED 1923

Saint Mary Star of the Sea School provides a Christ-centered Catholic education to PK3 through 8th grade students of all faiths under the leadership of the Dominican Sisters of St. Cecilia. The spiritual, intellectual and social development of all students is provided in a safe and disciplined environment. With a solid foundation in academic and moral excellence, the students are prepared for success in high school and beyond.





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SAINT MARY
STAR OF THE SEA SCHOOL



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INTRODUCTION AND THE FOUNDATIONAL DOCUMENTS

Information provided in this *Parent and Student Handbook* of Saint Mary Star of the Sea School is for the benefit of the students and their parents. The handbook will be helpful to the members of the school community as it will promote and encourage knowledgeable cooperation among its members.

The handbook follows the broad framework of the regulations for the schools of the Diocese of Richmond as well as the regulations and standards for state-approved schools. The handbook is published yearly so that it may be kept current with developments at Saint Mary Star of the Sea School. The principal of Saint Mary Star of the Sea School retains the right to amend this handbook for just cause. If changes are made, parents and students will be given prompt notification to that effect.

Mission/Vision

Saint Mary Star of the Sea School provides a Christ-centered Catholic education to PK3 through j8th grade students of all faiths under the leadership of the Dominican Sisters of St. Cecilia. The spiritual, intellectual and social development of all students is provided in a safe and disciplined environment. With a social foundation in academic and moral excellence, the students are prepared for success in high school and beyond.

The Graduate at Graduation

Academics

A Saint Mary Star of the Sea Graduate is:

- A diligent seeker of truth: Students have a love for truth and a thirst for knowledge in their classes. (Inquiry-based learning; project-based assessments; reasoning; debate)
- A creative problem-solver: Students develop and use analytical and critical thinking skills. (STEM program; Reflecting on actions and finding alternatives)
- A confident public-speaker and writer: Students cultivate their public speaking and writing skills through activities and competitions. (Forensics Tournament; Student Lectors; Class presentations; Academic Fairs for Science, Social Studies and Culture; Excellence in Writing Program; Writing competitions)
- A lover of the fine arts: Students are given opportunities to explore personal creativity and a love for the fine arts through classes, clubs, and activities. (Drama, music and art classes; attendance at local performances; Drama club and class plays)

Faith

A Saint Mary Star of the Sea Graduate is:

- A friend and follower of Jesus: Students develop their relationship with Jesus through prayer, religion classes, and day-to-day interactions and discussions. (Daily Chapel visits; Religion classes; school-wide morning and afternoon prayers)
- A participating member of a Faith community: Students are provided opportunities to deepen their prayer lives through communal and private prayer. (Mass; Advent and Lenten prayer services; Sacrament of Reconciliation; Stations of the Cross; May Procession; Faith Rally)
- A strong witness to the Faith in word and action: Students grow daily in their understanding of the Catholic faith so they will have the zeal to explain it in both words



and actions fitting to their stage of development. (Religion classes; class or school wide activities concerning the Faith)

- A compassionate advocate to those in need: Students serve in their parish, school, and local communities through class activities, field trips, and school wide drives. (Letters to soldiers; Little Sisters of the Poor canned food drive; Food drives for local parishes; St. Jude Math-a-thon; Jump-rope for Heart; Salvation Army Angel Tree; Disaster Relief fundraisers; Western Virginia Health Wagon; Catholic Relief Services Rice Bowl)

Citizenship

A Saint Mary Star of the Sea Graduate is:

- A contributor to the common good: Students are taught and encouraged in a spirit of cooperation, service, and responsibility among their peers. (Code of Conduct; Virtues in Practice Program; Team sports; Peer Mediators)
- Students are prepared for the duties of good citizenship through development of character and leadership. (Pledge of Allegiance; Veterans Day Program; Virtues in Practice Program; Relationship with the military of Hampton Roads)
- A Faithful Steward of God's World. Students have an appreciation of natural resources and their role in protecting them. (Living Shoreline, Marine Science Program)
- A leader: Students reach an understanding of themselves and others, exercising leadership according to their own personality and temperament. (NJHS; 8th grade Commissioning Ceremony and retreat; activities and clubs)

Philosophy

Saint Mary Star of the Sea Catholic School exists to provide a Christ-centered education where students grow in truth and love. Through the study of the Gospel of Jesus Christ, this school fosters lifelong learning in discipleship. The learning environment is directed toward the spiritual, intellectual, and social development as well as the physical well-being of each student and family.

Through an integrated curriculum that accommodates the diversity of learners in a global society, Saint Mary Star of the Sea Catholic School prepares students for life. By incorporating a variety of learning activities, teachers address the varied intellectual needs of our students. With a focus on the whole child, every effort is made to provide a relevant education to prepare them for daily life and for the ultimate goal of eternal life in heaven. The families are an integral aspect of the educational program. Therefore, by forming a partnership with the school, families play an active role in the education of their children.

Student Code of Conduct

Saint Mary Star of the Sea School strives to achieve an atmosphere conducive to learning and growth. The policies of the school are based on the gospel principle of respecting each individual as made in the image and likeness of God. In order to achieve that atmosphere the "Student Code of Conduct" is our guide.

Each child at Saint Mary is a Saint Mary student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

1. All students are expected to greet others, especially adults, when they pass them in the hallways or meet them around the school.
2. All students are expected to answer adults with "Yes, ma'am," "No, ma'am," "Yes, sir," or "No, sir" when appropriate.



3. All students are expected to stand and greet visitors when they enter their classroom.
4. All students are expected to offer to help other students, teachers, staff, and parents.
5. All students are expected to abide by the dress code. Neatness and cleanliness should be a priority.
6. All students are expected to treat others with respect and dignity, manifesting this attitude in their speech and actions.
7. All students are expected to pursue truth and knowledge to the best of their ability, accepting responsibility for their learning and seeking help from teachers when needed.

Students and parents are required to abide and uphold the spirit and the letter of the law in regard to conduct and discipline at the school.

ADMISSIONS

Saint Mary Star of the Sea School is a regional Catholic school; therefore it is the policy of Saint Mary that children be considered for admission according to the following priorities:

1. Children whose families already have children enrolled in the school.
2. Children who families are registered at one of the local Catholic parishes.
3. Children of non-Catholics.

When parents seek enrollment for their child(ren) at Saint Mary, financial obligations will be explained in detail. Out of justice, parents must be responsible for their payment of tuition and fees if they desire that their child(ren) remain at the school. Failure to meet financial obligations and responsibilities could result in a denial of admission to the school. The school reserves the right to require that payments be current in order for students to take exams, complete course work, and receive report cards.

Parents who wish to enroll their child(ren) at Saint Mary's Star of the Sea School must complete a registration form. This should be returned to the principal for review along with current report cards, standardized testing, and any learning disability or special educational papers. Documentation is required from the diagnosing professional for academic accommodations. The school will perform placement testing before admittance into the academic program. If the student meets all requirements, and space is available, school personnel will notify parents of acceptance. The registration fee is due at that time. Parents of new students will be required to complete a form granting permission to their child's present school to release all records. All students are accepted on a three-month trial basis.

The parents of new students must present a birth certificate for their child, and Catholic parents must present a baptismal certificate for their child as well. Readiness testing will be administered to all prospective students.

A first grade student must be 6 years old by September 30 and have successfully completed his/her kindergarten year. A kindergarten student must be 5 years old by September 30 of the school year. A pre-kindergarten 4 student must be 4 years old by September 30 of the school year. A pre-kindergarten 3 student must be 3 years old by September 30 of the school year.



A physical examination is required when a student enters school for the first time and immunizations must be updated as required. Virginia Health Forms are available at the office. A student cannot be admitted to class without a completed Virginia Health Form.

All students must have completed the series of Hepatitis B vaccinations, and all 7th grade students must have a Tdap booster before school begins, in accordance with state law. In addition, the school is required by law to report any HPV vaccinations of 6th grade students; this vaccinations is not mandatory and is left up to the discretion of the parents.

No student will be refused admission or participation in educational, athletic, or other school administered programs because of gender, race, color, or ethnic origin.

Saint Mary Star of the Sea School does not discriminate on the basis of disability, if, with reasonable accommodations, the student can meet the academic and behavioral requirements of the school.

ATTENDANCE

The school day begins at 8:00 a.m. and ends at 2:50 p.m. It is important that students be regular in their attendance at school. Poor school performance is often the result of excessive tardiness and absence. **Students are to bring notes from parents explaining all absences from school.** In addition, parents must notify the school office by 9:00 a.m. if their child will be absent.

Class work missed during a period of an excused absence may be made up without an academic penalty, subject to the requirements of the individual teachers. Teachers will make every reasonable effort to provide missed work for all students.

In accordance with Virginia State Law, any student missing 21 or more days of school will be considered for retention. Once a child has reached 15 days, parents will be notified. Consequences may include the issuance of a family Corrective Action Plan; notification to Social Services; or retention of the student.

Early Dismissal

If a student has to be dismissed from school earlier than the regular dismissal time, he/she should bring a note from his/her parent explaining the reason and stating the time of dismissal. The note is presented to the teacher by the student. It is then sent to the office. The parent must come to the office to sign out his/her child.

A special effort should be made to schedule dental and medical appointments after school, on half-days, and school holidays.

Policy on Absence, Tardiness, and Leaving School during School Hours

A written excuse, explaining the reason for absence and signed by the parent, must be presented upon return to school. If the child fails to bring an excuse, the parents will be contacted. All written excuses are kept on file for one year.

Persistent absences may cause serious academic problems and could result in the retention of the student. Each case is reviewed individually, by the Principal, teacher and parents before a decision is made. Persistent absences may also result in the student being subject to appropriate disciplinary action. A student who is late reports to the front office. Except in



cases of emergency as determined by the Principal and/or faculty member (as applicable or necessary) a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the Principal.

Excused Absences

Students are excused from school for the following reasons:

1. Personal illness of the student
NOTE: A doctor's note is required if a student misses more than two consecutive days
2. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours
3. Student participation in school-sponsored activities taking place during school hours
4. Death in the family
5. Emergency conditions in the student's home which require special help from the student

Illness

Students should not be sent to school when they are sick. The school has the responsibility to remove from the classroom and send home any student with a suspected communicable disease, fever, or after vomiting. A student who has been sent home for a communicable disease must have a written note from a physician in order to return to school. All students returning after an illness should bring a written explanation from the parents.

Students who are absent or leave school early due to an illness will not be allowed at extra-curricular events or allowed to participate in the event (including sports). Please see the information on Athletics (page 21) for further details.

Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, sufficient notice prior to the date of absence is expected. The Principal is notified via email or written note from the parents and discusses the student's progress with the parents. The principal advises the parents of the effect such an absence would have on the pupil's schoolwork. The final decision is the responsibility of the parents. The school is not under any obligation to provide a tutor, make-up-work, or special testing schedules for such a period of absence. The Principal determines the conditions and terms governing such absences.

Unexcused Absences

Absences other than those mentioned above, or any absences without an acceptable written explanation from parents, will be considered unexcused. In case of an unexcused absence, the teacher is not required to instruct again, give credit for work missed, or provide make-up tests.

If a student has been absent for half or more of the grading period, the teacher will withhold grades for that period.

Tardiness

The tardy student may be subject to appropriate disciplinary action. Frequent cases of tardiness are brought to the attention of the Principal to contact the parents.



A student arriving to his/her homeroom **after the 8:00 a.m. bell is considered tardy**. Parents must accompany children who are tardy to the office to sign them into school and to get a tardy slip. After a tardy slip is received, students report to class. After signing in and receiving a tardy slip at the office, parents must accompany children in the Primary building to their class.

Tardy = Students who arrive before 11:30 a.m. are considered tardy.

Absent = Students who arrive after 11:30 a.m. are counted absent for the time missed

The whole class is disrupted by one student's tardiness. The teacher must cease instructing the entire class to attend to the latecomer's needs, thus affecting the learning process of the other students. Students in grades 5-8 who have 2 or more tardies within a week will receive an infraction. The school reserves the right to dismiss students who accumulate an excessive number of tardies.

Bus

When students use the school bus for field trips, they must abide by the Student Code of Conduct. Safety rules are as follows:

1. Students must stay in a seat for the duration of the ride and are not permitted to walk in the aisles until the bus is stopped.
2. Students may not put their hands or head outside the windows at any time and must keep clear of the emergency exit in the back.
3. Any disruptive or inappropriate behavior on the part of a student is cause for him/her not to be permitted to ride the bus.
4. The bus driver will notify the principal of any concerns over student misbehavior. It will be the principal's decision as to what actions will be taken.

CAFETERIA

The cafeteria is managed by a food service manager and the kitchen meets the standard requirements for food preparations. Students at Saint Mary Star of the Sea School can either bring their own meals from home for lunch or order from a selection of lunches on a monthly basis. Children are encouraged to bring a nutritional snack for the daily snack break.

Carbonated/cafeinated sodas and energy drinks are not allowed at school. Parents should consider the age of each child when packing lunch—for example, small children have a difficult time assembling “Lunchable”-type meals.

If a student who did not pre-order is in need of a lunch, a lunch will be provided for a fee and will be billed to the parent.

CLASSROOM INTERRUPTIONS

In order to facilitate learning in the school environment, classes should not be interrupted during the school day. Please remember that the teachers must be present to all of their students beginning at 7:45 a.m., and that teachers are legally required to supervise all of the students present. If you need to communicate with the teacher, please do so by email or contact the office. Teachers will make every effort to get back within 48 business hours



All visitors must report to the office before going to a classroom. In order to teach children age-appropriate responsibility, parents may not accompany their children to their classrooms when dropping them off at school after the first week of classes (for Pre-K it is two weeks). Parents should also not come into the school to pick up their children at dismissal unless they are leaving early for an appointment. Please refer to the dismissal plan on page 16.

Parents will be asked to accompany younger children to the lower building in the event that they are tardy.

CLASSROOM ORGANIZATION

Teachers in grades Pre-K through 5th teach their students in self-contained classrooms. The 6th, 7th, and 8th grades are departmentalized. For the 5th grade, except for math, science and the co-curricular classes, students will stay in their classrooms with the homeroom teacher who teaches the other subjects. The 5th grade will remain in the elementary level while grades 6, 7 & 8 will be considered the middle school. Middle school students are assigned a homeroom teacher who oversees the well-being of the students entrusted to him/her for the school year.

CLINIC

A school clinic is maintained at the school office by the office staff and parent/nurse volunteers when available. Students who are injured or become sick are assisted while at school and parents are notified when necessary. **Medication is dispensed only when the required permission form is completed and signed by the student's doctor.**

COMMUNICATION

Communication between the school and home:

- Website and the secured FACTS Family Portal and parent/student log-in through FACTS-SIS ([Student Information System](#)). Parent email address is required when you sign on to FACTS Family Portal, and parents are to enable emails to be received from the school. This is the main avenue of communication from the school.
- Tentative school calendar (periodically check the school's online calendar for changes and updates).
- Weekly folders (containing memos from the office as well as work completed by students and important information from the classroom teacher).
- Weekly Word, Social Media platforms (ex. Facebook, Instagram, Twitter).
- Parent Alert FACTS-SIS automated phone calls (for emergencies, reminders and major upcoming events or information).
- Notes home, phone calls, conferences with teachers.
- Progress reports (K-2), live online grades (3-8) and report cards.

Parents should be proactive in requesting routine communications from their children. In keeping with the Church's principle of subsidiarity, parents and teachers should address problems and concerns to one another before contacting the principal. At times, conferences may be scheduled which include the student's teachers, parents, and the principal.

E-mail



The use of e-mail between any school personnel--administration, faculty, or staff--and parents/guardians **concerning confidential student matters**, including grades, is permitted for school communication only. It is important to remember that e-mail is seldom a secured channel of communication. For these reasons, we encourage phone calls or face-to-face conferences between parents and the school regarding difficult, sensitive and confidential student matters.

Email will often be used for informational purposes, such as newsletters, class activities, etc.

School employees should be contacted through their official school account, or through the office. Employees personal phone numbers should not be used for school business.

Teachers are expected to be teaching and supervising during school business hours. They should respond to requests by 48 business hours. Teachers may use the prerogative to correspond in a daily folder rather than email.

Parent-Teacher Conferences

Teachers at Saint Mary Star of the Sea School will meet with parents to discuss student progress. At the end of the first quarter and third quarter, parents will be notified to sign-up for parent-teacher conferences to review the child's progress. These conference times give parents and teachers the opportunity to analyze any problems the student might be having and to discuss remedies to those problems.

During the course of the school year, if a student is experiencing difficulty, it is important that parents and teachers meet to discuss the problem at hand. Parents may schedule a conference at any time during the school year by calling the office or contacting the teacher.

Unannounced or spontaneous visits to the classroom are not permitted.

All appointments with the principal are made through the school office.

TECHNICAL DEVICES

Technical devices (computers, chromebooks, kindles, iPads, etc) are available for student use in the school library and classrooms. All students and parents must read and sign a *Technology Acceptable Use Policy* with reference to the use of school computers. This will be kept on file in the Technology Department.

Regarding the Internet, students must be responsible for accessing only appropriate web sites and reporting any accidental "hits" of inappropriate sites. Students school assigned logins will be monitored through the use of Go Guardian software.

The following are unacceptable computer behaviors:

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Harassing, insulting, or threatening others▪ Derogatory comments▪ Sending, displaying, or downloading offensive messages or pictures▪ Using obscene language▪ Damaging computer systems or computer networks▪ Violating copyright laws | <ul style="list-style-type: none">▪ Submitting documents from the Internet as a student's personal work▪ Using another person's sign-on and/or password▪ Trespassing in someone else's folder, work, or files▪ Intentionally wasting limited resources |
|---|---|



- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Using the network for commercial purposes | <ul style="list-style-type: none"> ▪ Revealing a personal phone number, name, or address of one's self or another |
|---|--|

(Source: The Diocese of Rochester, New York, Department of Catholic Schools: *Guidelines and Policies*. Used with permission.)

Social Networking

Social networking has changed the way we communicate and share information with one another. The term Social Networking includes, but is not confined to the use of blogs/wikis, message boards/forums, Facebook, Twitter, LinkedIn, and other posting technologies such as YouTube, TikTok Picasa, Flickr, Instagram, etc.

These guidelines should not be considered all inclusive, but serve as standards by which the school will judge the appropriateness of actions used by students.

1. Students are not permitted to use social networking sites while at school.
2. Students and parents should be familiar with and adhere to the School's *Code of Conduct*. It extends to the use of social networking sites and covers issues such as cyberbullying, harassing and defaming that might occur online.
3. Pictures or images of other students are not permitted to be posted or tagged without the permission of the student's parent.
4. Students and teachers are not permitted to be "friends" through social networking sites. Any inappropriate comments on such sites about teachers or other students are considered public and could be grounds for discipline at the school level (even if images or comments are posted outside of school).
5. Appropriate and professional boundaries with social media are expected with students, parents and teachers.

CONFIDENTIALITY

The faculty and staff of Saint Mary Star of the Sea School will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns. All faculty, staff and volunteers must sign the Confidentiality Statement.

COUNSELING

Saint Mary has a part-time school counselor through a partnership with Catholic Charities of Eastern Virginia. Students can request to see the counselor. Teachers and parents can also request the counselor to meet with their child. An opt-out form must be completed if parents do not wish to utilize this service.

CURRICULUM



Saint Mary Star of the Sea School incorporates the Consensus Curriculum established by the Diocese of Richmond. This curriculum can be found electronically on the Diocese of Richmond website: <http://richmonddiocese.org/office/catholic-schools/?tab=5&sub=3>

All students are required to take religion, language arts, math, science, and social studies. Co-curricular classes include technology/library, art, music, PE/health, foreign language, and marine science (included in the science classes).

DISCIPLINE POLICY

“God created man a rational being, conferring on him the dignity of a person who can initiate and control his own actions” (*Catechism of the Catholic Church*, paragraph 1730). Once children have reached the age of reason, they are capable of being responsible for their own actions. In keeping with this God-given dignity, children can learn to accept the consequences for choosing to behave in ways that are not in compliance with school rules.

In grades Pre-K to 3, teachers follow a discipline plan according to age appropriate levels of behavior and consequences. These plans are determined by individual classroom teachers and communicated to the students and parents at the beginning of the school year. In grades 4-8, the discipline plan is categorized according to the following levels for behavior and consequences:

<p><u>Level 1:</u></p> <ul style="list-style-type: none">• Disruption of class• 2 tardies within a week• Uncooperative behavior• Failure to return signed infraction• Electronic device confiscated• Other infractions of like nature <p><u>Level 2:</u></p> <ul style="list-style-type: none">• Disrespect to teachers, staff or other students• Use of profanity• Direct disobedience of teacher or school rules• Other infractions of like nature	<p><u>Level 3:</u></p> <ul style="list-style-type: none">• Harassment or Bullying (physical, verbal, or written electronically or other forms)• Dishonesty• Cheating (see consequences for cheating)• Bringing illegal materials to school• Leaving school without permission• Dangerous behavior to self or others• Potential destruction to school property• Social media violations• Other infractions of like nature
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Discipline standards will be upheld in Before School Care/After School Care, summer camps, field trips and on the bus.

Infraction System

If deemed necessary, faculty or staff members may issue infractions to students. An infraction is a means of communication to parents regarding student behavior. Infractions are administered through FACTS SIS and emailed to the parents by the Discipline Coordinator. Corrective action will be taken when a student has incurred three infractions. The consequence for a Level 3 infraction is an automatic detention. Each semester is self-contained for accumulation of infractions.

Other Terms Involved in the Infraction System:

- Detention: A student attends an afterschool detention in which he/she completes assignments under the guidance of a designated faculty member. **Detentions are held in a designated faculty member's classroom on a day designated by the Dean of**



Students. Students are picked up at the After School Care entrance on Willard Avenue at 4:00 pm.

- In School Suspension (ISS): A student attends school but does not participate in regular school activities. He/she spends the day apart from his/her class and completes the work assigned by his/her teacher(s). Credit may or may not be given for the work assigned during the suspension. ISS is assigned for misconduct after 3 detentions have been served.
- Out of School Suspension(OSS): A student is not permitted to attend school for designated amount of time. No credit is given for work missed during the suspension. OSS is assigned for actions of a more serious nature at the discretion of the principal of the discipline committee.
- Request for withdrawal/expulsion: A student is asked not to return to St. Mary's.
- Behavior/Academic Probation Contracts: A student and his/her parents meet with the Principal and/or Disciplinarian to discuss and sign a probation contract for behavior and/or academic reasons. The purpose of a contract is to encourage the student to achieve goals for making better choices, academically or behaviorally within a given time frame.

Detentions, ISS, OSS, Request for Withdrawal, and Contracts will be assigned by the Principal and Disciplinarian based on information from FACTS SIS database and meetings with the teacher, student and parents.

The school reserves the right to discipline students for conduct, whether inside or outside school during the school year, or online, that is detrimental to the reputation of the school or harmful to the reputation of teachers or students.

After school activities will be suspended for the day a student serves detention, ISS, or OSS is served.

Cheating, Forgery and Plagiarism Policy

Cheating, forgery, or plagiarism (using another person's work without giving due credit or failing to summarize in a student's own words) are handled in the following manner:

- First Offense: A student meets with his/her teacher or the administration. A student receives a zero for the assignment and a detention. The incident is reported to the parents. The assignment must be redone using the student's own words.
- Second Offense: A student and his/her parents meet with the teacher, Discipline Coordinator and/or the principal. This student receives a zero for the assignment, given in-school suspension and placed on academic probation. The assignment must be redone using the student's own words.
- Third Offense & Thereafter: A student and his/her parents meet with the Discipline Coordinator and/or the principal. The student receives a zero for the assignment, an out-of-school suspension, zero grades for all work missed during the suspension and are placed on a student contract with the possibility of expulsion. The assignment must be redone using the student's own words.

Electronics Policy

Electronic devices, including but not limited to cell phones, Smartwatches, iPods, FitBit watches, cameras, or any devices that have the capabilities of using WIFI or the internet, are not permitted to be used during school time, BSC/ASC, or during school-related activities such as sports, clubs, or other events. Any exception to this policy will be at the discretion of the principal. **Saint Mary is not responsible for any lost, stolen, or damaged devices. If**



electronic devices are found in the possession (on the person) of a student or go off during school time or school-related activities, the following procedure will be followed:

- First Offense: Electronic device is confiscated for the day and a level one infraction is issued that must be signed by parents and returned on the following school day. The parent may pick up the device from the office the next school day.
- Second Offense: Electronic device is confiscated for one week and student receives a level 2 infraction.
- Third Offense: Electronic device is confiscated for 14 days and student receives a detention.
- Further: Electronic device is confiscated for length of time designated by the principal. A parent and the discipline committee will meet to discuss further action.

Harassment - Bullying

Any type of harassment or bullying is unacceptable. This includes harassing, bullying or cyberbullying behaviors conveyed electronically (e.g., text messaging, e-mail, Facebook, Instagram, Snapchat, KIK, etc.) in or outside of school. Faculty and staff will follow the Discipline Policy when reporting harassment. Students who are being harassed should report the incident to the attending teacher or staff member. The Principal will be notified by the teacher. Social aggression is not tolerated in a Catholic school. If students are teased, “ganged up on”, or targeted negatively in any way, those found responsible for the harassment incident will receive appropriate consequences according the Discipline Policy.

Search and Seizure

If the school has reasonable suspicion that a student may be concealing items in violation of a school rule or hiding contraband material in desks, cubbies, closets, and other containers (including a backpack or purse), the principal or designee will search such items as deemed necessary.

Violence

All intended threats of violence will be taken seriously. Problem solving and conflict management are skills that are taught to the students at every level, therefore teachers will assess discipline levels for reports or observations of threats of violence based on the nature of the threat. A serious threat of violence may be cause for immediate expulsion. The principal, teacher and disciplinarian will determine the level of threat reported.

General Administrative Policy for Discipline

Because it is impossible to foresee all problems which arise, this clause empowers the faculty and administration to take disciplinary action for any behavior which violates the spirit and philosophy of Saint Mary Star of the Sea School, even though not specified in this handbook.

The principal is the final recourse in all disciplinary situations.

The school reserves the right to require the withdrawal of any student who violates the discipline code or the regulations of the school or who fails to maintain the academic standards of the school, or for the good of the school.

Parent Cooperation



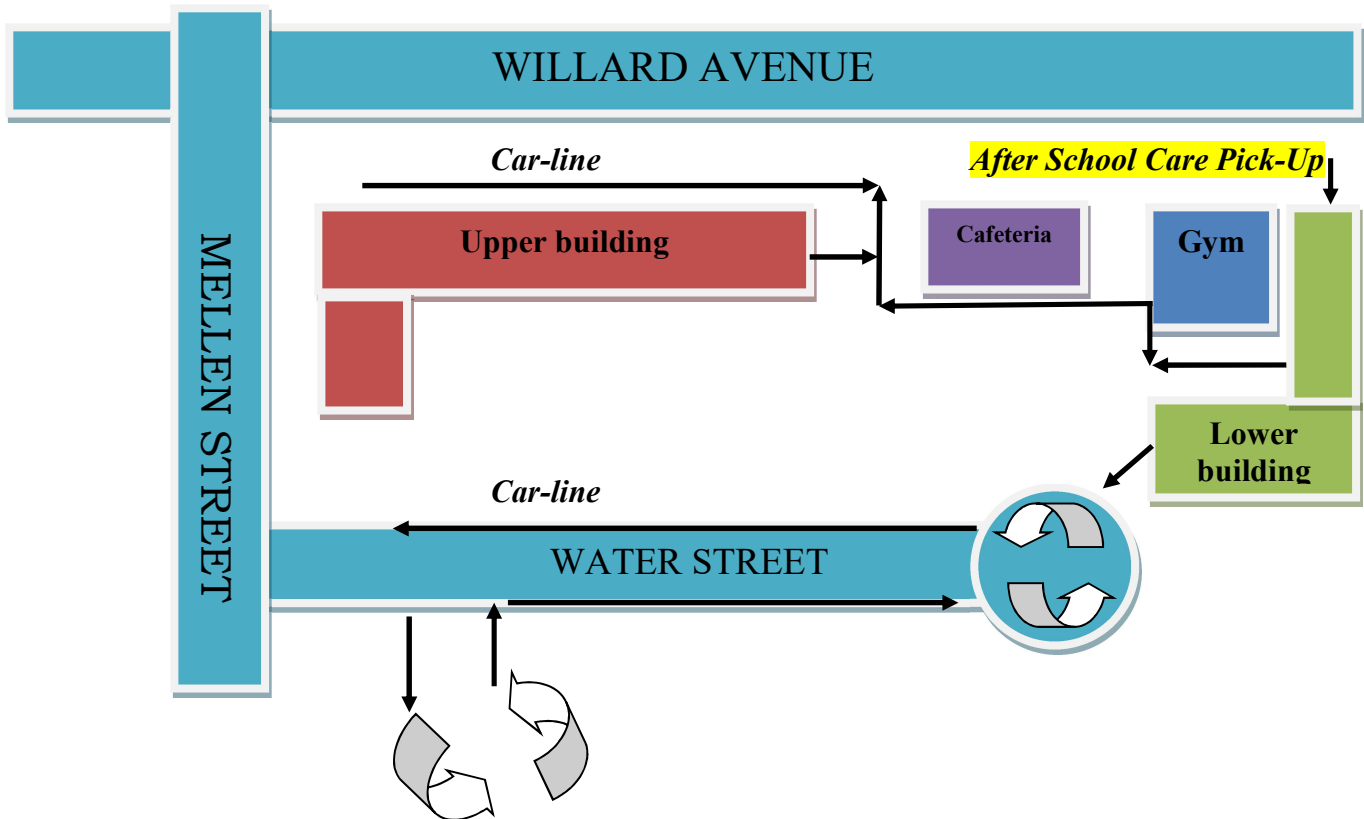
The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This serious decision is determined with the best interest of the student and the school in mind.

DISMISSAL PLAN (FOR END OF SCHOOL DAY)

The following dismissal plan is designed to provide a safe and efficient exit from school.

3:00pm Dismissal Procedure

The vehicle will pull up to the assigned pick-up location. The driver must remain in the car at all times. The carpool number of the family will be relayed to the teachers via walkie-talkie. The student[s] will remain in their classrooms or the hallway until their carpool numbers are called over the intercom. Do not tell your child to exit the classroom before his or her number is called. For the safety and security of all students, students must remain with their teachers until their numbers are called.



Picking up on Willard Avenue

Parents who pick up students on Willard Avenue must approach Willard from the direction of Mellen Street and pull up on the side of Willard closest to the school. A student may not cross the street to get into the car. If the line is backed up, cars should not block Mellen Street, but should line up on the other side of Mellen Street and cross the intersection once there is room. Cars should not turn left or right from Mellen Street onto Willard Avenue if cars are lined up across the street. Cooperation and patience is required for everyone to ensure the safety and security of all our families and school personnel.



General Dismissal Guidelines

- All students who are being picked up after school will be assigned to one of two designated pick-up areas: the circle (Water St.) or Willard Avenue.
 - PK3/PK4 students dismiss at noon in the circle. On all-school noon dismissal days, PK dismisses at 11:00 a.m. in the circle with the exception of PK students who have older siblings at the school. They may stay until noon when their siblings are dismissed. PK students who will be picked up after 12:15 are to be dismissed from the After School Care located on Willard Avenue entrance, across from the baseball fields.
 - Circle Pick-up = Students in grades 5-8 with a younger sibling in grades K-2.
 - Circle Pick-up = Students in grades K-2 who are the youngest or only.
 - Willard Pick-up = Students in grades 3-8 who are the youngest or only.
- All families will be issued two copies of their assigned car number.
- If students carpool with another family, students will need that family's number also. If parents need an extra copy made for that purpose, please contact the office.
- Students who attend After-School Care on a regular basis will also be assigned a number in the event that they are ever picked up at dismissal.
- The number should be displayed in the passenger side of the windshield.

The safety of children is of primary importance to all of the faculty and staff of Saint Mary Star of the Sea School. To ensure the safety of our students, parents are asked to refrain from conferencing with teachers while the teachers are supervising the dismissal of students. Parents are to call ahead to schedule a time for conferences. Parents must refrain from using cell phones during this time to give their full attention to safety during dismissal.

If students are planning to leave school with an adult other than a family member, written permission from their parents/guardians must be given to the teacher prior to dismissal. For late changes to parent pick-up plans, a phone call to the office to inform the teacher is required to provide the safe dismissal of the student.

Parking

In the event that you need to park and leave your car, note the sign indicating limited parking times on Willard Avenue on the school side (up to and including the lower building). Please use the parking places in front of the main office, East County Street, or the gravel lot next to the Phoebus Little League ball fields. Do not park on the residential side on Willard Avenue opposite the upper school building and cafeteria.

Important: Parents are not permitted to enter the gates and walk to pick up students. Gates are locked at all times.

DRESS CODE/UNIFORM POLICY

Dress and grooming standards are essential in fostering personal growth and development. Full attention to proper grooming is expected of each student. Students must abide by dress code regulations each day. Occasionally, the school will have an out-of-uniform day. These days are announced in advance.



Students who receive three notices for not abiding by the uniform policy will forfeit the privilege of coming out of uniform the next time an out-of-uniform day is held. Students who wear inappropriate clothing on an out-of-uniform day will be asked to change into a uniform (not a different set of clothing).

Since dress code enforcement begins at home, parents are asked to ensure that the students abide by the uniform regulations. As noted above, violations of the dress code will result in consequences. If needed, students can borrow a uniform from the used uniform closet or call home to have them brought to school. Dress code standards are under the guidance of the principal.

Students should come to school with appropriate outerwear during cold or rainy weather. If students do not have appropriate outerwear, they may have to sit inside the school building during recess.

General Guidelines

- All clothing must be neat and clean, unwrinkled, hemmed, and in good condition
- Hairstyles must be neat and clean (hair should be combed daily)
 - Girls: Clear of the face
 - Boys: above the shirt collar, above the eyebrow, and above the top of the ears
- No dyed, bleached, or highlighted hair
- No unusual hairstyles
- No make-up
- Fingernail polish (other than clear) and fake nails are not permitted
- Only solid white t-shirts may be worn under uniform shirts, and no part of the t-shirt sleeve should show
- Shirts/blouses are to be tucked in

Pre-Kindergarten (3- and 4-year-old program)

All general regulations above apply. Uniforms are required

- **Pants:** Navy elastic waist pants or shorts. Girls may also wear navy elastic waist skorts.
- **Shirts:** Light blue polo shirt (short or long sleeves, Saint Mary logo or plain).
- **Shoes:** Athletic shoes only – no slip-ons.
- **Socks:** Navy or white socks must be worn with shoes

Kindergarten through 8th Grade

Boys

- **Pants:** Navy blue dress slacks (plain) with a solid navy, black, or brown leather belt.
- **Shirts:**
 - **Kindergarten-Grade 4:** Light blue polo shirt (short or long sleeves, Saint Mary logo or plain).
 - **Grades 5-8:** Light blue oxford shirt button-down (short or long sleeves, Saint Mary logo or plain). Navy tie should be the length of belt.

Girls

- **Grades Kindergarten – 4:** jumper, Flynn O'Hara; white rounded-collar plain blouse (short or long sleeves).
- **Grades 5 through 8:** plaid skirt, Flynn O'Hara; light blue button-down oxford blouse (short or long sleeves, Saint Mary logo or plain).



- **All Girls: Wear skirts/jumpers on Mass days.** Skirt length no shorter than 2" above the middle of the knee in front and back. Navy bicycle shorts must be worn under skirts/jumpers every day (NOT dance leggings or yoga type pants).
- **Pants:** Navy dress pants are optional from November 1 through March 1 and must be worn with solid navy, black, or brown belts and regular blouse or light blue polo.

All Students-Kindergarten-8thGrade

- Shoes:
 - Grades K-8: light brown, suede “dirty buck” style shoe. Grades 5-8 have the option of wearing tan Sperry’s.
- Socks:
 - Girls: plain white or navy knee socks or crew socks; white or navy tights, cable-knit tights; **no sports socks or anklets**
 - Boys: plain white or navy crew socks; **no sports socks or anklets**
- V-Neck Sweater: Logo only.
- Navy button-down cardigan – plain or with Saint Mary logo (no hoods or zippers).
- Navy crewneck sweatshirt with logo is optional to be worn over blouses/shirts.
- Accessories: One watch [excluding Smart watches or Fitbit], one simple ring, and one simple chain with religious medal or cross only. No bracelets permitted.
 - Hair accessories must be limited to small simple solid navy, white or uniform plaid headbands/bows.
 - Girls: a single pair of post earrings, one in each earlobe
 - Boys: no earrings
 - No other piercings allowed

OTHER CLOTHING PERMITTED IN THE CLASSROOM:

- Students in grades 5-8: V-Neck Sweaters or Navy cardigans with the logo are worn for indoor use.
- Students in grades PK-4: Navy sweatshirts [no hood or Spirit wear unless on Friday] or Navy sweaters with or without the logo are worn for indoor use.

OTHER CLOTHING NOT PERMITTED TO BE WORN IN THE CLASSROOM:

Hats, hoods, coats, or jackets in the classrooms, including fleece or wind-breakers, even with the St. Mary’s logo. [These may be worn for outside use.]

Summer Uniform Option

The summer uniform is never required. However, it may only be worn in the following manner:

- Any day from the first day of school through after Easter break through the last day of school.
- **Shirts:** short sleeve light blue polo shirt, plain or with Saint Mary logo; no oxford shirts or blouses (Please note: the polo shirt is not to be worn with skirts/jumpers)
- **Shorts:** (girls and boys) navy, from Flynn O’Hara only
- **Socks:** girls may wear crew socks with shorts

PE Days

- Athletic shoes are required for weekly P.E. classes. Students in grades Kindergarten-4th may wear athletic shoes to school on P.E. days. Except on Mass days.



- Students in grades 5-8 are required to bring their gym uniform and athletic shoes on P.E. days. Only uniforms purchased from Flynn O'Hara are permitted, including the optional sweatshirts and sweatpants (with St. Mary logo) for cooler days. Other jackets and sweatshirts are not permitted. Dressing out in the P.E. uniform and gym shoes is included in the P.E. grade.

Out-of-Uniform Dress Code

The spirit of the school dress code applies to out-of-uniform days. General regulations and jewelry regulations apply. The following **may not** be worn:

- Clothing printed with inappropriate advertisements
- Midriff-baring shirts; sleeveless tops/dresses; tank tops; low-cut tops
- Sweatpants/leggings
- Sagging pants or pants without belts
- Torn, ripped, ragged or tight-fitting jeans or pants
- Make-up/nail polish (other than clear)
- Spandex
- Short shorts; mini-skirts (skirts/shorts must be 2" above the middle of the knee or longer)
- Flip-flops or high heels
- Visible straps from undergarments
- Hats

EXTRA-CURRICULAR ACTIVITIES

Clubs and organizations present the students with multiple opportunities to become intellectually, morally, spiritually, and physically involved in activities which greatly enhance the building of a community spirit in the school. The extra-curricular activities that will be offered are announced at the beginning of each school year (and throughout the year, as they occur). Clubs may include National Junior Honor Society, Virtue, Marine Science, Little Flowers (girls), Band, and Spanish.

Athletics

Saint Mary Star of the Sea School provides an athletic program open to middle school students (to include 5th grade, with the permission of their parents and coaches) of all abilities and experience levels. Athletics are an important part of the total school program at St. Mary Star of the Sea and work in conjunction with the other educational experiences to provide students the environment and opportunity to develop the values of character and ethical decision-making. The opportunity to participate in interscholastic athletics is a privilege that carries with it responsibilities to the school, the sport, other students, the family and the community, as well as the student athlete.

St. Mary's Star of the Sea Athletic Program

- a. St. Mary's athletic program embodies the mission, philosophy, and objectives of the school. The athletic department ensures that coaches have appropriate training and knowledge of the school's mission. School wide, we are committed to the safety and the physical and emotional health of the participants in the athletic program.



- b. The St. Mary Star of the Sea Athletic Code shall govern all student athletes, on and off campus, during the time they are participating in an athletic program as identified and created from time to time at St. Mary Star of the Sea.
- c. The purpose for the addition of the athletic program at St. Mary Star of the Sea is to add to our student's mental, physical, social, emotional, and ethical wellbeing. It is another step in fostering our student athlete's to becoming productive young adults in society.
- d. The participation in athletics at St. Mary Star of the Sea is a privilege and not a right. In the exercise of this privilege, all students shall comply with the St. Mary Star of the Sea Athletic Code of Conduct. Before participating in the student athlete's first scrimmage or contest of each season, the student and his or her parent/guardian must acknowledge receipt of, and free to abide by, the Athletic Code of Conduct by signing and returning the acknowledgment form to the Athletic Department to be retained on file.

Athletic program goals

- The first goal of our program is to develop character.
- The second goal of our program is to improve preparation, commitment, and participation. This will create enthusiasm within the program and community.
- The third goal of our program is to provide student athletes with the necessary tools to prepare physically, emotionally, and mentally.
- The final goal of our program is to develop champions on and off the field.

Athletic Philosophy

- Athletics is an important and vital part of the total educational program at St. Mary Star of the Sea Catholic School.
- The athletic program and the academic program both serve the same purpose-to build character and to give each student qualities that will equip him or her for productive life.
- St. Mary Star of the Sea believes in the scholar-athlete. The person who places academics first, but who participates in athletics as a valuable and necessary part of the learning experience in school.
- St. Mary Star of the Sea seeks to encourage as much participation as possible at each level of interscholastic competition.

With the sufficient number of eligible students, St. Mary's will field teams in the following inter-scholastic sports:

Fall: Cross Country and Soccer (Co-ed); Volleyball (girls)

Winter: Basketball (boys and girls, separate teams)

Spring: Baseball (boys)- Girls may be allowed if no softball team; Softball (girls)

Eligibility

Students must be in good academic standing for tryouts and continued participation once selected to a team. Students must also be able to fulfill his or her commitment to the team for the duration of the season. Once selected to a St. Mary's team sport, priority must be given to this team over involvement in community league sports or other extracurricular activities. Students are only allowed to participate in one sport per season with the exception of cross country. Students may participate in both cross country/soccer or cross country/volleyball. Please see Athletic Handbook for specific guidelines.



Fees

An athletic fee of \$50 per student/per sport must be paid by the end of the first week of practice, in order to receive a team uniform and continued participation at team practices. Fees are made payable to SMSSS and are sent to the school office via the student's homeroom teacher.

Communication with Coaches/Athletic Director

Should a concern arise, the parent and/or student-athlete should talk to the coach first. Coaches' contact information can be obtained from the Athletic Director. If a resolution does not occur when talking with the coach, parents or students should then contact the Athletic Director if they feel that additional communication is necessary. If the Athletic Director is unable to solve the problem, then a meeting with the Principal and the Athletic Director may be scheduled.

Sportsmanship

At St. Mary's, athletic competition contributes to the development of character and school spirit. Sportsmanship and fair play are an important part of this experience. St. Mary's expects coaches, players, faculty, students and parents to represent our school in a manner that is respectful of others on and off the field of competition. If a student is serving a detention, ISS, OSS, or is not in school by 11:30 am, they will not be permitted to participate in games scheduled for that day.

St. Mary Star of the Sea School spectators shall:

1. Realize that they represent the school just as the players do and, therefore, have an obligation to demonstrate through their behavior the practice of good sportsmanship.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well-being of the players through the medium of contest; victory or defeat is of secondary importance.
4. Treat visiting teams and officials as guests, extending to them every courtesy. Treat them as you would like to be treated.
5. Respect the judgment and integrity of the officials, realizing that their decisions are based upon game conditions as they observe them.
6. Be modest in victory and gracious in defeat.

Spectators (students or adults) who display poor sportsmanship or improper behavior at any athletic contest may be asked to leave the field or gym. Based on circumstances, they may be barred from attending any games for the remainder of the season.

National Junior Honor Society

Students in 6th, 7th, and 8th grade who exhibit academic success, leadership, character, service, and good citizenship may be nominated by the Middle School Faculty to membership in the National Junior Honor Society. The nomination process takes place in the spring of each school year, and students are nominated on the basis of proven academic success



(honor roll), behavior, service, and responsibility. Academic and conduct standards must be maintained throughout their time at Saint Mary.

FIELD TRIPS

Educational field trips are a privilege that may be enjoyed by students and their teachers. Diocesan permission slips will be sent home with eligible students prior to the scheduled date of the field trip. The permission slip must be completely filled out and signed by the child and child's parents and returned to the teacher so that the child may go on the trip. If a student fails to submit a field trip permission form or payment, if required, he/she will not be allowed to participate in the field trip. Permission by any other means (fax, verbal permission) is not acceptable.

Proper etiquette is expected of all students involved in any co-curricular program. **Students who have had difficulty behaving at school may be asked to not participate in field trips. This also includes the culminating 8th grade class trip.**

Weapons, alcohol, tobacco, and items with inappropriate slogans are not allowed to be purchased as souvenirs on field trips.

All school rules apply and are in effect for the duration of any and every field trip. Unless otherwise directed, students wear their school uniforms on field trips. Mobile/electronic devices will not be taken on field trips unless approved by the teacher.

FINANCES

Tuition payment

Saint Mary Star of the Sea School offers three tuition payment plans on the tuition contract:

1. Payment due in full by August 15, 2020, paid directly to the school
2. Semi-annual payments by August 15, 2020, and January 15, 2021, paid directly to the school or,
3. Monthly or semi-annual payment plan through FACTS Tuition Management Company

A \$25 late charge will be imposed on all amounts overdue, including after school care. A \$25 fee will be applied to account for each returned check via FACTS.

The books and supplies fee must be paid by July 1. That fee can be paid in two monthly installments (June 1 and July 1) if needed. Withdrawal prior to the first day of school will result in refund of all fees except registration, which is non-refundable.

The enrollment of a student is an annual contract on which the school budget is built. The parent obligation to pay the full tuition and fees is unconditional and after June 30, 2020, no portion of the charges paid or outstanding will be refunded or cancelled in the event of withdrawal, dismissal, suspension, or absence of the student(s) from the School. In the event of any such separation from the School, any unpaid balance for the full amount of the tuition shall become at once due and payable. Should withdrawal be necessary due to extenuating circumstances the decision to release liability under this agreement will be left to the sole discretion of the Principal in consultation with the School Board Finance Committee. Military moves and company transfers are considered extenuating circumstances.



The account will be considered delinquent after 2 consecutive months of no payment. The account will be referred to the Finance Council for further action, up to and including the students not being permitted to attend school until the account is current. When or if the account is referred to an attorney for collection, the parent is to pay all collection fees including court and attorney fees.

It is the Principal's right and sole discretion to dismiss or suspend any student who fails to maintain the academic standards of the School, who violates School regulations, or whose conduct is not in the best interest of the student and/or of the School.

The School is authorized to send the student(s) record to any other educational institution to which the student(s) may apply for admission, or to any prospective employer for whom the student(s) may seek employment, without further approval of the student(s), parent, or guardian. It is understood that the School may withhold records of any student whose account is in arrears and that a student will not receive a grade for tests for final exams if his or her account is not current.

As stated under the section on Admissions, out of justice, parents must be responsible for their payment of tuition and fees if they desire that their children remain at the school. Failure to meet the financial obligations and responsibilities could result in a denial of admission to the school.

Financial Withdrawal

The enrollment of a student is an annual contract, and there is no rebate or credit for absence or withdrawal for any reason or for suspension or dismissal after the session starts. Should withdrawals be necessary due to extenuating circumstances, the decision to release liability under this agreement will be left to the sole discretion of the principal and the Finance Committee, and families are required to pay tuition through the month that students are withdrawn. Military and company transfers are considered extenuating circumstances.

Textbooks

Students are responsible for the textbooks that are issued to them at the beginning of the school year. Hardback books are to be kept covered at all times. Students may not tape covers to books as this results in damage to the textbook, for which they are responsible. All damaged or lost books must be paid for by the families of the student involved. Final report cards will not be issued until all books are returned in acceptable condition or fines paid for damaged books.

FORGOTTEN ITEMS

Any items forgotten at home and later brought to school should be left at the office. Items should be labeled with the student's name and grade. Items need to be brought to the office before 11:00 a.m. or they may not get to the student until the following school day. Students are not permitted to call home for forgotten homework, projects, PE uniforms, or items of a similar nature, as these are the responsibility of the children.

GRADING AND GRADE REPORTING

The following grading systems are based on the Diocese of Richmond Office of Catholic Schools Policy.



For Pre-Kindergarten, a reporting scale is determined by the teacher and principal and communicated to the parents of the students at the beginning of the year.

For Kindergarten, 1st grade, 2nd grade, the following reporting scale is used for major courses, co-curricular courses, self-discipline, and work habits:

3 = Meeting grade level standard; demonstrates understanding of grade level standards and applies skills consistently and independently
2 = Developing grade level standard; demonstrates partial understanding of grade level standards and inconsistently applies skills with or without support
1 = Below grade level standard; demonstrates minimal understanding of grade level standards and is unable to apply skills with support
^ = Skill requires improvement

This simplified numeric grading system is a developmental scale that allows parents to easily understand their child's developmental level of learning.

For Grades 3-5, the following reporting scale is used for major courses.

97 - 100	A+		80 - 82	B-		63 - 66	D
93 - 96	A		77 - 79	C+		60 - 62	D-
90 - 92	A-		73 - 77	C		59 & below	F
87 - 89	B+		70 - 72	C-			
83 - 86	B		67 - 69	D+			

For Grades 3-5, co-curricular courses, self-discipline, and work habits:

3 = Meeting grade level standard; demonstrates understanding of grade level standards and applies skills consistently and independently
2 = Developing grade level standard; demonstrates partial understanding of grade level standards and inconsistently applies skills with or without support
1 = Below grade level standard; demonstrates minimal understanding of grade level standards and is unable to apply skills with support
^ = Skill requires improvement

Grades 6-8, the following reporting scale is used for major courses, co-curricular courses, self-discipline, and work habits:

97 - 100	A+		80 - 82	B-		63 - 66	D
93 - 96	A		77 - 79	C+		60 - 62	D-
90 - 92	A-		73 - 77	C		59 & below	F
87 - 89	B+		70 - 72	C-			
83 - 86	B		67 - 69	D+			



The grading system allows for an objective measurement of a student's progress in school. Each student receives grades not only on tests and reports, but also for participation in class, homework, and class work as outlined by each teacher. Incomplete grades may be counted as "0" in determining grades.

If a student does not fulfill the required assignments in a subject during a grading period, the student may receive an "I" or "Incomplete" in that subject on the report card. The student must make up incomplete work and must have the "I" removed from the report card within three weeks. If this work is not completed, then the student may receive an "F" on the report card.

Report Cards

Report cards are issued quarterly in grades PK4 through 8. Pre-Kindergarten 3 year olds report cards are distributed at the end of each semester. The final report card will be emailed in June.

Progress Reports

Each student, grades K-2, receives a progress report mid-way through each quarter. Students in grades 3-8 have online access to grades and receive weekly updates throughout the year. Directions on how to access grades is sent home in the first few weeks of school.

Student Accommodation Plans

Support services are listed on the report card in the event a student is placed on a Student Accommodation Plan and has been given accommodations for school work. This plan is determined after a Child Find is conducted through the public school system. It is designed by the Student Accommodation Team after assessing the results and meeting with the principal, teacher, parents and student. The plan is implemented during the course of the school year according to the learning needs of the student.

Promotion

The success of the students is important to the teachers as well as to the parents. Promotion is determined by the teacher and principal in consultation with the parents. Inability to read well causes more children to fail in school than any other single factor. The foundation of reading is laid in the primary grades, especially in the first two grades. In fact, mastery of certain reading skills is the major objective of these grades. Hence, promotion through the first, and second, is to be determined mainly by the child's progress in reading, with math being secondary. Additional factors taken into consideration for retention are maturity, social skills, emotional development, and other academic achievements. Promotion in grades 3 through 8 is determined by the child's general scholastic average in the core curriculum. Progress in reading, English, and math are most significant in determining promotion.

When it is probable or most certain that a student will not be promoted to the next grade, the parents will be informed of this fact before the end of the third term.

Honor Roll

An honor roll acknowledges those students who maintain high academic standards and who conduct themselves in an honorable way. There are three categories that make up the honor roll at Saint Mary Star of the Sea School: First Honors, Second Honors, and Effort and Citizenship. Students in grades 4 - 8 are eligible for the Honor Roll each quarter.

The following standards are used for determining honors for each grading period:



First Honors:

Grade average of 90 - 100% in all subjects*

Second Honors:

Grade average of 80% or higher in all subjects*

Effort and Citizenship:

This award is granted by the homeroom teacher to students who show tremendous effort in academics, behavior, etc., but who do not qualify for First or Second Honors due to grades. Students must have no negative comments on their report card or major disciplinary issues. (In 4th and 5th grade: Comments #7, 10, 13, and in 6th, 7th and 8th grade: Comments #5, #8* disqualify students from receiving such an award.)

**(including any negative comments and a combined average of all grades in PE/health, Art, Music, Technology, and Foreign Language)*

GRIEVANCE PROCEDURE

In the event that students and/or their parents wish to express a concern about school-related issues, the first point of contact should be the classroom teacher [or other attending adult staff member who was present at the occurrence(s) of concern, if the complaint involves an event]. If the issue is not resolved at that point, the next step is to contact the office and request a conference with the principal, at which time the issue will be given a fair hearing and steps will be taken to resolve any concerns.

PARENT TEACHER ORGANIZATION (PTO)

The objective of the PTO is to foster the unity of the parents and the faculty in the common goal of a Catholic education to prepare our students to become good citizens of the world with a strong Christian foundation. Working together, the parents and teachers of Saint Mary Star of the Sea School provide the link to achieve this goal.

Each year the PTO contributes a planned monetary amount to Saint Mary Star of the Sea School to support a portion of the School's Operating Budget through various fundraising events and activities.

Parents, legal guardians, teachers and staff of Saint Mary Star of the Sea are all members of the PTO and are encouraged to actively participate in volunteering for events, i.e. All Star Raffle, Annual Golf Tournament, Chili Cook-off & Trunk or Treat, St. Nick Shop, School Book fairs, Annual Auction Night and End of the Year Picnic.

HOMEWORK

Saint Mary Star of the Sea School strives to promote student learning with an organized and disciplined approach to study. Students learn how to make good use of their study time. They complete their homework in an average amount of time suggested for their grades:

<i>Grade</i>	<i>Study Time</i>
K	15 minutes
1-2	30 minutes
3-5	60 minutes
6-8	90 minutes



This time allotment refers to actual concentrated working time. Students in grades 3 through 8 may receive homework on the weekends, and teachers may require a student to complete makeup work on weekends. Occasionally, students may need to study for tests and/or complete long-range projects on the weekends. Students are expected to complete homework independently. Parents may give guidance to their child in regard to homework to ensure that it is neat and complete, but should not do it for the child.

Teachers establish homework policies for their classrooms and communicate the policies to students and parents.

INCLEMENT WEATHER

In case of closing, early dismissal, or delay due to inclement weather, Saint Mary Star of the Sea School will contact parents via FACTS/FACTS SIS Parent Alert phone/text emergency notification system. The school closing will also be listed on the WAVY TV 10 website.

Please note that there is a school in Virginia Beach, Star of the Sea School. Our school is listed as **Saint Mary Star of the Sea School. Please be sure your family's emergency contact information is updated with the school office.

**Please note St. Mary does not follow Hampton or Newport News City School inclement weather closings.

LOGO

The Saint Mary Star of the Sea School logo may not be used on any items (t-shirts, letterhead, etc.) without the express written permission of the principal.

LOST AND FOUND

Lost and found items (excluding items of value) are kept in a container in the primary building. Items of value will be kept in the office. All unclaimed items will be given to charity at the end of each semester.

The school cannot be held responsible for the loss of personal property. Toys are not allowed in school unless permitted by teacher. Students should not bring items of value or large amounts of cash to school.

MEDICATION

No medication will be administered without written permission of the parent (the necessary form can be obtained from the office). If a child must take medicine at school, it should be carefully labeled with the name of the student, name of the doctor who prescribed the medicine, time the medicine should be taken, and the dosage prescribed. Prescription medicines should be in the original containers. Over-the-counter medication should be in unopened containers accompanied by a letter stating the above required information. Cough drops may be held by the classroom teacher for students who have a note from their parents.



Allergies, asthma, etc.

Children with life-threatening ailments (asthma, severe allergies) are allowed to carry necessary medications (inhalers, EpiPens). It is the responsibility of the parent to notify the office whether they want their child or their child's teacher to carry the medication or to keep it in the office.

Due to the increasing number of students with severe nut allergies, Saint Mary School will take as many precautions as possible to eliminate the opportunities for allergic reactions. Signs are posted on classroom doors and notes are sent home to classes in which there is a student with severe allergies, in order to avoid snacks and class treats that contain nuts. Our cafeteria and After School Care serve only nut-free snacks. The cafeteria has a nut-free table available.

PARENTAL INVOLVEMENT

Parent Teacher Organization (PTO)

See the section on Parent Involvement, p. 28

Service Requirements

Parents are an integral part of any school and are given many opportunities to give their time and talent in their love for children. Many parents serve the school in various ways. Some parents help with the maintenance and upkeep of the school. Others work in the school clinic, library, recess field, or cafeteria. Some parents volunteer as room assistants to organize class parties. The help that parents render the school may be only an hour or two hours a week, but their actions benefit the students, help to unify the school community, and help keep the cost of tuition down. A sheet detailing the many examples of acceptable service will be sent home the first weeks of school with an opportunity to sign up for them.

Ordinarily, younger children **cannot** accompany parents who volunteer in a classroom. Volunteers during school hours must log in at the office and receive a badge. This enables the school to know who is in the building in case of an emergency.

As required by the Diocese of Richmond, all volunteers must complete a Child Protective Services form and volunteer form through the school business office. In addition, each volunteer must attend a VIRTUS training session. A copy of a certification of completion of the VIRTUS training must be on file in the office. As required by the diocese, all parent volunteers must sign a confidentiality statement, available through the school office, and represent/uphold the teachings of the Catholic Church as pertains to the volunteer work.

Fundraising

Saint Mary Star of the Sea School tries to limit its fundraising efforts to a few major events during the course of the year and our Annual Appeal. These are used to keep the tuition costs as low as possible and to provide for special projects or new technology. At times, various clubs or organizations may have fundraisers to raise money for their activities. Students are prohibited from door-to-door solicitation for all school-sponsored fundraising.

PHONE USE

Students are not permitted to use school phones except in an emergency. Student cell phones are to be kept in their backpacks in the off position during school hours.



PHYSICAL EDUCATION AND RECESS

Physical education is part of the school curriculum for all students. Children learn the benefits of exercise and team play as well as the satisfaction of accomplishing certain developmentally appropriate physical skills.

All students are required to wear athletic shoes for P.E. For safety reasons, shoes should fit securely, and be tied at all times.

In conjunction with P.E., Field Day is held once a year so that the children may compete in cooperative games.

If a child cannot participate in P.E. for medical reasons, the child must have a written excuse from a doctor explaining the nature of the child's condition. If a child cannot participate in P.E. due to an illness, a written excuse is required from the parent or guardian.

A recess break is a necessary part of the school day. Whenever weather permits, recess is held outdoors. If a child needs to be kept from recess for health reasons, a doctor's note is required.

RESPECT FOR AND CARE OF SCHOOL PROPERTY

One of the basic practices of the Christian community is respect for property—one's own and that of others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care.

Students and/or their families and guardians will be required to make financial restitution for any deliberate damage caused to school property or to the belongings of another.

SAFETY PLAN

Safety is a top priority at Saint Mary Star of the Sea School. The school office maintains a two-way emergency communication system with each classroom. Plans are in place for dealing with fire, tornadoes, active shooters and other emergencies. The drills are practiced with the students on a regular basis.

In the event of an emergency evacuation of the school, the faculty and staff will guide the students to the Phoebus United Methodist Church lot on Mellen Street or the Phoebus library. Information will be given as listed under the "Inclement Weather" section.

In the event of an incident/person inside the building that poses a potential threat to the school community, the basic plan is as follows [further details are in the school crisis plan]:

1. Students and faculty/staff located out of the building are notified outside to proceed to nearest building. (One long whistle: students run to a safe place for cover indicating an active shooter is present; three short whistles for students to stop playing, line up to go inside). *It is important to keep response options open if confronted with an attacker, therefore, running to a safe location might be the best option, particularly if*



outside and unable to get everyone inside to seek cover. This decision is made by the responsible adult in charge of the students.

2. Principal or designee makes the announcement of a full lockdown, contacts appropriate emergency services (911) Police/Fire/Medic, convenes the crisis management team once threat has been neutralized.
3. Designated personnel check bathrooms and classrooms, notify any students and faculty outside to proceed to nearest building, lock all exterior windows and doors.
4. Teachers lock classroom doors and turn off lights, move students away from doors and windows, especially so that they cannot be seen through the window in the door, and take attendance quietly. Teachers continue to respond to all bells and fire alarms. *Note: If a teacher is aware that a fire is not present and it appears to be a ploy to bring students to a common or open area, a different response option will be communicated for the situation. If there is a fire, the evacuation should not be delayed from not responding to the alarm bell.*
5. Students remain quiet inside the classroom and are instructed to be ready to move when requested. Students who are outside their classrooms are instructed to hide (bathroom stalls, first available room, etc.) until someone comes to find them and they hear, "ALL CLEAR."
6. Once all threats have been determined to be eliminated, the Principal or designee announces "ALL CLEAR".

When arriving at the After School Care door to pick up a student from after care or an athletic event, the parent or guardian must have their ID available and be on the approved list of adults who can pick up your students.

Asbestos Inspection and Management Plan

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. This new law required all public and private elementary and secondary schools to inspect for friable and non-friable asbestos (Friable means capable of being crushed into a powder by hand); to develop asbestos management plans that address asbestos hazards in school buildings; and implement response actions in a timely fashion.

The Asbestos Inspection and Management Plan for St. Mary Star of the Sea School was prepared in compliance with AHERA and was submitted to the Virginia Department of Education on May 1, 1988. It is available upon request. Our school is inspected SEMI-annually by a trained maintenance person. He is instructed in dealing with asbestos containing material.

Severe Illness Outbreak

We will follow the guidelines of the Diocese of Richmond and VDH/local authorities if severe conditions arise. We will determine if we need to shut down the entire school, or isolate certain grade levels, students, staff, or buildings per authority guidance.



For the beginning of 2021-2022 academic school year, all families must sign the Acknowledgement form from the Diocese of Richmond that states the updated procedures the school currently has in place. These procedures are subject to change.

Notice of Sex Offenders Living within Catholic School Communities

Parents can check the Virginia State Police website to learn of any sex offenders located within the same or contiguous zip code area as the school at the following internet site: <http://sexoffender.vsp.virginia.gov/sor/index.html>. Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by requesting this information from the State Police at <http://sexoffender.vsp.virginia.gov/sor/java/register/jsp>.

The information provided by Virginia State Police from the sex offender registry shall not be used for intimidation or harassment purposes.

Car Seats

The Virginia Child Passenger Safety Law (Code 13, Section 46.2) states that “child restraint devices (car seats) are required for children through the age of seven (until the 8th birthday). Safety seats must be properly used and approved by Department of Transportation standards. There is no height or weight requirement associated with this law. The Virginia law is based solely on age.” Violations of this law incur a \$50 fine for the first offense. Repeated offenses would be \$500. We are obligated to report this neglect if families do not comply with Virginia law. This requirement is in effect for whoever transports children (grandparents, siblings, friends, etc.) and will be strictly enforced for field trips using parent cars.

SCHOOL HOURS

Regular school hours are 8:00 a.m. to 3:00 p.m. There will be scheduled 1:30 p.m. dismissals on one Wednesday each month for faculty meetings and professional development.

Students may enter the building when the 7:45 a.m. bell rings. Students must be in their homerooms when the 8:00 a.m. bell rings. The bell rings for end of the day prayers at 2:45 p.m. and students begin to dismiss at 2:50 p.m. Parents should plan to have their children at school on time and to have their children picked up from school by 3:15 p.m., after which time all students remaining will be sent to After-School Care (ASC), and the parents will be billed for this service. After 3:15 p.m. the school building is locked.

Students who remain after school to participate in athletics or a club should be picked up at the time stated on the permission slip to participate in the event. The facilitator will remain with students for 5 minutes past the stated end of the event, at which time any remaining students will be escorted to ASC, and the parents will be billed for the service.

Students and/or parents are not allowed to re-enter classrooms after school hours to retrieve forgotten items. Students are not allowed on school property at times other than those stated above.

Before-School Care



Before-School Care (BSC) is available beginning at 7:00 a.m. in the school cafeteria for students who arrive at school early. (Students should not come to school before 7:00 a.m.) Students who arrive anytime between 7:00 and 7:45 a.m. will be taken to BSC and may enter their classrooms at 7:45 a.m. A flat rate is charged per family per week.

After-School Care

Saint Mary operates an After-School Care (ASC) program staffed by workers who are CPR/FA certified. ASC is available from noon until 5:30 p.m. for Pre-K students (3- and 4-year-old programs). It is available from 3:15 p.m. until 5:30 p.m. for students in grades K - 8. ASC is also available for all students on early dismissal days. Parents will be billed at an hourly rate for the time that their children are in ASC, unless they use a payment plan. Parents whose children remain in ASC after 5:30 p.m. will be charged \$1.00 per minute for this service.

After-School Care Program Details:

The students in After-School Care are divided into two rooms according to the grade levels. Each room has a routine and schedule that is followed. If students do not finish homework during the homework time, it is understood that further time on homework will take place at home. The ASC workers are not considered tutors and therefore are not expected to help with homework on a personal basis.

General Information:

Sign-in: Children come directly to the appropriate after care room. Pre-K through 2nd Grades are in the After Care Room in the lower building and 3rd through 8th grades are in the cafeteria. Once they are signed-in, they cannot leave until a parent or designated adult signs them out.

Rules for after school are the same as classroom rules, namely, students are to be considerate and respectful to all teachers and to the other children. Parents will be informed of repeated behavior problems and infractions will be issued if behavior warrants them. The discipline policy as outlined in the Parent-Student Handbook will be followed.

Homework: 40 minutes is set aside for homework each day for students in grades 3-8. Once students have completed their assignments, they should have a book to read. Maintaining a quiet room for the remainder of the students is expected.

Sign-out: For the safety of each student and according to legal guidelines, it is imperative that the parent or designated adult signs them out and marks the time for billing purposes. For students participating in one or more of the after school activities, they will be checked into After Care once their activity ends and they are dismissed.

On noon dismissal days, students will need to bring lunch and a drink. Please do not send money with your child as the cafeteria will not be open.

Physical Facilities

The Lower building classroom is used for PK-2nd grades and the Cafeteria is used for 3rd-8th grades.



Enrollment Capacity

The City of Hampton, VA Capacity Certificate issued to certify requirements for Building and Fire Codes for St. Mary Star of the Sea School.

The City of Hampton, VA Certificate of Use and Occupancy issued to certify code compliance for the Uniform Statewide Building Code and Zoning ordinances.

Food Services

Healthy snacks are offered to students in After School Care within the first half hour of the program beginning. Snacks are purchased by the cafeteria manager.

Health Requirements

Saint Mary Star of the Sea School meets the requirements of the yearly Health Inspection.

Public Liability Insurance

Students enrolled in Saint Mary Star of the Sea School are under the Diocese of Richmond Student Accident Insurance. A letter is sent home with this information: *Dear Parent of Guardian, Because we feel that accident coverage for your child(ren) is very important, we have secured a special School Time Accident Policy for all students attending our school and participating in any school sponsored and supervised aftercare program. The cost of the insurance is paid by the school. The coverage is being offered through A-G Administrators. The insurance carrier is US Fire Insurance Company. The school time policy is excess coverage. This means that benefits will be paid that are not payable by any other insurance policy or group service contract. If the student has no other insurance, the policy will pay the full benefits for covered charges due to an accident up to the policy maximum. If you have coverage through an HMO or (similar organization), you must comply with their requirements or your claim will not be covered under this policy. This insurance only applies if all of the following conditions are met: (1) The accident results from a school sponsored and supervised activity; (2) Initial treatment is rendered within 90 days from the date of the accident; and (3) A completed claim form is mailed to A-G Administrators and postmarked within 30 days after the date of the accident. The claim form must be provided by the school.*

STUDENT ACTIVITIES

In addition to extracurricular activities including athletics, clubs, and other programs, the students also participate in the following activities throughout their time at Saint Mary:

Safety Patrol

Seventh and eighth grade students serve on the safety patrol for Saint Mary. These students help supervise the dismissal process every day at the end of the school day.

Community Service

Students who are members of the National Junior Honor Society serve the community in a variety of ways such as preparing and serving lunch to the needy at St. Vincent de Paul Church in Newport News. Middle school students partner with St. Kateri Tekakwitha Church in Yorktown to sponsor students at a Catholic school in Haiti. All students participate in the Lenten Rice Bowl collections and Thanksgiving food drive for the sick poor at the Little Sisters of the Poor Home for the Elderly in Richmond. In addition, each class determines a service outreach project for the year.



RECORDS

An official file is established by the school office for each student in attendance at Saint Mary Star of the Sea School. This folder contains the student's academic transcripts, results of academic testing, and the student's health records. The student's emergency data card is maintained in the school office. Parents may review the records if 24 hours advance written notice is made to the school. The school reserves the right to hold all records until all financial obligations to the school are fulfilled.

This school abides by the provisions of the Buckley Amendment (also known as the Family Educational Rights and Privacy Act, 1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide a non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TESTING

Scantron Performance Series, an on-line, computerized standardized test, is given three times a year to assess the achievement and ability of students in grades 1 through 8. The Brigance Test is administered to the students prior to entering Kindergarten. Students in grades 5 and 8 take the ACRE (Assessment of Catechesis Religious Education) tests in the second semester.

Semester examinations for the 6 through 8 grade students are administered to test the children on the basic concepts and general themes of the material they have studied during that semester so that they may draw conclusions and form a cohesive picture of the many facts and ideas learned. Due to the nature of certain courses, (ex. math and grammar) final examinations will be given that encompass the entire year.

Students in 8th grade who have earned at least an A- for each quarter during the school year have the option not to take the second semester exam of non-high school level courses. Students may opt to take the exam if they choose.

VISITORS

All visitors to the school are required to sign in at the school office each time they enter the school. Visitors will be given a visitor's pass to wear while in the school.

Saint Mary Star of the Sea School – First All School Picture May 1924



