

*Saint Margaret Mary
School*

School Handbook
(Revised July, 2011)

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ST. MARGARET MARY SCHOOL ADMINISTRATION

Monsignor Lanaux Rareshide - Pastor Bobby A. Ohler, M.Ed. - Principal
Father Thomas Kilasara - Parochial Vicar Paige Bennett, M.Ed.- Asst. Principal
Gay Knock - Dean of Students & Director of School Activities

TEACHERS AND STAFF

Pre-Kindergarten

Sheila Ganucheau, M.Ed.
Karen Soulet, M.Ed.

Barbara Hoffmann (Teacher Assistant)
Racquel Pavlovich (Teacher Assistant)

Kindergarten

Jenifer Henton
Shannon O'Rourke
Rebecca Donovan, M.Ed.
Carmen Reyes (Teacher Assistant)
Siobhan Harbin (Teacher Assistant)
Kathy Branch (Teacher Assistant)

First Grade

Lacy Saigeon
Alicia Orillion, M.Ed.
Catherine Canter

Second Grade

Danielle Zulli
Elaine Riviere
Christina Allmer, M.Ed.

Third Grade

Anna Meyers
Katherine Zeringue
Darine Hymel Rice

Fourth Grade

Melanie Smith
Carryl Osborn
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Middle Grades (5-8)

Renee Burford
Angela Crochet
Dorothy Walsdorf
Brandi Mire, M.Th.
Aimee Laurent
Cynthia Savarese
Lesley Becker (Teacher Assistant)
Catherine Haddican

Melissa Rhodes, M.A.
Kristen Knock

Technology Systems Administrator

Robert Smith

Webmaster/Technology Assistant

Mary Ellen Jovanovic

Accelerated Reader/Math Coordinator

Kim Russell

Religious Activities Coordinator

Evie Schneidau, M.A.

Physical Education

Robert Rhodes

Librarian

Shannon Gallo

Music Minister

John Perkins

Pre-Kindergarten Receptionist

Tina Duarte

Art

Lisa Ramirez, M.L.A.

Band Director

Susan Messina

Piano

Sue Ohler

Speech Therapy

Neal Guidry

Receptionist

Susan Miller

Business Manager

Joan Newcomb, M.B.A.

Accounting/Bookkeeping

JDM Accounting, LLC

School Secretary

Kathy Nugent

Cafeteria Manager

Janice Farrell

Facilities Manager

Buddy Newman

Before/After School Care

Bobbie Donnelly and Pam Spiehler

Chapter I Reading

Cherie Legendre

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100 MISSION STATEMENT, SCHOOL GOAL, PHILOSOPHY, STATEMENT ON CATHOLIC EDUCATION, OBJECTIVES, CURRICULUM GUIDELINES, ROLE OF THE PARENT

100-1 MISSION STATEMENT

St. Margaret Mary School is dedicated to fostering the Catholic Faith, encouraging academic excellence, and providing opportunities for each student to develop spiritually, academically, emotionally and physically, in order to make a unique contribution to the enrichment of the community.

100-2 SCHOOL GOAL

To teach students to **pray, think, make, and do** – It is our aim to form students and to influence them to develop a personal relationship with God, to use higher order thinking, to apply their God-given intellect, abilities and talents, and to make a difference in the community.

100-3 PHILOSOPHY

The purpose of St. Margaret Mary School is to provide a Christian educational community where human knowledge is illuminated by faith in the teachings of Jesus Christ and His Church. In His spirit, we constantly concern ourselves with the spiritual, academic, emotional, physical, and social good of one another.

Our school goal flows from the fundamental understanding that the school is a Catholic Christian educational community. We encompass the concept of education as a vital place of faith. We strive to offer personal experiences in Christian living through liturgy, sacramental life, prayer, and example. By fostering an understanding of our mutual responsibilities to one another, we promote Catholic principles in all areas of study.

St. Margaret Mary School is an educational institution which concentrates on developing the basic academic skills. We attempt to help each student develop the power to think constructively, to solve problems, to reason independently, and to accept responsibility for self-motivation, direction, and evaluation. By promoting physical fitness as part of the school curriculum, we encourage habits which build and maintain good health. We believe that each individual is accountable to the community and is called upon to contribute his or her uniqueness to enrich that community. For this reason, students are exposed to information which emphasizes our American heritage and the privileges and responsibilities of citizenship in a democratic society.

100-4 CATHOLIC EDUCATION

From: A Pastoral Letter on Catholic Schools by former Archbishop of New Orleans, Francis B. Schulte

The primary mission of our schools is to evangelize and catechize the young people who are committed to our care. The schools are charged with the responsibility of passing on our Catholic faith in all its fullness to future generations. They work toward this mission as an integral and critically important part of the broader faith formation and educational tasks of the Church. Closely related to this responsibility is the mission of providing a high quality academic education.

It is the mission of the Church to evangelize for the transformation and renewal of humanity. Through its schools, the local Church evangelizes, educates, and contributes to the formation of a healthy and morally sound life-style among its members. In its work of education, the Catholic school conveys “a sense of the nature of Christianity, and how Christians are trying to live their lives.” It guides the young in such a way that “the development of each one’s personality will be matched by the growth of that new creation which she or he became in Baptism.”

Through the Catholic school, the Church seeks to prepare its young people to be witnesses in their society of a living faith. Thus, as the Holy Father states, the Catholic school guides youth “to human and Christian perfection, and helps them to become mature in their faith.”

100-5 CURRICULUM OBJECTIVES

The distinctive purpose of the Catholic school is to proclaim the Gospel message, build community, and educate students. Within the school community, the priests, faculty, parents, and students experience together what it means to live a life of prayer, community, personal responsibility and freedom reflective of the Gospel values manifesting peace, brotherhood, love, patience, and respect for life. To this purpose, the Catholic school organizes its curriculum, its staff and its physical facilities to:

- make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship
- assist students in developing an understanding of the Church of Christ, its community, and its world dimensions
- help develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity

- provide, with the means available, educational opportunities and experiences related to the students' heritage, their American citizenship, and the larger society
- enable students to acquire basic skills, especially in the art of communication, in quantitative thinking, and in the sciences
- help students develop the power to think constructively, to solve problems, to reason logically, to accept responsibility for self-evaluation and self-instruction
- see that all students have available experiences to develop a sense of wonder, an appreciation for beauty and culture as their knowledge of human development expands

100-6 CURRICULUM GUIDELINES

The basis for the curriculum in each of the various academic areas are Louisiana's standards and grade level expectations, requirements of the Archdiocese of New Orleans Office of Education, and the Archdiocese of New Orleans Office of Religious Education.

100-7 ROLE OF THE PARENT AND CHURCH IN EDUCATION

From: Declaration on Christian Education – Vatican II

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.”

“It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught according to the faith received in Baptism, to have a knowledge of God, to worship Him, and to love their neighbor.”

“While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic Schools, when and where possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

From: Code of Canon Law – 1983

Can. 793 Parents, as well as those who take their places, are obliged to enjoy the right to educate their offspring; Catholic parents also have the duty and right to select those means and institutions through which they can provide more suitably for the Catholic education of the children

according to local circumstances.

Can. 794 The duty and right of educating belongs in a unique way to the Church which has been divinely entrusted with the mission to assist men and women so that they can arrive at the fullness of the Christian life.

Can. 796 Among educational means the Christian faithful should greatly value schools which are of principal assistance to parents in fulfilling their educational tasks.....It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated. In fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard, and for whom associations or meetings are to be inaugurated and held in great esteem.

Can. 798 Parents are to entrust their children to those schools in which Catholic education is provided; but if they are unable to do this, they are bound to provide for their suitable Catholic education outside the schools.

200 ADMINISTRATION OF CATHOLIC SCHOOLS

200-1 THE PASTOR

The pastor is the spiritual and temporal shepherd of the parish. He is responsible for presenting the Catholic message under the jurisdiction of the archbishop according to the mind of the Church and the contemporary needs of the people (Can. 528). A portion of this responsibility is carried out through the parish school. He is the key person in relation to the parish educational program.

The pastor is the extension of the archbishop, and as such he is the leader in all the decision-making processes within the parish. The pastor's authority at the parish level includes the right to approve all recommendations made by the parish school board.

Since financing the school is a major responsibility, the pastor must assume a significant role in the development of the school budget.

Selection of the principal shall be recommended by a selection committee appointed by the pastor and chaired by a member of the Office of Catholic Schools. The pastor and the superintendent as per contractual agreements hire the principal.

200-2 THE PARISH SCHOOL BOARD

The parish school board is advisory to the pastor and principal. Its authority is derived from the pastor of the parish and is called into being by the parish and given its mission to advise the principal and pastor with planning and formation of policy.

The school board is established as a consultative body to the pastor and the school administrator in the implementation of archdiocesan policies and to assist in the formation of policies on the local level.

The board does not assume the authority of the administration of the school and must not take to itself the prerogative of the pastor in maintaining the Catholic philosophy and overseeing the Christian Doctrine of the school.

The parish school board may be involved in the areas of planning, policy formation, finances, selection of the principal, development, public relations, and marketing.

Specific areas of responsibility of school boards are:

- to affirm archdiocesan policies and to help ensure their implementation in the school
- to establish goals for the board
- to help develop policies that are compatible with the school's philosophy and that will enable the school to reach its goals
- to help develop short and long range plans for the school
- to establish committees on a standing or temporary basis as needed
- to create better understanding and support of Catholic education
- to help determine sources of funding for the school and work with the pastor and principal on the annual budget
- to direct persons with grievances to the principal or pastor

200-3 BOARD MEMBERSHIP

Membership and size is determined by the constitution of the parish school board. The school principal serves as chief executive officer of the local school board. The pastor has the right of approval (or right to veto) any and all recommendations. His participation is essential, as he is personally responsible to the Archbishop for the administration of the parish and all its aspects. It is crucial that the pastor and board members address questions and propose solutions together. Employees of the school, parish, or spouses or members of the immediate family are not to be members of the local school board.

200-4 THE PRINCIPAL

The principal is the spiritual and educational leader of the school and is responsible for its effective operation as an educational institution within the total parish.

Administrative responsibilities of the principal are:

- Spiritual leader of the school
- Personnel Management
- Materials Management
- Office Management
- Public and Community Relations
- Budget and Fiscal Matters
- Executive Officer of the Parish School Board
- Teacher Development
- Pupil-Parent Services
- Curriculum Development
- Represents the school at SMM Men's Club meetings

200-5 ASSISTANT PRINCIPAL

The assistant principal is directly responsible to the principal and assists him/her, especially in the areas of personnel supervision, curriculum, testing, student records, admissions, scheduling, special programs, and the daily operation of the school. The assistant principal replaces the principal in his/her absence. In addition, s/he represents the school at P.T.O. board meetings.

200-6 DEAN OF STUDENTS/DIRECTOR OF SCHOOL ACTIVITIES

This member of the school administration assists both the principal and assistant principal in their duties on an "as needed" basis. The Dean is responsible for the management of the school's discipline system, and is the initial administrative contact person in disciplinary matters. As Director, s/he manages the school calendar, while planning, scheduling, & facilitating school-related activities. The Director also represents the school at P.T.O. board meetings.

200-7 PARENT-TEACHER ORGANIZATION

St. Margaret Mary School has a parent-teacher organization and is accountable to the principal. The PTO is a voluntary organization which engages in fundraising projects to benefit the school and its students. The PTO also provides cultural and other student-centered activities, and serves as a communication source between home and school.

200-8 ST. MARGARET MARY MEN'S CLUB

The Men's Club is a parish organization which serves the needs of the parish and school community by forming spiritual, social, and cultural bonds, establishing communication, providing service opportunities, serving as a liaison, and promoting activities which enhance the St. Margaret Mary Community. Membership is open to all fathers of St. Margaret Mary students and all men of St. Margaret Mary Parish.

300 ACADEMIC REQUIREMENTS

300-1 PROMOTION

The decision to promote, not to promote, or to promote conditionally is a decision that shall be made jointly by a student's teacher in consultation with the principal and in consideration of the student's particular situation. The following guidelines will be used:

1. A major subject is a subject in which a student spends forty-five minutes or more per day for five days per week. Physical education, computer, and other enrichment courses are not considered major subjects, even though a student may spend the above amount of time in said subjects.
2. It is recognized that kindergarten students develop at different rates in various domains. The teacher may *recommend* to the parent that a child not be promoted to first grade, if the child (in the opinion of the teacher) is not developmentally ready (socially, emotionally, or physically). However, the student *will not* be promoted to first grade if s/he earns two or more "Unsatisfactory" grades during the fourth quarter in the area of math or two or more "Unsatisfactory" grades during the fourth quarter in the area of reading.
3. A student shall be retained in the primary grades (1-3) if:
 - a) The student receives a "U" average in reading
 - b) The student receives a "U" in reading during the 4th quarter
 - c) The student fails two major subjects.
 - d) The student fails one major subject and any two minor subjects.
 - e) The student fails any three minor subjects.
4. Students in 4th grade must earn at least a "70" in the 4th quarter in order to pass a subject for the year.
5. A student in 4th grade will be retained if:
 - a) The student fails any two major subjects
 - b) The student fails any one major and two minor subjects
 - c) The student fails any three minor subjects
6. A student in 4th grade will be conditionally promoted and required to attend summer school if:
 - a) The student fails only one major subject
 - b) The student fails one or two minor subjects
 - c) The student fails one major and one minor subject
7. Students in 5th – 8th grade must earn at least a "70" in the 4th quarter in order to pass a subject for the year.
8. Students in 5th -8th grade will be retained if they fail three subjects.
9. Students in 5th -8th grade will be conditionally promoted if they fail one or two subjects. This condition is that a student attends summer school to remove the failing mark from his/her record. If the course is not offered in summer school, or at the parent's discretion, arrangements may be made with a certified instructor approved by the principal or assistant principal prior to the time remediation begins. Parents should see the principal or assistant

principal for specific requirements regarding tutoring.

In order to secure a place for their child at SMM, parents must promptly address the issue of student remediation during the summer. Students who fail a grade may or may not be allowed to return to St. Margaret Mary the following year at the discretion of the principal.

300-2 SUMMER SCHOOL

A student attending summer school for promotional purposes shall not enroll for more than two subjects (Bulletin 741: Non-Public School Standards). Students must successfully complete summer school in a state accredited school or through a qualified tutor if the following requirements are met:

1. The tutor is degreed and certified
2. The tutor provides the school with a copy of a current, valid teaching certificate
3. The tutor is approved by the school administration
4. Documentation of twenty-five contact hours (per subject) is provided
5. No more than three students are tutored per class
6. The tutor provides the school with copies of all written work, including tests
7. The tutor provides the school with a letter stating that the student has (or has not) successfully completed remediation.

300-3 GRADING SYSTEM

(Revised July, 2011)

Number Grade	Letter Grade Equivalent	Enrichment Course Grades
94 - 100	= A	E
86 - 93	= B	G
78 - 85	= C	S
70 - 77	= D	N
0 - 69	= U	U

Note: Enrichment classes are those that do not meet on a daily basis. They are graded according to rubrics, which are communicated to students and parents. A skills-based system is used in both pre-kindergarten and kindergarten. Each skill is graded E, S, N, or NA (not assessed) in pre-kindergarten, and S, N, U, or NA in kindergarten.

Incomplete "I" shall automatically convert to a "60/U" two weeks after the end of the quarter, during which the student received the Incomplete.

For students in grades 6-8 only, seventy-five percent of the student's grade will be based on tests, quizzes, homework, class work, participation, etc. Twenty-five percent of the student's grade will be based on the quarter exam. .

300-4 CONDUCT GRADES

(Revised October, 2008)

Number Grade	Grade Equivalent
94-100	A - Excellent
86-93	B - Good
78-85	C - Satisfactory
70-77	D - Needs Improvement
0-69	U - Unsatisfactory

Note: Students will receive one conduct grade for each nine-week grading period, which will determine eligibility regarding activities, organizations, sports, honor rolls, etc. Teachers in grades 5-8 will utilize a point-system Behavior Report form in determining student conduct grades.

300-5 STUDY SKILLS

Students with good study habits perform better as they develop these skills. It is suggested that students spend the first twenty minutes each night reviewing information they will be tested on in class. Students in the primary grades should especially review reading and math skills. Consistent study habits are important to academic success. The following suggestions may prove beneficial:

- Review material each night for a few minutes
- Take breaks
- Complete all homework. Parents should review their child's homework
- Follow the normal daily procedure in preparation for a test. This may reduce anxiety, confusion, and frustration when taking the test.
- Review before doing your homework

Note: Homework includes written and reading assignments, as well as study time.

300-6 HOMEWORK ASSIGNMENTS

Homework is assigned to students to supplement and reinforce school work, and to complete work not finished in class. A recommended homework time allotment for the average student is one-half hour for students in grades one and two; forty-five minutes for third grade students; one hour for students in grades four and five; two hours for students in grades six through eight.

Parents are asked to check each evening to make sure that your child has completed the assigned lessons. Your sincere cooperation will be of great value to your child. Parents are responsible for monitoring their child's homework and facilitating its completion by the student.

The school administration requests that parents inform the office when homework consistently exceeds average time allotments.

300-7 CLASS ASSIGNMENTS

Papers returned to a teacher should always be neat and should never be torn from a spiral notebook or badly rumped. Legible penmanship should be encouraged at all times. It is the teacher's duty to insist on neatness in all work. Students with exceptionally well-done work should be recognized. Homework assignments are posted in the classroom and on Edline. It is the responsibility of each student to obtain and complete all homework assignments. It is helpful for parents to check homework on a daily basis for accuracy and completeness.

300-8 LIBRARY

The library is available to students on a daily basis. Each student is responsible for any books checked out to him or her. Reference volumes are available for use in the library. Fines are charged for late books. Lost books must be replaced by parents or funds provided by them for the school to purchase new books. Library privileges may be denied until fines are paid or books found or replaced. All fines and or replacement fees must be paid before a student is allowed to take his/her exams.

300-9 MAKE-UP WORK

Any student absent from class is responsible for obtaining his/her assignments and turning in the work. It is the prerogative of the individual teacher to determine how much make-up work is required. As a general practice, work will not be sent home by the teachers unless a student will be out three or more days. Students should have someone pick up their books and obtain assignments from classmates if they are absent one or two days. Students who need to make up work due to absence or because they are not completing their classwork in school may be kept before or after school, provided parents receive at least one day's notice.

300-10 REPORT CARDS

Report cards are issued every grading period. Teachers also post academic grades on Edline at least once per week.

300-11 INTERIM REPORTS

Interim reports are sent home about the middle of each grading period to advise parents of either deficiencies or improvements in a student's work. These reports must be signed by the parent and returned to the subject teacher within the designated period of time. Parents are also encouraged to communicate with their

child's teacher. This may be done through telephone calls to the school, e-mail, or conferences with the teachers.

300-12 HONOR ROLL (Revised July, 2011)

Principal' Honor Roll: 4.0 GPA including a grade of "94 or higher" in every subject , as well as in conduct, per grading period.

"A" Honor Roll: 3.5 GPA or above with no grade lower than an "86" in any subject or in conduct.

"B" Honor Roll: 3.0 GPA or above with no grade lower than a "78" in any subject , plus at least an "86" in conduct per grading period.

Note: Enrichment course grades are not averaged to determine the GPA, but the minimal acceptable grade for each Honor Roll status must still be met. A student must earn at least a "G" in all enrichment courses to be considered for the "A" Honor Roll; at least a "S" to be considered for the "B" Honor Roll; and an "E" for the Principal's Honor Roll.

To be recognized as an honor student, the student must demonstrate appropriate behavior, as well as high academic achievement, since St. Margaret Mary is committed to educating the whole person.

300-13 GRADE POINTS AND GRADE AVERAGES

A student must earn at least a "70" average (major subjects) in order to pass a subject for the school year. *Additionally, students in grades 4-8 must earn at least a "70" in the fourth quarter in order to pass the subject for the year.*

Students who maintain a "94" average for the second and fourth nine week grading periods shall be exempt from the exams for those grading periods. Enrichment course grades are determined by the student's accumulated grade. No exams are administered. There shall be no +'s or -'s recorded on a student's report card.

300-14 HONORS PROGRAM

Students are selected to participate in the Honors Math and/or English program based on the following criteria:

- Teacher recommendation
- Class yearly average
- Standardized Test Scores
- Students may be required to take a Math and/or English placement test

Students will be allowed to continue in the Honors Program provided they maintain a numerical average of ninety or above and receive teacher approval. Students are evaluated at the end of the school year.

Algebra I and English I (high school) credit may be awarded to those students enrolled in eighth grade honors classes. High school credit for Physical Science and World Geography may be earned by all 8th grade students. The school administration requires the student to earn at least a numerical average of “78 or higher” for the year in the respective classes, in order to receive high school credit. Students may also be required to successfully pass a state examination in the subject area.

300-15 RELIGION

Students in grades Kindergarten (when ready) through eighth grade attend Mass weekly. They also attend Mass on Holy Days of Obligation, and on special occasions.

Religion Class: Religion is taught as part of the school curriculum. Requirements for Religion classes are in accordance with the Office of Religious Education of the Archdiocese of New Orleans and the Office of Catholic Schools.

The Catholic perspective on morality is presented whenever appropriate and as moral issues arise throughout the curriculum.

Sacraments: Penance and First Communion are received by second grade students.

Prayer Services and other religious activities are scheduled throughout the year.

400 ADMISSION AND RETENTION OF STUDENTS

400-1 ADMISSION POLICY

In keeping with the purpose of St. Margaret Mary School, which is to provide a Christian educational community, it is the intention of this admission policy to give priority to students who have been inculcated at home with faith and good values within their families. A chief purpose of the school is to reinforce the faith and values taught at home. Active participation in one’s church community is encouraged. There will be no discrimination according to sex, race, color or national origin in admitting students.

400-2 ADMISSION PRIORITIES

1. A student currently enrolled in St. Margaret Mary School who is returning for the next school year
2. A sibling of a currently enrolled student
3. A newcomer Catholic who is a parishioner of St. Margaret Mary Parish
4. A Catholic student who is a parishioner of a parish which has no school, or a student who is a parishioner of a parish which has no room in its school
5. A Catholic student who is a parishioner of a parish with a school that has room, but decides to attend a school in another parish
6. A non-Catholic student

Note: Within a given category, students will be given priority as follows:

1. Students who best meet the admission criteria
2. Students on the previous year's waiting list
3. Students living within the boundaries of St. Margaret Mary Parish

In cases where all other things are equal, the date and time of the application will be the determining factor in admission decisions.

400-3 ADMISSION AND RETENTION REQUIREMENTS

The obligation of families of St. Margaret Mary students begins with the parents assuming the primary responsibility for the Christian education of the child. The school acts to supplement and reinforce this process. Therefore, students under consideration for admission and retention may be evaluated to the extent that their families provide a sound Christian background through their active participation within their particular faith. Catholic students must be baptized "Catholic" to qualify as a Catholic student.

Students who are discipline problems will be refused admission. Students who have demonstrated poor academic performance and/or deficient standardized test scores in other schools may also be refused admission. Parents who refuse to work in cooperation with school officials and/or engage in behavior which interferes with the effective operation of the school may be required to withdraw their child(ren) from school.

Any student whose tuition payments are two or more months in arrears may be sent home and refused instruction and/or may not register for the next school year until they bring payments up to date and provided there is space available. They will be considered new students and admitted according to admission priorities.

ALL PARENTS ARE ASKED TO SUPPORT THE SCHOOL BY THEIR INVOLVEMENT IN SCHOOL PROGRAMS. PARTICIPATION IN THE PARISH FAIR IS REQUIRED OF ALL SCHOOL FAMILIES. This activity directly supports the school capital improvement program and helps keep tuition to a minimum.

Enrollment at St. Margaret Mary is on a year-to-year basis for all students. Only when a student has fully completed the registration and acceptance process, can the student assume the he/she will be allowed to attend St. Margaret Mary School the following year. Discipline and/or academic problems may void a student's acceptance for the following school year. All transfer students are considered "on probation" during the year they enroll, and may be asked to leave SMM at any time should they experience academic or disciplinary problems.

400-4 AGE REQUIREMENTS

A child entering Pre-Kindergarten must be four years of age on or before September 30th of the year of entry.

A child entering Kindergarten must be five years of age on or before September 30th of the year of entry.

A child entering first grade must be six years of age on or before September 30th of the year of entry.

400-5 ADMISSIONS PROCEDURE

- Parents of all Catholic students must be registered in their church parish.
- A parent or guardian must make an appointment with the school principal or his/her designee to come in and apply for admission. The following documents are required for new students:
 1. Birth Certificate with registration number
 2. Baptismal Certificate for Catholic students
 3. Immunization Card (MCH 14A School Health Record)
- The school principal may require any or all of the following as a prerequisite for admission:
 1. Previous school academic and personal records (including pre-school)
 2. Standardized Test Scores
 3. An interview with the student and/or the parents
 4. An interview with the school counselor, assistant principal, and/or pastor
 5. Readiness testing
 6. Any other action the principal deems necessary to make a valid judgment as to the student's potential at St. Margaret Mary School.
- Depending on space available, and in accordance with admission priorities, the principal will take one of the following actions:
 1. Admit the student
 2. Admit the student with probationary conditions
 3. Place the student on a waiting list
 4. Refuse admission

Note: Students refused admission for reasons other than lack of available space may appeal the principal's decision to the pastor of St. Margaret Mary Parish.

400-6 CLASS SIZE

St. Margaret Mary School has established the following policy concerning class size. Exceptions may be made only in rare circumstances:

- Pre-K (4 year olds) 22 students (with teacher and full-time assistant)
- Kindergarten 22 students or up to 28 students (with teacher and full-time assistant)
- Grades 1-8 28 students

400-7 FINANCIAL ASSISTANCE PROGRAM

Limited funds are available for families in need of tuition assistance. Parents may contact the school office for a scholarship application. Applications must be fully completed and turned in to the school office by designated due date. Assistance is based on documented need, and priority is given to St. Margaret Mary parishioners.

500 SPECIAL SERVICES

500-1 SPECIAL EDUCATION SERVICES

St. Margaret Mary School does not provide special education services or facilities. An Individual Needs Committee is chaired by the Assistant Principal for the purpose of determining and implementing minor adjustments and strategies for students in need of these interventions. Additional information is available through the assistant principal's office.

The faculty, staff, and principal will make only minor adjustments in the school's education program to attempt to accommodate the special needs of the students, and the nature and extent of such minor adjustments is within the sole discretion of the principal. Should the principal determine in his/her own discretion that minor adjustments in St. Margaret Mary School's education have not resulted in satisfactory accommodation of the program to the special needs of the student, and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the principal may ask the parent to withdraw their child from the school and/or the student will be removed from rolls of the school and/or not allowed to re-enroll.

Please contact the school office for information concerning special education services. St. Margaret Mary School assists in the identification of students who might qualify for special services or accommodations through a student assistance team, in conjunction with professionals from the St. Tammany School System.

Qualified students receive speech therapy services on campus. Implementation of these services are governed by applicable laws, court rulings, and directives from the Office of Catholic Schools, St. Tammany Parish School System, and the State of Louisiana. St. Margaret Mary School attempts to provide an equal opportunity for all students to benefit from all educational programs and activities.

500-2 REMEDIAL READING TUTORING PROGRAM

Depending on the availability of staff, St. Margaret Mary School employs a teacher who assists students in grades first and second in the area of remedial reading. This service is "free" and takes place after school. Students may be referred by the teacher or parent.

500-3 TITLE I READING PROGRAM

Eligible students may participate in the St. Tammany Parish School Board's Title I Reading Program. This program is designed for students who need additional help in reading.

600 ATTENDANCE

(Revised July, 2010)

Louisiana Law provides that elementary students must be in attendance a minimum of 160 days per school year in order to receive grades. Exceptions can be made only in the event of extended personal illness, which must be verified by a physician's written statement or at the discretion of the principal. The only authorized reasons for excused absences are:

- Illness of the student
- Death or illness in the family
- Other extenuating circumstances approved by the principal

Note: **The parent or guardian must provide the school with a written statement as to the reason for any absence on the day that the student returns to school. The principal shall make the final determination regarding excused and unexcused absences and tardies. A student who is absent from school for a period of five (5) consecutive days due to illness must present a physician's written statement of the necessity for the absences when the student returns to school.**

For your child's protection and well-being, the school requests that a parent, guardian, relative, or someone responsible for the care of the child call the school between the hours of 7:00 A.M. and 7:30 A.M. to notify the school that your child will be absent on a particular day.

Please do not request that your child be given classwork or permitted to take an exam early due to pleasure trips or vacations. Such absences are considered unexcused. After returning from said trip, it is the student's responsibility to

obtain missed assignments, tests, etc., and he/she will be required to complete those assignments within a reasonable period of time designated by the teacher. If the assignments, tests, etc., are not completed within the designated period of time, the student will receive a “zero” on the missed work.

It is very important that students arrive on time for school. The bell rings at 8:00 A.M. for students in grades K-8th, at which time all students should be in the designated area for their particular class. School begins at 7:45 A.M. and ends at 2:45 P.M. for students in Pre-Kindergarten.

600-1 LATE FOR SCHOOL POLICY

- Students are considered “late for school” if they arrive after 8:05 A.M. and must report directly to the school office (not the classroom) for an admit slip. Students in grades Kindergarten through second grade should be accompanied (to the office) by a parent.
- In order to allow for *special situations* which may occur, no consequence will be applied when a student is late for school the first four times during a quarter. **However, the parent of a student who is late five or more times during a quarter (and the tardy is unexcused) will be subject to a fine of \$5.00 per family (per occurrence). Fines will be assessed at the end of each quarter and must be paid within the designated time frame in order for the student to be allowed to attend school.**
- **In cases where students are chronically late for school, the school administration reserves the right to ask the parent to withdraw the student or face expulsion.**
- Homeroom teachers are responsible for maintaining attendance records and supporting documentation, as well as notifying administrative personnel regarding excessive student absences and tardies.
- Special consideration will be given when a student is late because of a doctor or dentist appointment, emergency, or approved extenuating circumstances. Students will not be marked late when the bus is late or when school officials decide that weather conditions are such that prompt arrival at school is not reasonable.
- Teachers are assigned before-school supervision duties beginning at 7:30 A.M. and after-school supervision until 3:45 P.M. If a bus is late, the supervising teacher will remain on duty until such time as the bus arrives.
- *Students may not arrive on campus before 7:30 A.M.* as they are not supervised. Likewise, students are not supervised after 3:45 P.M. unless they are involved in a school activity.
- Students remaining *on campus after 3:45 P.M.*, who are not involved in an approved activity, *will be sent to the after-care room and parents will be charged a fee.*

Note: Please make use of the after-care program if you have special needs.

600-2 HALF AND WHOLE DAY ABSENCES

St. Margaret Mary School will use the following formula to determine half and whole day absences:

- Half-Day: A student misses at least two (but not more than three) academic periods or two (but not more than three) hours of instruction.
- Whole-Day: A student misses more than three academic periods or more than three hours of instruction time.
- Noon Dismissal: Students who miss more than one hour of school will be considered absent one-half day.

Special Note: Parents are asked not to make transportation changes or to check their children out of school during the last hour of the school day, unless it is absolutely necessary. Due to increased activity in the school office at the end of the day, we cannot guarantee that a student will receive a parent message, especially shortly before dismissal time. Excessive practices of checking a student out of school early will result in the student being considered absent one-half day per occurrence.

700 HEALTH POLICIES

1. Please do not send your child to school when he/she is ill.
2. Please do not request that your child be excused from outdoor recreation unless it is absolutely necessary. No student may stay in without a written note from the parent explaining the reason.
3. Only emergency medication or medicine which must be given over an extended period of time (hyperactivity, allergy, etc.) will be administered. The principal will render the final decision in such matters. Special requests for the staff to administer emergency “allergy medication” must be processed through the principal’s office.
4. Parents must fill out and return the “Request for School Personnel to Administer Medication” form. These forms may be obtained through the school office.
5. All medication must be in the original prescription bottle with the dosage and timetable clearly marked.
6. Prescription medication for routine illness will not be dispensed at school. Parents may bring the medication and the student will be called to the office. The parent will dispense the medicine.
7. Under no circumstances are students permitted to bring prescription medication to school and carry it with them. Cough drops and sore throat tablets are permitted with written parental permission.
8. Students will not be given non-prescriptive medicine such as aspirin and Tylenol. A fever of 100.5 or higher will necessitate the child being picked up

from school by a parent or someone designated on the student emergency form.

9. Parents must sign required documents if they request that school personnel maintain or administer an auto injector (e.g. EpiPen) for their child.

700-1 EMERGENCY INFORMATION

Emergency forms are to be filled out and returned to the school office. It is crucial and urgent that the school office personnel have this information on hand. If we have an emergency at school, or your child is ill or injured, we must be able to contact you. Please help us keep this information up to date. We will not release your child to anyone not listed on this form unless we have confirmation from you, nor to anyone under age eighteen.

800 CODE OF BEHAVIOR

The purpose of this code is to promote and establish an environment within the school's faith community by which students, teachers, and parents develop understanding, trust, and respect for one another. This atmosphere needs to be created through mutual sharing of Christian values, love and kindness, and care and concern by all members of the school community. The ultimate goal is to establish in each child self-respect, self-discipline, love, and understanding.

It needs to be emphasized that the teaching of Christian values and love will require joint cooperation between students, teachers, and parents. There must be mutual love, respect, and understanding between everyone responsible for the student's education. The absence of participation or cooperation of any of these groups will make self-discipline a difficult, if not impossible, goal. Good parent-teacher communication is imperative. It should not be left to students to transmit verbal communications between home and school, nor should parent or teacher make judgments based only on hearing the child's narration of events. Direct parent-teacher communication is necessary. All faculty and staff, as well as school administrators, are responsible for enforcing this code for all students who attend school.

800-1 GENERAL CONDUCT

(Revised July, 2011)

1. In order to recognize the God-given dignity of human beings and establish a faith community, there will always be a Christian atmosphere of care, concern, respect, honesty, love, kindness, and trust between students, teachers, and parents.
2. To recognize their individual respect for themselves, students will always dress in a neat and clean manner and in conformance with the school's dress code. Students who are out of uniform must have a written note from their parents, which must be approved by an administrator. Students who are in violation of the dress code subject themselves to a possible consequence of

not being allowed to attend classes.

3. Recognizing that all organizations must have procedures, rules, and standards which govern their operation, students will conform to all of the rules and regulations in the school handbook.
4. Because of the obvious danger, throwing objects is not allowed.
5. In order to prevent injury, students must walk rather than run on campus, except for physical education class and when in designated outdoor recess areas.
6. To safeguard everyone's personal property, students will enter the classroom only when teachers are present. They should line up quietly outside the classroom before entering.
7. In keeping with the Christian values taught by the Seventh Commandment, students will always do their own school work and all assignments, tests, etc. This work should always represent the individual's own best efforts.
8. For safety reasons, students are to remain on campus, unless they are given permission by the principal to leave the grounds. Students must always remain in designated areas and may not leave without a teacher's permission.
9. Respect for the property of the school and others is expected (e.g. bathrooms, walls, lockers, books, etc.). Books are to be covered. Stealing and vandalism are very serious infractions and will not be tolerated. Offenders may be required to make financial restitution.
10. During drills for life-threatening emergencies, such as fire and tornado drills, students will follow all instructions and procedures quickly and quietly.
11. Some classrooms are used by different classes and by other groups in the evenings, as well as on weekends. The school is not responsible for personal property left in the classroom or brought to school during the day. Only items approved for class use are to be brought to school.
12. In the interest of good health, only nutritious snacks should be brought to school. Gum and candy are not allowed on campus without special permission.
13. The principal may exclude students who are uncooperative or have poor disciplinary records from any school-sponsored activity or event, including extra-curricular activities and field trips.
14. Students may not drive motor vehicles on campus.
15. Electronic devices (cell phones, cameras, I-pods, mp3 and CD players, etc.) are not allowed on campus without special permission. Any and all requests for exceptions to this policy must be presented in advance and in writing to the Principal, Assistant Principal, or Dean of Students. Exceptions may be granted only for occasional and extraordinary situations. If an exception is granted, the student's cell phone must be brought to office personnel before the first bell and may be retrieved after the final bell of the day.
16. The following will be considered serious violations and may result in any disciplinary action including (but not limited to) suspension, expulsion, contacting the police, etc., which the school administration decides to impose:

- A. Showing disrespect to God, the Church, or Country
- B. Showing disrespect for other people
- C. Vandalizing or stealing property
- D. Violating other students' rights
- E. Verbal or physical abuse, bullying, etc.
- F. Gross unkindness
- G. Committing any cruel or dangerous act
- H. Disrupting the educational process
- I. Possession of any dangerous objects, firearms, weapons. Note: Possession of firearms on campus is a violation of state law and violators are subject to all consequences of violating this law.
- J. Possession of tobacco, drugs, or alcohol on campus or at a school related activity.
- K. Profanity, Possession of obscene or pornographic materials.
- L. Intentionally accessing inappropriate material or graphics while using the Internet at school. Note: Students are required to sign a user agreement before they will be allowed to use the Internet.
- M. Posting inappropriate or disrespectful material in the social media (Internet, You Tube, Facebook, etc.) relating to the school or anyone associated with it.
- N. Making threats (verbal or written) regarding persons or property, whether said directly or indirectly.
- O. Any out-of-school behavior which reflects negatively upon St. Margaret Mary School, its students, faculty, or staff; is illegal; or harms (in any way) the good name and reputation of the school or anyone associated with it.

800-2 SEARCH AND SEIZURE

Lockers are the property of St. Margaret Mary School. Lockers and belongings may be searched periodically for neatness and/or contraband for the purpose of maintaining discipline and order. If there is reasonable belief that a student is in possession of a dangerous item, contraband, tobacco, or other inappropriate items, the school administration reserves the right to search the student and/or his or her belongings. Any such search will be conducted in a private area and with at least two adults present.

800-3 DISCIPLINE SYSTEM

The principal, assistant principal, and Dean of Students (at their discretion) may deviate from this procedure and (in the case of any serious violation) apply any consequence which they deem appropriate. The principal may suspend or expel students should the situation warrant such action.

1. Teachers may require a student to come before or after school at any time, provided the parent has been notified at least one day in advance. Parents must make the necessary transportation arrangements.

2. Disciplinary records will be kept on each student. This information will be kept in the school office. Generally, these records are destroyed at the end of each school year. Records of those students who are placed on disciplinary probation, but not removed from probation by the end of the year, will carry over into the next school year.
3. Student Behavior Forms (Pink Slips) will be issued to the student for inappropriate behavior. The student is responsible for returning the pink copy (signed by a parent) to the teacher. Students may be refused admission to classes if this form is not signed and returned.
4. Teachers and the Dean of Students will contact parents as often as necessary (written or by phone) in an attempt to address discipline problems. Teachers will inform the Dean of Students when the student has lost significant conduct points during the quarter.
5. Homeroom teachers will review records regularly to verify parental signatures and to determine if interventions are warranted. They will confer with other teachers and the school administration as necessary.
6. Other disciplinary actions may be applied such as:
 - A. Detention before or after school
 - B. Parental conferences
 - C. Telephone contact with parents
 - D. Assigning written work to be completed in the evening or on weekends
 - E. Any other action approved by the principal
7. Disciplinary matters involving primary grade students will usually be handled by the homeroom teacher. All matters are to be reported to them in writing on a disciplinary referral form. A copy will be sent to the office. Severe disciplinary action will be taken upon approval of the principal or assistant principal.
8. Corporal punishment is not allowed in Archdiocesan schools.

800-4 PUNISHWORK

Punishwork will be assigned in reasonable amounts by the teacher as deemed necessary. Other disciplinary action may be taken if punishwork is not done or turned in on time. Academic grades shall not be penalized for failure to complete punishwork.

800-5 DETENTION

Detention may be assigned by any teacher when a student's infraction of the rules is serious, when students fail to comply with initial consequences, or when a student exhibits chronic behavior problems. The teacher assigning detention is responsible for assigning work, notifying and assuring that the parents are aware that the student is being detained (at least one day in advance), and notifying the office. Detentions may be held before or after school. Middle grade students who are assigned detention will serve their detention on Thursday, the regularly scheduled weekday for middle grade detentions, unless the teacher who assigns

the detention makes other arrangements. Students may also be required to “sit out” during the recess period.

800-6 DISCIPLINARY PROBATION

This is assigned by the principal or his/designee for very serious offenses, an accumulation of offenses, or when the student earns lower than a “70” in conduct for the quarter. The student’s parent or guardian will be notified in writing. Students on probation may not participate in any school activity without expressed permission from the principal. Students who are not removed from probation may be asked to withdraw from school.

800-7 SUSPENSION

Only the principal or assistant principal (when directed by the principal) may suspend a student. Suspensions may be in or out-of-school suspensions and may vary in duration. The principal may require a parent conference before a student is allowed to return to classes. Students shall not be allowed to make up academic work (including exams) which he/she misses during the suspension period. A record of suspension will be kept during the school year.

800-8 EXPULSION

A student may be expelled when the principal decides that all efforts to instill a sense of discipline have been exhausted, when a student violates disciplinary probation, or when a student is in serious violation of school policy or rules. Parents will be requested to remove their child from the school. If they refuse, the child will be expelled and it will become a part of the student’s permanent record. Expulsion may be appealed to the pastor.

900 DRESS CODE AND GROOMING POLICIES

(Revised July, 2011)

St. Margaret Mary maintains uniform and grooming policies to establish a sense of equality with respect to dress, and to attempt to make clothing as economical as possible for the parent. On school grounds, students are required to wear the designated uniform properly. Uniforms must be worn at all times, except when participating in authorized school activities, special occasions, or on spirit or free dress days.

If there is a special situation which would prevent a student from wearing any part of his or her uniform, the student must bring a note from home explaining the

situation. This note must be brought to the school office before school and approved by the principal or his/her designee.

Note: In all matters concerning the dress and grooming code, the principal renders the final decision. The dress and grooming code policies were last reviewed by a uniform committee (composed of parents, teachers, and the principal) in February, 2001.

900-1 GIRLS

01. Uniform white short or long sleeve "Peter Pan" collar with SMM logo on collar(grades pre-k through fourth).
02. Uniform white short or long sleeve Oxford blouse with SMM logo(grades five through eight).
03. Uniform jumper (grades pre-k through fourth) sold by *School Time*. Minimum length 2" above the floor when kneeling. Length to be maintained with student's growth.
04. Uniform skirt (grades five through eight) sold by *School Time*. Minimum length 2" above the floor when kneeling. Length to be maintained with the student's growth. Skirts may not be rolled at the waist.
05. Uniform *shorts or long pants* sold by *School Time* may be worn in place of the jumper or skirt. PK and K students have of the option of wearing the elastic version. The uniform belt sold by *School Time* must be worn with the uniform shorts and pants (except those w/o belt loops). Uniform shorts may not be rolled. Shorts may not be shorter than "fingertip" length (all grades).
06. Plain white full length socks (all grades).
07. Uniform shoes – Solid black or predominately black (with white trim only) leather only "low-cut" tennis shoes with non-marking rubber soles. No other colors or accessories. Only solid black shoe laces are allowed. Pre-k through first grade students have the option of wearing velcro closures in lieu of shoestrings on the uniform shoe.
08. Navy knit gym shorts sold by *School Time* must be worn under the uniform skirt or jumper at all times. Shorts may not be visible when wearing the jumper or skirt. Bicycle and boxer shorts are not permitted.
09. Students may wear solid white or navy tights in cold weather with white socks over the tights. Students in grades six through eight may wear flesh-colored pantyhose in cold weather with white socks over the pantyhose. Spandex-type leggings, wool tights, and sweatpants may not be worn under the uniform skirt.

900-2 BOYS

01. Blue pique knit short or long sleeve shirt with SMM logo (grades pre-k through fourth).
02. White pique knit short or long sleeve shirt with SMM logo (grades five through eight).

03. Uniform navy blue pleated pants or blue pleated shorts sold by School Time (grades pre-k through 4). Students in grades 5-8 wear the pleated pants and flat-front shorts. Pre-k and kindergarten students have the option of wearing the elastic version. Shorts may be no shorter than "fingertip" length.
04. Uniform navy blue web belt sold by School Time must be worn at all times (except for pants w/o belt loops).
05. Plain white or navy blue dress or full length crew socks (only) must be worn at all times.
06. Solid black or predominately black (with white trim only) leather only "low-cut" tennis shoes with non-marking rubber soles. No other color or accessories. Pre-kindergarten through first grade students may wear velcro closures in lieu of shoelaces on the uniform shoe. Shoelaces must be solid black in color.
07. Hair must be out of the eyes, and the ear lobe must be visible. Hair may not touch the shirt collar or be excessively long (including top, sides, or back). Shaved heads, rattails, razor designs, and extreme styles are not permitted.

900-3 BOYS AND GIRLS

01. Only the following uniform items may be worn in the classroom as outerwear over the uniform shirt:
 - A. Uniform gray pullover sweatshirt with SMM logo
 - B. Uniform blue zip-up sweatshirt with SMM logo
 - C. SMM windbreaker or SMM fleece-lined jacket
 - D. Navy blue, v-neck buttoned cardigan sweater with SMM logo (girls only)
02. No sweatshirt or windbreaker other than the SMM sweatshirt and windbreaker may be worn on campus. On very cold days, students may wear a heavy coat or jacket outside only.
03. Flannel shirts and jackets are not permitted.
04. Students must always appear neat, clean, and well-groomed. No writing or marking on hands, arms, etc., or on articles of clothing.
05. Hair must be neat, clean, and well-groomed at all times. No dyeing, frosting, tinting, bleaching, highlighting, or streaking is permitted. No extreme hairstyles are allowed.
06. Solid white turtlenecks may be worn under the uniform shirt or blouse in very cold weather.
07. Only solid white undergarments may be worn under the uniform shirt or blouse. White undershirts may be visible at the shirt collar only.
08. No oversized (or undersized) clothing will be permitted.
09. Waistbands on girls and belts on boys must be in view at all times.
10. Shirts and blouses must be fully tucked in while a student is on campus.
11. Scout uniforms may be worn on days when these organizations meet.
12. Shoes must be clean. Shoelaces must be properly laced and tied at all times.
13. Make-up, fake nails of any type, and nail polish may not be worn at school. Hairspray, mousse, perfume articles, etc., may not be applied at school.

14. Hair accessories (ribbons, bows, barrettes, etc.) if worn, should be of reasonable size and color.
15. A watch may be worn. One ring may be worn on each hand. Only scapulars or religious medals may be worn. Earrings that do not extend beyond the ear lobes may be worn by girls only. Only one earring per ear is allowed. Boys are not allowed to wear earrings.
16. Monogramming of initials or name (no larger than one inch) will be allowed on outerwear items only. Bookbags may be monogrammed.
17. Torn uniforms must be repaired with matching material. Students are not allowed to wear torn uniforms.
18. Students who are out of uniform may be sent home.

900-4 SPIRIT DAY ATTIRE

“Spirit Day” is not the same as “free dress” day. Proper attire consists of the spirit T-shirt and any shoe, pant, or shorts which are allowed on “free dress” days. No baseball caps or hats of any kind may be worn.

900-5 FREE DRESS ATTIRE

When “free dress” is declared, students do not have to wear the school uniform, but clothes must be appropriate for school. Socks and any non-marking rubber sole shoes (lace up only) may be worn. No “combat-type” boots are allowed. Shoes should be clean. No other shoe is allowed. Shoelaces must be properly laced and tied. Mids, tank, tube, and crop tops are not permitted. T-shirts with inappropriate slogans and/or designs are not allowed. Bicycle and boxer shorts may not be worn. While non-uniform shorts may be rolled on “free dress” days, they may be no shorter than fingertip length.

900-6 EIGHTH GRADE PROMOTION DRESS CODE

Some parents choose to purchase clothing to be worn by the eighth grade student at the promotion ceremony and Mass several weeks prior to the event. In an attempt to aid the parent, the following policy regarding appropriate dress for this event is described below:

Girls must wear an appropriate church dress and dress shoes. Boys must wear dress pants, dress shirt and tie, and dress shoes and socks. *Boys and girls will also wear a promotion gown.* Hair and grooming must be in compliance with the school dress code. Students who violate this policy will not be allowed to participate in the promotion activities.

1000 GENERAL INFORMATION

1000-1 BEFORE SCHOOL

(Revised July, 2011)

1. Vehicles should enter the campus using the Independence St. entrance and exit on Robert Blvd.
2. Parents may either use the car line or park on campus and personally escort their child(ren) to the area where students gather in the morning. Please do not simply drop your child(ren) off in areas used by cars and buses, or require your child(ren) to walk in traffic.
3. Please do not park across the street (commercial parking lots) and walk to the campus. This slows down traffic on Robert Blvd. and creates a potential safety problem.
4. Teachers are not on supervisory duty before 7:30 A.M. Students may not arrive on campus before 7:30 A.M.
5. Pre-kindergarten students should be dropped off at the Pre-K building beginning at 7:45 A.M.
6. Before school, students are to report to the following areas:
 - A. Pre-K students who ride the bus or attend before school care gather in the school cafeteria.
 - B. Grades K gathers in front of the computer lab.
 - C. Grades 1,2,and 3 gather in the paved area in front of the band room
 - D. Grades 4 and 5 gather in the courtyard containing the U.S. map
 - E. Grades 6,7, and 8 gather the courtyard outside the library (as directed)Note: Students are to sit, stand, or walk in their assigned areas. Games may be played, but no ball playing or running is allowed.
7. On rainy or cold days, students in grades Pre-k (bus riders and before care students), Kindergarten^{1st} through 3rd report to the cafeteria and sit in designated areas. Other students will report to the following rooms: 4-1 to Rm11, 4-2 and 4-3 to Rm2, 5-1 and 5-2 to Rm4, 5-3 to Rm 11, 6-1 and 6-3 to Rm10, 6-2 to Rm9, 7-1 and 7-2 Rm8, 7-3 to Rm9, 8-1 and 8-2 to Rm5, 8-3 to Rm3.
8. Students arriving on bikes should use the Robert Blvd. entrance and follow the direction of the crossing guard.

1000-2 AFTER SCHOOL

1. Parents are encouraged to use the car line. This practice will provide the best opportunity for student safety.
2. Parents may also park their vehicles on campus and meet their children under the covered area of the carline. After receiving their children, parents are to escort them back to their vehicles. Teachers will release students only in this designated area. Please do not instruct your child to meet you at your vehicle or outside the perimeter of the school property. This places the student in a potentially dangerous position. Pre-K parents may pick up their children from the Pre-K building beginning at 2:45 P.M. and until 3:15 P.M.

3. All students who must cross Gause or Robert Blvd. are to leave via the main entrance (Robert Blvd.) and follow the directives of the crossing guard. Students living in Bon Village, etc. may leave by the church side exit on Independence, but should avoid auto traffic by walking in front of the Evangelization building and rectory.
4. Students on bikes are to exit at the Robert Blvd. gate. Students are not allowed to ride their bikes on campus.
5. Students who ride the bus or car are to report directly to the assigned areas and follow directions given by the duty teachers. Bus students meet in front of the gym and car line students meet under the covered area adjacent to the school library.
6. Supervision of students will be provided only until the last bus leaves or 3:45 P.M. (whichever is later). Teachers will send the remaining students to after-care and parents will be charged a fee.
7. Teachers supervising detentions and/or extra curricular activities are required to supervise students for fifteen minutes after the scheduled activity. It is the responsibility of the parent to pick up the student in a timely manner. Remaining students may be sent to after-care and parents will be charged a fee.
8. Students may not leave the school grounds once they have arrived without the expressed permission of the principal. After school, students may not return to the campus once they have left without the principal's permission. These students must have a written note from their parents, which must be approved by the principal. Since this rule must be enforced for safety and liability reasons, a student who breaks this rule is subject to an in-school suspension.

1000-3 BICYCLES

Students must use the bike rack on campus and are encouraged to lock their bikes. Vandalism to a student's bike by another student may result in suspension or expulsion. St. Margaret Mary school personnel are not responsible for the security of bicycles. They are parked on campus at the owner's risk. Students are not allowed to gather near these racks during the school day. Students on bikes are to use the Robert Blvd. entrance and should "walk" their bikes while on campus.

1000-4 CHANGING CLASSES

1. Students are to walk at all times.
2. Go directly to the next classroom and line up quietly outside the room.
3. Do not stop or go anywhere without the teacher's permission.
4. Be on time for class.
5. Excessive tardiness for class may result in a detention.

1000-5 LOCKERS

Lockers are the property of the school and for student use. Having a locker is a privilege and their use can be denied if the privilege is abused. The school reserves the right to search lockers and their contents at any time. Students in grades six through eight are assigned lockers. Students are allowed to go to their lockers only at the assigned times or with permission from a teacher.

1000-6 DURING CLASS

Classroom teachers will establish rules and regulations within their respective classes, subject to the approval of the principal. Students are expected to follow class rules. Serious or chronic behavior problems will be referred to a school administrator. Teachers will establish reasonable procedures for use of the restroom.

1000-7 CAFETERIA

1. Students may be assigned tables and seats by the teacher.
2. Practice good table manners.
3. Remain seated until dismissed.
4. Tables must be cleaned before leaving the cafeteria.
5. Follow the procedures for entering and exiting the cafeteria as directed by the teacher.
6. Loud talking, horseplay, etc. are not permitted.
7. Throwing of food will be considered a serious offense.

1000-8 RECESS

1. The assigned areas are:
 - Pre-K Nursery/Pre-K yard
 - K-4 Primary Playground area
 - 5-8 Open field between Ryan's Restaurant and the Middle School Building. Students may also sit under the trees fronting Robert Blvd., but may not gather in the area between the trees and the fence located on Robert Blvd.

Note: When the grounds are wet, the parking area adjacent to the covered driveway may be used for recess. No student should be any other place without teacher permission. Recess may be in the classroom or cafeteria on rainy days, depending on grade level.

2. Students are not allowed to gather near classrooms, the school office, cafeteria, parking lot, or cars. Students may not go to the church or gym without permission.

3. Students are to use the bathroom before leaving the cafeteria. During recess, bathrooms may be used only after obtaining permission from the duty teacher. Teachers will direct students to the appropriate bathrooms.
4. No rough play. Duty teachers will determine which games may be played. Students may bring balls to recess, but they are not to be thrown against buildings. Students may not leave assigned areas without permission.
5. When the bell rings, students are to go immediately to their classrooms and line up quietly outside the room.
6. The library is for reading and study and may be used during recess when a student has permission from the librarian and only when the librarian or teacher is present.

1000-9 INDOOR RECESS

1. Go directly to the classroom.
2. Students may play quiet games, talk softly, or study.
3. There will be no library during indoor recess.

1000-10 SCHOOL LUNCH PROGRAM

Revised July, 2007

A type "A" lunch, meeting national nutritional requirements, is served at school daily for students in grades K-8. Due to facility proximity considerations, students in Pre-Kindergarten will bring their lunch from home. Lunches from home should meet the child's nutritional needs.

No student will be permitted to go home for lunch. Students are required to eat lunch, unless they have written permission on file in the office from the parent stating otherwise.

Students in grades K-8 who bring bag lunches from home may purchase milk or juice in the cafeteria. No fast foods or soft drinks are allowed in the cafeteria. Money for school lunches must be in a separate check payable to the St. Margaret Mary Cafeteria. No other school monies or payments should be included in this check. The school food service of the Archdiocese of New Orleans operates separately from the school and this money must be sent to them immediately. Please check your calendar and parent bulletins regularly to assure timely payment. Eligible families may apply for free or reduced lunch prices. Students who owe money to the cafeteria may be refused service if the matter is not resolved in a timely manner.

1000-11 VOLUNTEERS

Volunteers perform a valuable service at our school and parents are encouraged to volunteer. Volunteers are coordinated through the P.T.O. and school office. All assignments are subject to the approval of the principal. All volunteers are required to fill out the necessary forms, which may be obtained in the school office, and participate in Safe Environment training. Volunteers should report to the office, sign in, and obtain a pass before reporting to their respective

assignment. In order to maintain a professional atmosphere, young children should not be brought to school while the volunteer is on duty. All volunteers must meet Archdiocesan policies concerning abuse or neglect of minors.

1000-12 TRANSFERS TO ANOTHER SCHOOL

If you are transferring to another school, send your name, new address, and the name of the new school to the school office. Your child's records will be sent to the new school upon the school's request, including signed authorization by the parent. It will be the parent's responsibility to obtain the child's report card and all personal possessions on his/her last day of school. All school property must be returned promptly.

1000-13 EMERGENCY CLOSING OF SCHOOL

The official listening post for Archdiocesan schools is WWL-AM (870) radio for announcing Archdiocesan school closures. In emergency situations, St. Margaret Mary School will close when all public schools in St. Tammany Parish close, unless otherwise announced. Our school will also utilize our www.saintmm.org website, Edline, and the School Reach phone communication system.

1000-14 SCHOOL PARTIES AND GIFT GIVING

The teacher, in coordination with the room mother, may plan a small class celebration at selected times during the year. All class parties must be approved by the principal (Note: Parents may not provide special birthday or other treats for a class unless the teacher has obtained permission from the principal). No king cakes are allowed during the carnival season, with the exception of the last day of school before the Mardi Gras holidays. Students are not allowed to exchange gifts on campus. Deliveries of balloons, flowers, and other gifts for children are not allowed. Party invitations may not be distributed at school, unless given to the entire class.

1000-15 HEALTH MATTERS

Students who are ill or injured will be taken to the office. A cot is available to the student, and the school maintains a supply of minor first aid items. If it is necessary for the child to be sent home or to the hospital, the parent or guardian will be contacted. If this is not possible, the principal or assistant principal will take whatever action is reasonable and necessary. Children will be released only to a parent or a person designated on the emergency form, unless written permission from the parent is presented to the school office or a phone request from a parent is verified by the principal or his/her designee. Applicable state

laws and policies regarding health records and immunizations will apply, and students may be disallowed attendance at school if they are not in compliance with these laws and policies. Proper documentation must be filed with the school office.

1000-16 SCHOOL BUSES

Children riding the school bus are to walk immediately to the bus line at dismissal. Proper conduct is expected of all children at bus stops and while on the bus. Improper behavior is sufficient reason to withdraw the privilege of riding a school bus. Questions and concerns regarding busses and their schedules should be directed to the St. Tammany Parish School Board Office at 646-4917. This office supervises and provides our bus service.

1000-17 FIELD TRIPS

Each grade level shall be allowed one field trip per school year. This field trip should be appropriate for the grade level, have educational value, and must be approved by the school principal. Requests for additional or special field trips must also receive administrative approval. All field trips must be scheduled on the school's master calendar. No student may attend a field trip unless he/she has paid the required fees for the trip or without written permission from a parent. All field trips are voluntary and no student is forced to participate in field trip activities. Students must utilize school transportation, unless they have the expressed permission of the principal.

1000-18 VISITORS TO THE SCHOOL

All visitors are required to report to the school office upon arriving at school and obtain a pass. This pass must be worn at all times while on campus. Parents should not visit teachers and classrooms without first reporting to the office, or congregate near (or outside) the classroom. The faculty lounge is for faculty, staff use only. Parents may not sit in on classes unless they have the expressed permission of the teacher or principal.

1000-19 TEACHER CONFERENCES

Parents should make an appointment with the teacher through the school office. This will ensure that the meeting will take place in the appropriate setting and at a convenient time for all parties involved. Please leave a message for the teacher with the receptionist. Parent/teacher conferences are an effective means of insuring communication between home and school and establishing a cooperative effort. The proper procedure for addressing a problem involving your child and a teacher is to first meet with the teacher, and (only then, if

needed) discuss the matter with a school administrator. Parents who do not speak with the teacher first will be referred back to the teacher by the school administrator.

1000-20 ATHLETICS AND PHYSICAL EDUCATION

Physical Education is part of the regular school curriculum for all students in grades K through 8th. St. Margaret Mary School offers specific athletic programs which are organized for inter-school competition and which are extra-curricular. The purpose of athletics is not only to build strong bodies, but to develop strong Christian character as well. Students who represent St. Margaret Mary should always show good sportsmanship at all times and in all places.

1000-21 CHANGE OF ADDRESS

Please notify the school office immediately if there is a change of address or phone number during the year. If you have an unlisted number, we will make every effort within our control to keep it confidential. It is necessary that we have a number where you can be reached in case of an emergency.

1000-22 STUDENT PASSES

Each student who leaves a class or other supervised area must receive a pass from the teacher on duty.

1000-23 STUDENT INSURANCE

Students are covered by accident insurance during school hours, when going to and from school, and when participating in school-sponsored activities. Further information and claim forms are available in the school office. Parents must file insurance claims in a timely manner. The parent's insurance is primary in terms of coverage.

1000-24 TELEPHONE MESSAGES

Parents are asked to limit messages to their children to emergencies and matters of transportation. Students are generally not allowed to use the office telephone, except in matters of health and transportation.

1000-25 SCHOOL-RELATED PRESS RELEASES, PUBLICATIONS, AUDIO-VISUALS, ELECTRONIC TRANSMISSIONS, ETC.

St. Margaret Mary School retains the right to use the names, voices, and/or likeness of our students in school-related publications, audiovisual and electronic

transmissions, etc., without compensation or reimbursement to the parties involved. These items may include, but are not limited to, photographs, video tapes, live broadcasts, sound recordings, and electronic transmission.

1000-26 SAFETY/CRISIS PLAN

The administration and staff at St. Margaret Mary School are committed to providing a safe environment. The school has developed an emergency plan which is promulgated among school faculty, students and staff, and is available for parent inspection through the principal's office.

1100 **STUDENT ORGANIZATIONS/ACTIVITIES** (Revised July, 2011)

1100-1 STUDENT COUNCIL

The Student Council is made up of elected representatives in the fifth through eighth grades. They act as a liaison between the student body and the administration. They assume responsibility for student body activities. Officers must maintain a minimum grade point average, as determined by the organization's by-laws and maintain at least an "86" in conduct.

1100-2 NATIONAL JUNIOR HONOR SOCIETY

A chapter of the NJHS is located at St. Margaret Mary School. NJHS members must maintain a 3.5 average ("E" average in Enrichment courses and with no grade lower than a "G"), maintain a "94" in conduct per quarter, and demonstrate leadership, citizenship, character, and service. This group is responsible for service activities in the school community. The basis of selection for the NJHS is as follows: *Seventh Grade* – Criteria for eligibility is based on a cumulative grade point average of 3.5 as determined by 7 quarters to include the student's grade point average in sixth grade and 3 quarters in seventh grade, and a "94" in conduct per quarter.

Eighth Grade – Criteria for eligibility is based on a cumulative grade point average of 3.5 as determined by 11 quarters to include the student's grade point average in sixth and seventh grades and 3 quarters in eighth grade, plus a "94" in conduct per quarter.

1100-3 INSTRUMENTAL MUSIC

Recorder lessons are available for students in third grade and instruction on band instruments is available for fourth through eighth grade students through our band program, which takes place during and after school. Piano lessons are also

available for students in second through eighth grade. More information regarding these programs is available through the school office.

1100-4 ALTAR SERVERS

Students in fifth through eighth grade are invited to join this group. These students serve at Mass.

1100-5 SCHOOL PLAY

Open to all students depending on production needs. Students prepare and perform a stage play.

1100-6 MARY'S MESSENGERS

This group is open to students in grades 3-5. Students meet to pray the rosary and to make rosaries for the missions.

1100-7 CHEERLEADERS

Open to boys and girls in grades 6-8.

1100-8 SPORTS TEAMS

Various competitive sports teams are available to middle grade students. See athletic director for more information.

1100-10 DANCE TEAM

Open to girls in grades 5-8.

1100-11 MIDDLE SCHOOL CABBAGE BALL INTRAMURALS

Spring activity open to middle grade students (5-8)

1100-12 ACADEMIC GAMES TEAM

Middle school competitive team selected by team moderators.

1100-13 TALENT SHOW

Performances available to students in grades PK-8th.

1100-14 MISSION CLUB

Open to students in grades 6. Purpose is to grow in knowledge of and service to the Missions.

1100-15 SCIENCE CLUB

Open to students in grades 6-8

1100-16 WSMM MORNING NEWS SHOW

The Morning Show is broadcasted over closed-circuit television during homeroom. The WSMM Crew is open to all 8th graders.

1100-17 SERVICE CLUB

The purpose of the service club is to foster a spirit of giving and service among our student body and to promote and engage in service projects. It is open to all 7th through 8th grade students.

1100-18 BOOK CLUB

Open to 7th and 8th grade students

1100-19 STUDENT PUBLICATIONS

Open to students in grades 7-8

ELIGIBILITY

(Revised July, 2011)

Students who participate in extracurricular activities, including all student organizations, represent St. Margaret Mary School. Therefore, the following minimum standards must be met in academics as well as discipline:

1. The student must maintain a at least a “78” average with no grade lower than a “70” (N in enrichment classes) in any subject per grading period.
2. The student may not earn a grade lower than “78” in conduct.
3. Students who are members of the National Junior Honor Society and Student Council are held to a higher standard (See requirements in sections 1100-1 and 1100-2).

Note: Students must meet minimum requirements to "tryout" for all organizations. When a student is disqualified from participating in extracurricular activities during the quarter, eligibility may be reconsidered when interim reports are issued, unless organizational by-laws prohibit such consideration. Moderators are responsible for monitoring student eligibility status and may establish participation criteria which exceeds minimum standards.

1200 AWARDS

At the end of the school year, an assembly is held to present awards to students in the following categories:

- Highest “A” average in each subject
- Most Christian Award
- Principal’s Honor Roll
- Principal’s Honor Roll Achievement Award (8th grade students only)
- Kenneth Faust Memorial Scholarship Award (Presented to a 7th grader who is returning to St. Margaret Mary in the 8th Grade)
- VFW Award (8th Grader)
- Daughters of the American Revolution (7th or 8th Grader)
- Veritas Award (8th Grader)
- Outstanding School Service(8th Grader)
- Mr. and Ms. St. Margaret Mary (8th Graders)
- Margaret M. Bobeck Christian Spirit Award (8th Grader)
- Other awards for conduct, extra-curricular, contests, etc. are presented at various times during the school year.

1300 POLICY REGARDING TUITION AND FEES

(Revised 2011)

1300-1 POLICY REGARDING TUITION AND FEE REFUNDS

The following policy regarding tuition and fee refunds will be applied:

1. The Student Registration Fee reserves a place for the student and, therefore, is refundable only when the school rejects the student’s application for enrollment, or if the family moves out of state prior to the opening of school.
2. If a student withdraws prior to attending the first day of school, St. Margaret Mary School will reimburse all payments except the non-refundable fees – Registration and Loan Application Fees.
3. Tuition only will be refunded based on a pro-rated formula. Total tuition will be divided by 177 days and parents charged for the number of days the student was officially enrolled in school. Half-days will count as full-days for the purpose of determining the refund amount.

Note: If tuition was financed, please notify the school office immediately upon deciding to withdraw your child(ren).

1300-2 POLICY REGARDING TUITION AND FEES PAYMENTS

1. Non-Parish Support Fee must be paid in full to St. Margaret Mary School by the established date in May. This fee cannot be financed through the St. Margaret Mary School Loan Program. Failure to pay in full by the established date in May may result in the student's removal from registration for the coming school year.
2. Tuition must be paid according to one of the following options:
 - I – Paid in full to St. Margaret Mary School by the established date in May.
 - II – Financed through the St. Margaret Mary School Loan Program.
 - III – Partial payment of tuition by the established date in May and finance the balance through the loan program.
3. For those paying under either options II or III, once a family is sixty (or more) days behind in payments, the students may not be allowed to attend school until payments are up to date (including late fees), or until parents contact and make other arrangements with the principal.
4. Families still owing uncollectable tuition and fees for the current academic year, and after the official end of the school year, are subject to collection by an outside agency and/or legal proceedings.
5. Any family who has not paid their tuition and fees in full by the established date in May will be automatically entered into the Tuition Loan Program and charged a non-refundable Loan Application fee of \$25.00. Any unpaid portion of the parent account will be financed through the school office over a 10 month period –beginning July 15th and ending on April 15th . No interest will be charged, but a monthly processing fee of \$13.00 will be charged to any account with an unpaid balance. Those parents who choose to participate in our Direct Payment Voucher program will be charged only a \$8.00 per month Processing Fee, if a signed Authorization Form is provided prior to the established date in May.
6. A late fee of \$25.00 will be added each month to an account which has a “past due” balance.
7. Any student whose tuition payments are not current may not register for the next school year until they bring payments up to date. They will be considered new students and admitted according to the admission priorities.
8. Families who default on tuition payments, or establish a history of late payments, will be required to execute a promissory note and may not be allowed to finance tuition for the next school year.

1300-3 POLICY REGARDING RETURNED CHECKS

Any check payment returned because of insufficient funds, stop payment on check, or checking account closure will be charged \$20.00 per check payment returned. This policy includes payments for tuition and associated fees, field trips, Before/After Care, Student Year Book, Band, textbook or library fees, and all other payments made to St. Margaret Mary School. Additionally, those with a history of check payments returned are subject to being required to pay all future payments by cash or money order.

1300-4 FEES AND TUITION FOR 2011-2012

1. Registration Fee: \$165 (youngest or only child) and \$150 for each sibling. This fee is non-refundable and due with the registration application.

2. Non-Parish Support Fee: \$300 per student and paid by the family's Catholic Church Home Parish if a parent meets Catholic Church support guidelines (voucher system). Catholic parents who do not meet Parish guidelines, as well as non-Catholic parents pay this fee. Eligible registered, active, and supporting members of St. Margaret Mary Parish do not pay this fee and do not need a voucher.

Eligibility Requirements To Be Considered A Registered, Active, Supporting Member of St. Margaret Mary Parish:

Families must be registered parishioners at SMM Church by October 1st of the previous year to be eligible for 1st day registration (for SMM parishioners only).

Registered, active members of SMM Parish who contribute a minimum of \$20 per week in the 1st collection (at least \$1040 annually) at weekly Mass are automatically considered supporting members and qualify for the SMM Parish tuition rate.

Some families of our parish are truly supporting members even though they are unable to contribute at the above level. They are invited to meet with the pastor (Fr. Rareshide), so he can make this determination.

At the end of each calendar year, the parish supplies the school with a list of families who automatically qualify for the SMM tuition rate for the upcoming school year. Families are urged to use church support envelopes, so that donations may be identified and posted to each family's account at the parish.

TUITION

Percentage rates (as determined by the Archdiocese of New Orleans) are as follows: One child – 100% of the tuition, Two children – 175%, and Three children – 225%. Please

note that **these percentages do not apply to children in pre-k**. Our tuition is still among the lowest Catholic School rates on the Northshore.

Family Tuition Rates for students in grades K-8

<u>Students in Family</u>	<u>Catholics</u>	<u>Non-Catholics</u>
1	\$3575	\$3675
2	\$6255	\$6430
3	\$8045	\$8270
4 +	\$9830	\$10105

SPECIAL NOTE: Students from families considered registered, active, and supporting members of St. Margaret Mary Parish will receive a \$100 deduction **in the base tuition rate** for one child in grades PK-8, \$175 for two children, \$225 for three, and \$275 for four or more children.

Consider: The tuition cost to the active, supporting St. Margaret Mary parent of sending one Catholic kindergarten student to St. Margaret Mary School is approximately \$19.63 per day (based on 177 school days).

Family Tuition Rates for students in Pre-Kindergarten

SMM Registered, Active, Supporting Family	\$4200 per student enrolled
Other Catholic	\$4300 per student enrolled
Non-Catholic	\$4400 per student enrolled

PARENT/STUDENT HANDBOOK SIGNATURE SHEET

St. Margaret Mary School
2011-12

The St. Margaret Mary Parent/Student Handbook contains information regarding policies, rules and regulations, procedures, requirements, etc. regarding St. Margaret Mary School. It is important that parents and students are familiar with the contents of this handbook.

The policies, regulations, procedures, requirements, information, etc. contained in this handbook will remain in effect until such time that a new REVISED handbook is released. *Specific changes, additions, deletions, etc. may be made on an "as needed" basis. The School Handbook is posted on the school's website at www.saintmm.org.* It is recommended that parents print a copy of this handbook for family reference.

Parent signature indicates that you and your child(ren) are familiar with contents of the handbook (including revisions) and agree to adhere to all rules and regulations, policies, codes, procedures, etc. contained within the handbook.

_____ /_____/_____
Parent Signature **Date**

Names and Grades of Students in this Family

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE SIGN AND RETURN THIS HANDBOOK SIGNATURE SHEET TO YOUR OLDEST OR ONLY CHILD'S HOMEROOM TEACHER NO LATER THAN THE DEADLINE DATE AS ANNOUNCED BY THE SCHOOL ADMINISTRATION.

Note: One signed handbook slip per family is required.

