

# STUDENT HANDBOOK



Faith • Knowledge • Service • Community

2025 - 2026

St. Mary's School • 700 S. Waterman Avenue • El Centro, California 92243  
(442) 231-8449 • [www.elcentrostmarys.com](http://www.elcentrostmarys.com)

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## MISSION STATEMENT

St. Mary's School provides a quality Catholic education in an enriching environment that fosters the spiritual, intellectual, and moral formation of each student.

## PHILOSOPHY

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*"Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls." (Matthew 11:29)*

*"Christ is the first and principal teacher of spiritual doctrine and faith."*  
*(St. Thomas Aquinas, Summa Theologiae, IIa q.7, sed contra)*

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How does Christ instruct His disciples? He teaches by **word and example**. When Jesus invites His disciples to take up His yoke, He calls them to join **His school**—a pedagogical journey that embraces the whole of life.

St. Mary's School is a **school of discipleship**, where the pre-eminent teacher is Christ Himself. We all sit in His classroom, mindful of His words:

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*"Neither be called teachers, for you have one teacher, the Christ."*  
*(Matthew 23:8, 10)*

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The foundation of St. Mary's educational philosophy—and the very purpose of our school—rests upon **Christ the Teacher**. St. Mary's seeks to instill in its students not only knowledge, but also the **skills to acquire it wisely and responsibly**. The ultimate goal of this educational pilgrimage is an encounter with God in Christ.

As St. John Paul II wrote to the National Catholic Educational Association of the United States:

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*"Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others." (Rome, April 16, 1979)*

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Learning at St. Mary's is expressed in **action**. In the way they teach and live their faith, St. Mary's teachers strive to do more than communicate information—they seek to **communicate a way of life** grounded in faith, reason, and love. Our instruction aims to guide students along the path of discipleship that lies before them.

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*Aristotle wrote that "knowledge begins in wonder."  
(Metaphysics, I.982b)*

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In this spirit, St. Mary's seeks to cultivate students' imaginations so they may think deeply, question honestly, and engage respectfully in dialogue and debate. Students are encouraged to discover new truths and to recognize that some knowledge is only a beginning—calling them toward deeper understanding and insight.

St. Mary's School believes that **all children can learn**, though not all learn in the same way. A key element of classroom instruction is **differentiated learning**, which honors each student's unique gifts while maintaining high academic standards. All students receive the same quality Catholic education, equipping them for a lifetime of learning.

St. Mary's also recognizes that there are **multiple ways to assess mastery of knowledge**. One important measure is how students apply what they have learned. Assessment need not be limited to tests and examinations, but may include methods that evaluate a student's personal understanding and integration of the subject matter. Achievement is measured in terms of **individual growth and competence**, not solely by comparison to others.

Through the acquisition of organized knowledge and intellectual and moral skills, St. Mary's School seeks to form **critical thinkers**, faithful disciples of Christ, and **responsible, productive members of society**.

## ST. MARY'S SCHOOL HISTORY

St. Mary's Church was officially established in El Centro, California, in 1907, though Monsignor H. Eummelin had been serving parishioners as early as 1902. Fifty years later, in 1957, St. Mary's School was built on a twelve-acre site at the corner of Heil and Waterman Avenue under the guidance of the parish pastor, Father Di Cristina.

Together with devoted parishioners, Father Di Cristina worked tirelessly to build a school that would provide the children of the parish with a Catholic education. The construction of the school and convent was made possible through the collaborative efforts and generous support of the parish community. Parishioners contributed not only their time but also their financial resources. Local farmers and business owners provided labor for painting, landscaping, plumbing, and construction projects.

In a remarkable expression of community spirit, many farmers donated their produce to Father Di Cristina, who sold it to help offset construction costs. Though many of these farmers were not Catholic, they willingly supported their neighbors' dream of establishing a Catholic school for their children. At the time, agriculture was the primary source of employment in the Imperial Valley, and the student population largely reflected the ethnic makeup of the parish.

As the region evolved, so too did the school community. Students from across the Imperial Valley later enrolled at St. Mary's School following the unfortunate closure of St. Joseph's School in Holtville.

The first religious sisters to live and teach at St. Mary's School were the Sisters of the Providence of the Immaculate Conception, who served from 1957 to 1962. Due to limited classroom space, grades were initially combined: first and second, third and fourth, fifth and sixth, and seventh and eighth grades.

From 1962 to 1969, the Sisters of the Reparation of the Sacred Wounds of Jesus served the school and parish. Eventually, the congregation withdrew due to the challenges of the desert climate. By this time, enrollment had grown to approximately 200 students, and there was concern that the school might close.

In response, advisory board members Mr. Stan Mitosinka, Mr. Ben Abatti, and then-pastor Father O'Callaghan traveled to Guadalajara, Mexico, where they met with the General Superior of the Sister Servants of the Blessed Sacrament (SJS). This congregation was already serving in Calexico, California. As a result of this visit, four SJS Sisters were sent to El Centro to administer and teach at St. Mary's School, alongside dedicated lay faculty. The Sisters served faithfully until their withdrawal in 2019.

St. Mary's School has been blessed with pastors of exceptional vision and leadership.

- **Father Di Cristina** laid the foundation for Catholic education in the parish.
- **Father O'Callaghan** ensured the continued vitality of the school through religious leadership.
- **Monsignor Thomas J. Vidra**, after thirty-three years of service, left an enduring legacy, including the construction of a new church, a computer lab, library, administrative offices, and a parish center with a gymnasium—facilities that continue to serve the school community.
- **Father Mark Edney** oversaw and fundraised for the complete refurbishment of the school, completed in **2017**.

Today, St. Mary's School stands as a **testimony of gratitude to Our Lord**, reflecting the faith, perseverance, and loving dedication of the parish community. This legacy continues to inspire future generations in faith, learning, and service.

## WCEA / WASC ACCREDITATION

St. Mary's School is fully accredited by the **Western Catholic Educational Association (WCEA)** and the **Western Association of Schools and Colleges (WASC)**. Accreditation affirms that the school meets established standards of educational excellence and is committed to ongoing growth and improvement.

As part of the accreditation process, the school community engages in a comprehensive self-study every six years, evaluating all aspects of school life, including Catholic identity, academic programs, governance, and student support. Following the self-study, an external visiting committee composed of experienced educators conducts an on-site review. The visiting team observes classrooms, interviews students, parents, faculty, and staff, and examines evidence to verify that the school's practices align with its mission and stated goals.

At the conclusion of the visit, the committee provides a formal evaluation that includes commendations and recommendations for continued improvement.

In the spring of **2025**, the Western Association of Schools and Colleges awarded St. Mary's School a **six-year term of accreditation**, extending through **2031**. St. Mary's School remains an active and engaged member of the Western Catholic Educational Association.



## BOARD OF ADMINISTRATION

St. Mary's School is a parochial school owned and operated by the Parish of Our Lady of the Valley in El Centro, California. The school functions under the leadership of the parish pastor and administrative team, who are responsible for governance, academic oversight, and the day-to-day operation of the school.

- Chief Administrator
- Principal
- Vice Principal
- Business Manager
- Administrative Assistant
- Receptionist

Fr. Mark Edney  
The Revd. Dr. Allan White O.P.  
Christine Colunga  
Sylvia Marroquin  
Daniella Machado  
Rosela Diaz

## FACULTY

The faculty of St. Mary's School shares fully in the richness of the school's Catholic life. Faculty members are motivated by a love of God and are dedicated to fostering **truth, wisdom, and integrity of mind and heart** in themselves and in their students. Through professional excellence and Christian witness, teachers support the academic, spiritual, and personal growth of each child.

In addition to instructional staff, St. Mary's School provides student supervision during lunch periods through a team of adult monitors known as Student Supervision Personnel.

- Kindergarten & First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Sixth - Eighth Math & Science
- Sixth - Eighth English Language Arts
- Sixth - Seventh Religion
- Sixth - Eighth Social Studies, History of Art and Learning Support Teacher
- Eighth Grade Religion & Grammar
- Learning Support/Computer Lab
- Physical Education K- Eighth

Ms. Valeria Ruiz-Ainslie  
Mrs. Maria del Carmen Velazquez  
Mrs. Nidia Garcia  
Ms. Maria Eugenia Ainslie Sada  
Mrs. Yasmin De La Rosa  
Ms. Celia Lizarraga  
Mr. Jarrod Monninger  
Fr. Allan White O.P.  
Mr. Fernando Martinez  
  
Fr. Mark Edney  
Mr. Fernando Martinez  
Mr. Rafael Olmos

## STAFF

The staff of St. Mary's School plays a vital role in supporting the daily operations of the school and ensuring a safe, welcoming environment for students and families.

Extended Care  
Maintenance

Mrs. Susana Wood  
Mr. Joaquin Vasquez

## LUNCH DUTY SUPERVISORS

Student supervision during lunch periods is provided by dedicated adult monitors who help ensure student safety and positive behavior.

Ms. Isabel Duran  
Mrs. Susana Wood  
Ms. Azucena Romero

## FOSTER GRANDPARENTS - CATHOLIC CHARITIES

St. Mary's School is grateful for the presence and support of our **Foster Grandparents**, who assist students and staff through the Catholic Charities program.

Grandma Elsa Zapien  
Grandma Susie Romero  
Grandma Petra Jackson

# ADMISSIONS

## Non-Discrimination Policy

In matters of employment and student admission, St. Mary's School does **not discriminate on the basis of race, sex, color, or ethnic origin**, in accordance with applicable law and Catholic teaching on the dignity of the human person.

## Admission Procedures

Admission to St. Mary's School is granted to students and families who are willing to support and actively participate in the **mission, philosophy, and educational program** of the school.

No student shall be admitted unless the student and his or her parents or guardians agree to abide by all school policies, regulations, and expectations as outlined in this handbook.

Families seeking admission are required to participate in an **interview with the Pastor of Our Lady of the Valley Parish** and must express a willingness to support the **faith development of their child(ren)** in the practice of the Catholic faith.

## Age Requirements

- Students entering Kindergarten must be five (5) years of age by September 1 of the academic year.
- Students entering First Grade must be six (6) years of age by September 1.
- Children who are four (4) years of age by September 1 may attend Transitional Kindergarten (TK) with the Kindergarten class, with the understanding and agreement that the student will remain in Kindergarten for an additional year.

# REGISTRATION

Registration for students currently enrolled in Kindergarten through Eighth Grade takes place during February and March for the upcoming school year.

St. Mary's School offers year-round registration for new students, provided space is available. By the end of April, parents or guardians must notify the school office if their child(ren) will be returning for the following school year. Failure to do so will result in the student being automatically dropped from enrollment.

A registration fee is required at the time of registration and is non-refundable.

## Transfer Students

Transfer students must submit the following documents prior to admission:

- Most recent report card
- Immunization record
- Letter of recommendation from the former school's principal and teacher

# TUITION AND FINANCIAL POLICIES

## Tuition Agreement

Parents or guardians enrolling a student at St. Mary's School are required to review and sign a Tuition Agreement, which outlines their obligation to pay tuition and comply with all school financial policies, including those related to delinquency.

## Tuition Payment Program

Tuition payments are managed through the FACTS Tuition Management Program, as adopted by the school.

- First tuition payment due: **September 5, 2024**
- Final tuition payment due: **June 5, 2025**

Payments are made through automatic debit via checking account or credit card.

FACTS charges an annual enrollment fee of \$50.00, which will be deducted upon receipt of the completed FACTS Tuition Payment Agreement. Additional information and assistance are available through the school office.

## Delinquent Accounts

Academic services may be withheld if tuition becomes two or more months delinquent.

Students with outstanding balances at the time of trimester final exams will not be permitted to take exams until the balance is paid in full.

## TUITION SCHEDULE

(2024-2025 School Year)

### Annual Tuition

- One Student: \$7,450.00
- Two Students: \$13,900.00
- Three Students: \$18,775.00
- Four Students: \$22,150.00

### Monthly Payment Plan

- One Student: \$745.00 per month
- Two Students: \$1,390.00 per month
- Three Students: \$1,877.50 per month
- Four Students: \$2,215.00 per month

## REGISTRATION FEES

Registration fees are non-refundable and must be paid at the time of registration.

- New Student Registration Fee: \$450

### Returning Student Registration Fees:

- \$425 if paid by February 28, 2025
- \$550 if paid by March 21, 2025
- \$650 if paid on or after March 24, 2025

# SCHOOLWIDE LEARNING EXPECTATIONS

St. Mary's School students in **Kindergarten through Eighth Grade** strive to become:

## A. Active Christians Who: PRAISE

1. **Pray** regularly and reverently
2. **Rejoice** in God's love and gifts
3. **Adore** Christ in the Eucharist and daily life
4. **Include** others with compassion and kindness
5. **Share** their time, talents, and resources
6. **Embody Christ** through word and action

## B. Life-Long Learners Who Are: EAGER

1. **Enthusiastic** about learning and discovery
2. **Articulate** in expressing ideas clearly and respectfully
3. **Genuine** in thought, effort, and character
4. **Educated** through the pursuit of knowledge and understanding
5. **Resilient** in facing challenges and persevering

## C. Active Community Members Who: SERVE

1. **Support** others in school and community life
2. **Encourage** peers through positive actions and words
3. **Respect** the dignity of every person
4. **Value** diversity, cooperation, and teamwork
5. **Embrace** opportunities to serve others

## D. Integrated Individuals Who Are: MORAL

1. **Multicultural**, appreciating and respecting diverse cultures
2. **Organized** in their work and responsibilities
3. **Responsible** for their actions and choices
4. **Accountable** to themselves and others
5. **Leaders** who model integrity and Christian values

# PARENT COMMUNITY INVOLVEMENT

Parents, teachers, and students together form the St. Mary's School community. Through the active participation of parents in school life and activities, the entire community benefits. All families are expected to comply with the policies outlined in this handbook and with the enrollment contract signed at registration.

Parents are recognized as the **primary educators of their children** and are essential partners in maintaining a Catholic atmosphere at home by:

- Encouraging regular family prayer and fostering a wholesome home environment
- Attending Sunday Mass and demonstrating active participation in parish life

## Parent Responsibilities

Parents and guardians are expected to support the mission and life of St. Mary's School by:

- Reading this handbook and abiding by all school policies, rules, and philosophy
- Signing and returning all required documents
- Attending Sunday Mass regularly
- Attending designated Sunday Family Masses at St. Mary's Church in El Centro
- Attending the School Mass opening Catholic Schools Week (late January)
- Attending Parent-Teacher Group (PTG) meetings
- Attending Back-to-School Night
- Participating in Parent-Teacher Conferences
- Assisting with the Halloween Festival
- Attending required Reconciliation and Eucharistic meetings
- Attending 8th Grade graduation meetings, as applicable

Parent support and participation are essential to the success of these events and programs. During school fundraisers, St. Mary's School receives support from the surrounding community. It is important that the character of St. Mary's as a **Catholic parochial school** is evident to the parishioners of Our Lady of the Valley and to the broader community.

## PTG

The Parent-Teacher Group (PTG) exists to:

- Promote and support Catholic education
- Provide a forum for communication between parents and teachers
- Strengthen the school's fundraising efforts
- Foster fellowship and a sense of community
- Support school improvements and special projects
- Integrate families into the life of St. Mary's School

The PTG Board does **not** resolve classroom conflicts or interpret school policies. Parents with concerns regarding academics, discipline, or policy should contact the school office or speak directly with their child's teacher.

### Room Parent Coordinator and Room Parents

Room Parent Coordinators and Room Parents serve for **one school year**. Room Parents may not simultaneously serve on the PTG Board or the School Advisory Committee. Parents may choose to serve in a different role or grade level in subsequent years to allow broader parent participation. Parents do not need to be designated Room Parents to volunteer; all assistance is appreciated and encouraged.

### Room Parent Coordinator Responsibilities

The primary responsibility of the Room Parent Coordinator is to facilitate communication and foster partnership between the school administration and room parents.

Responsibilities include:

- Organizing meetings between room parents and the coordinator
- Overseeing classroom room parent responsibilities, including ensuring each family completes **two (2) hours of service** during the Halloween Festival
- Serving as a liaison between school administration and classroom room parents

## Room Parent Responsibilities

Room Parents are invited by the classroom teacher and serve to strengthen communication and collaboration among parents, teachers, and students.

Responsibilities include:

- Organizing classroom celebrations with approval from the principal and homeroom teacher
- Maintaining regular communication with the homeroom teacher regarding school-sponsored events
- Collecting classroom party fees and reimbursing approved expenses

Reimbursement for classroom party expenses will be issued **only when receipts are submitted to the head room parent.**

# Campus Operations & Communication

## Office Hours

Monday-Friday, 7:45 am to 3:30 pm

## School Phone Number

(442) 231-8449

## Gates Open

Campus gates for student drop-off open at 7:30 a.m.

## School Email

Official school email addresses are:

- [receptionist@elcentrostmarys.org](mailto:receptionist@elcentrostmarys.org)
- [smsoffice@elcentrostmarys.org](mailto:smsoffice@elcentrostmarys.org)

Parents are encouraged to add these addresses to their contact list to prevent messages from being directed to spam folders.

School information, newsletters, and links to the Google Calendar are distributed via Gradelink email and text messaging.

## Website

The school website is [www.elcentrostmarys.com](http://www.elcentrostmarys.com).

Parents may access the Parent Handbook on the website. Hard copies are available upon request from the school office.

## Daily Schedule and Supervision

All students must arrive on campus **between 7:45 a.m. and 8:00 a.m.** and report directly to their classroom. Students may not enter off-limit or unsupervised areas at any time.

- Students may not arrive before **7:30 am**
- Students may not remain on campus after **2:30 pm**, unless participating in a supervised extracurricular activity

Parents or carpools who do not pick up students **within 15 minutes of dismissal** will have their child sent to **After-School Daycare** and will be charged an **\$8 per hour fee per student**.

Parents must report to the assigned classroom to sign students out.

*Schedules are subject to change.*

## Regular School Day Schedule

### Kindergarten - Fifth Grade

- 8:00 a.m. — Instruction Begins
- 9:30 am - 9:45 a.m. — Recess
- 11:15 am -11:50 am — Lunch
- 2:30 pm — Dismissal

### Grades Sixth - Eighth

- 8:00 am — Instruction Begins
- 9:30 am - 9:45 am — Recess
- 11:55 am - 12:30 pm — Lunch
- 2:30 pm — Dismissal

## Early Dismissal Schedule

On early dismissal days, classes end at **12:30 pm** Students remain in their classrooms until dismissal.

Leaving school prior to 12:30 pm will result in an **early dismissal notation**. Every **four early dismissals** will count as **one absence**.

## Lunch Schedule

### Monday- Thursday

- Kindergarten - Fifth Grades: 11:15 am -11:50 am
- Sixth - Eighth Grades: 11:55 am - 12: 30 pm

### Friday

- Kindergarten - Fifth Grades: 10:30 am - 11:00 am
- Sixth - Eighth Grades: 11:00 am - 11:30 am

- All students should eat lunch at their designated area during lunch.
- Students are responsible for bringing their own lunch.
- Students cannot reheat food in the school and should bring their food in insulated containers to keep it warm. DO NOT SEND FROZEN MEALS as a student lunch.
- During lunch breaks, St. Mary's students are expected to follow the rules and instruction of the lunch supervisors as well as that of any member of the faculty and staff.

## Attendance, Tardiness, and Truancy

Students arriving after **8:00 am** are considered **tardy** and must report to the school office for a tardy pass.

California law defines a **truant** as a student who is absent or tardy for more than **30 minutes of instruction without a valid excuse on three occasions** during the school year. Such cases must be reported to the appropriate school authority.

Effective January 1, 2013, school administrators may excuse absences based on a student's individual circumstances, even if the reason is not specifically listed in the California Education Code, when deemed appropriate.

## MESSAGES & COMMUNICATION

Phone calls from parents or guardians to students during the school day should be made **only in emergency situations**. Students and teachers will not be called out of class to answer telephone calls. Messages will be taken and delivered, and the student or teacher will return the call as appropriate.

Parents who need to leave a non-urgent message during office hours are encouraged to email the school office at:

- [receptionist@elcentrostmarys.org](mailto:receptionist@elcentrostmarys.org)
- [smsoffice@elcentrostmarys.org](mailto:smsoffice@elcentrostmarys.org)

Students are not permitted to make personal phone calls during the school day for forgotten lunches, homework, books, or similar reasons. In the event of an emergency, school personnel will contact parents or guardians on behalf of the student.

## CONFIDENTIALITY POLICY

St. Mary's School faculty, staff, office personnel, and administration respect and safeguard the confidentiality of all students and families.

Under no circumstances will student or parent addresses or phone numbers be released by the school office. Families may share personal contact information at their own discretion.

Teacher conferences and discussions regarding a student's academic progress or behavior may be conducted **only with parents or legal guardians**. If translation assistance is needed, the school will make every reasonable effort to provide support.

## EMERGENCY CARD

Each student must have a **completed emergency card** on file in the school office.

All families are required to designate **at least one emergency contact who resides in the United States** in the event of an emergency or disaster-related situation.

Parents or guardians must notify the school office **immediately** of any changes to address, phone numbers, or emergency contacts to ensure student safety.

## VISITORS

For the safety of all students and staff, **all visitors**, including parents and guardians, must report to the school office upon arrival to:

- Sign in
- Obtain and visibly wear a visitor's badge

Visitor badges are part of the school's safety procedures. Any individual on campus without a visitor's badge between **7:45 a.m. and 2:30 p.m.** will be asked to leave the premises.

A visitor's badge is required when:

- Entering the campus
- Visiting a classroom
- Having lunch with a child

While teachers and students may recognize parents, other students and staff may not. Wearing a badge ensures a safe and secure environment for all.

## VALUABLES/MONEY IN THE CLASSROOM

Students should not bring valuables to school, including expensive jewelry, watches, or large amounts of cash. The school is not responsible for lost or stolen personal items.

When money is required for school-related purposes (such as field trips or events), payments should be delivered directly to the **school office or business manager** by the student or parent.

## STUDENT BIRTHDAYS

Birthday celebrations may be acknowledged at school with advance planning and approval.

- Invitations distributed at school must include **all students in the class**
- Balloons are **not permitted** on campus
- Parents may bring refreshments to celebrate birthdays
- Please be mindful of **food allergies** at all times

Parents must contact the classroom teacher or school office to verify any food allergies before bringing edible items. Birthday refreshments may be set up in the **auditorium during morning recess** with prior approval.

Only students from the **celebrated student's grade level** may participate. Siblings and students from other grades may not participate.

Additional guidelines:

- Birthday celebrations must be approved by the school office **at least 24 hours in advance**
- Celebrations may take place **Monday through Thursday only**
- No birthday celebrations are permitted on Fridays
- Lunch may not be provided as part of a birthday celebration
- Non-food treats, goodie bags, or pre-packaged items may be sent and distributed **after school**

## NON-CUSTODIAL PARENTS/GUARDIANS

Access to student records and information is limited to the **custodial parent(s) or legal guardian(s)**, unless otherwise required by law or court order.

All conferences with teachers, administrators, or school personnel regarding a student's academic progress, behavior, or well-being must be conducted with the custodial parent or legal guardian. Non-custodial parents or guardians may participate **only if authorized in writing** by the custodial parent or as specified in a valid court order on file with the school.

Parents and guardians are responsible for providing the school office with **current and complete legal documentation** regarding custody arrangements. In the absence of such documentation, the school will assume the custodial parent listed on the student's records has full decision-making authority.

## CHILD ABUSE LAWS

St. Mary's School complies with all federal and state child abuse reporting laws, including the **Child Abuse Prevention, Adoption, and Family Services Act**.

All school faculty, staff, and administration are **mandated reporters** and are legally required to report any reasonable suspicion of child abuse or neglect to **Child Protective Services** or the appropriate authorities. Such reports are made in accordance with the law and without prior notification to parents or guardians, as required.

## PHOTO/MEDIA RELEASE

For the safety and privacy of all students, **photos and videos may not be taken on campus without prior approval from school administration**.

Parents and visitors are asked **not to post photos or videos of students—other than their own child—wearing the school uniform** on personal social media accounts or other public platforms.

All parents or guardians are required to complete, sign, and submit the **Photo/Media Release Form** to the school office. This form grants or withholds permission for St. Mary's School to use student photographs or videos for school-related publications, websites, social media, and promotional or informational materials.

## TITLE IX

St. Mary's School complies with the provisions of Title IX of the Education Amendments of 1972, which states:

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."*

St. Mary's School is committed to maintaining a learning environment free from discrimination and harassment and to ensuring equal access to educational programs and activities in accordance with applicable law.

## MEDICAL REQUIREMENTS

To protect the health and safety of all students, St. Mary's School complies with **California state health laws** regarding medical examinations, oral health assessments, and immunizations. Documentation must be submitted to the school office by the required deadlines.

### Oral Health Assessment

In accordance with **California Education Code Section 49452.8**, children entering school for the first time in **Kindergarten or First Grade** are required to present proof of an **Oral Health Assessment** by **May 31** of the school year.

- The assessment may be completed **within 12 months prior to enrollment or during the student's first year of school**.
- St. Mary's School requires an Oral Health Assessment for:
  - All **new incoming students**, regardless of grade level
  - All **current and new students entering Kindergarten or First Grade**

### Health Examination Report

In accordance with **California Health and Safety Code Section 124085**, all children entering **First Grade** must have a health examination completed:

- **Within 18 months prior to entering First Grade, or**
- **Within 90 days after entry into First Grade**

St. Mary's School requires a completed **Health Examination Report** for:

- All **new incoming students**, regardless of grade level
- All **current and new students entering First Grade**

### Immunizations

California law (**Health and Safety Code Sections 120325-120380** and **California Code of Regulations Sections 6000-6075**) requires all students entering elementary and secondary schools to be properly immunized.

In accordance with **California State Law** and the **California Department of Public Health (CDPH)**:

- All students enrolling in **St. Mary's School (Grades TK-8)** must meet state-mandated **immunization requirements prior to attendance**

- These requirements apply to **both public and private schools** in California
- Immunization records must be on file with the school office before a student may begin classes

Students who do not meet immunization requirements may not attend school unless they qualify for a medical exemption as defined by state law.

## Required Immunizations for Enrollment (TK-8)

Students must provide official documentation showing completion of the following vaccines:

### 1. Diphtheria, Tetanus, and Pertussis

(DTaP, DTP, Tdap, or Td)

- 5 doses required
- 4 doses acceptable if one dose was given on or after the 4th birthday

### 2. Polio

(IPV or OPV)

- 4 doses required
- 3 doses acceptable if one dose was given on or after the 4th birthday

### 3. Hepatitis B

- 3 doses required
- Must be given in the proper sequence over time

### 4. Measles, Mumps, and Rubella (MMR)

- 2 doses required
- Both doses must be administered on or after the 1st birthday

### 5. Varicella (Chickenpox)

- 2 doses required
- Proof of vaccination is required; a history of disease is not accepted unless medically documented

## Additional Requirement for 7th Grade Entry

### Tdap Booster

- 1 dose required for all students entering 7th grade
- Must be administered on or after the 7th birthday
- Typically given at 11-12 years of age
- Students will not be allowed to start 7th grade without proof of this booster

## Documentation Requirements

- Families must submit an official immunization record, such as:
  - California School Immunization Record ("Blue Card")
  - Medical provider immunization record
  - Equivalent official documentation
- Records must be submitted before the first day of school or prior to entry into a new grade level when applicable.

## Exemptions

- Personal Belief Exemptions are NOT permitted under California law.
- Medical Exemptions only are accepted and must:
  - Be issued by a licensed physician
  - Be submitted through the CAIR-ME (California Immunization Registry - Medical Exemption) system
  - Be reviewed and approved according to state guidelines

## Conditional Admission & Exclusion

- Students who are not fully immunized may be conditionally admitted only if they are on schedule to complete required doses.
- Students who fail to complete required immunizations within the allowed timeframe may be excluded from school until requirements are met.

## Medical Status and Health Information

Parents or guardians are responsible for informing the school office **in writing** of any medical conditions that may affect their child while at school. Documentation must include an **official medical diagnostic letter or form**, signed and issued by a licensed medical provider **unrelated to the student**.

This includes, but is not limited to:

- Allergies (food, medication, insect stings, etc.)
- Hypersensitivity to drugs or antibiotics
- Chronic illnesses
- Physical limitations (hearing, vision, mobility, etc.)
- Any other health condition requiring school awareness or accommodation

All medical documentation will be kept on file in the school office. The **principal or designee** will communicate necessary information to appropriate teachers and staff while maintaining student confidentiality.

## Communicable Disease

Parents or guardians must notify the school office promptly if their child has been diagnosed with a **communicable disease**, including but not limited to:

- Chickenpox
- Measles
- Mumps
- Streptococcal infections
- Pink eye (conjunctivitis)
- Scarlet fever
- Head lice (pediculosis)
- COVID-19
- Whooping cough

When required, the school will notify parents of students who may have been exposed, typically those within the same homeroom or grade level. If necessary, a **school-wide notification** will be sent while maintaining confidentiality.

Students may be required to remain home until they meet public health guidelines for returning to school.

## Medication at School

In accordance with **California Education Code Section 49423**, school personnel are not permitted to administer any medication—prescription or non-prescription—with**written authorization** from both a parent/guardian and a licensed physician.

Medication may only be administered when:

- A Medication Request Form (available in the school office) is completed and signed by both the physician and parent/guardian
- The medication is prescribed by a physician licensed in the State of California
- The medication is dispensed by a U.S.-licensed pharmacy

All medications must be delivered to and stored in the **school office**. Students are not permitted to carry medication on their person **except** in cases where written medical authorization has been granted (e.g., inhalers for asthma).

Additional guidelines:

- Parents must provide written consent for school personnel to administer any medication
- The school office will contact parents prior to administering medication whenever possible
- The school does **not** supply over-the-counter medications

## Medical Emergencies

In the event of a medical emergency, parents or guardians will be notified immediately.

- For serious illness or injury, **emergency medical services (911)** will be called
- Authorized school personnel will accompany the student to the hospital if necessary
- Students will be released only to parents, guardians, or individuals listed on the emergency card

# COMMUNICATION

Effective communication between home and school is essential to a successful educational partnership. To support this relationship, St. Mary's School provides regular communication through **email, text messaging, and digital platforms**. A weekly newsletter is distributed to keep families informed of school events, important dates, and announcements.

## School Calendar / Parent Handbook

The **Parent Handbook** is available on the school website for parent reference.

St. Mary's School uses **Google Calendar** to provide families with up-to-date information regarding:

- School vacations and holidays
- School Mass and Adoration schedules
- Parent involvement meetings
- Special events and activities

Google Calendar is a **live document**, allowing families to view real-time updates, schedule changes, and newly added events.

Parents are strongly encouraged to download the **Gmail and Google Calendar applications** on their mobile devices. Please note that Google Calendar does not reliably sync with email domains such as Hotmail, Yahoo, or iCloud. Families may create a **Gmail account** for school-related communications if needed.

## Parent Orientation and Back to School Meetings

A **Back-to-School Night** will be held during the first weeks of the school year. This event provides parents with the opportunity to:

- Meet classroom teachers
- Learn about classroom rules and expectations
- Review course syllabi and academic guidelines

Attendance is strongly encouraged, as this meeting supports clear communication and shared expectations for the school year.

## Parent-Teacher Conferences

Formal Parent-Teacher Conferences are scheduled by the school **once each academic year**. Parents will be notified in advance of conference dates and times.

During conferences, parents and teachers discuss:

- Student academic progress
- Strengths and areas for growth
- Strategies to support student success

Report cards are distributed at this time.

Parents are always welcome to communicate with teachers outside of scheduled conferences; however, appointments must be requested in advance by contacting the school office and the teacher via email.

## Principal/Teacher availability to Parents/Students

Teachers are available to meet with parents **by appointment only**. Appointments must be scheduled through the school office and by contacting the teacher via email. All meetings take place **after school hours**.

Teachers are not available for conferences:

- During instructional time
- During playground supervision
- During morning drop-off or afternoon pick-up

The Principal is also available by appointment only. Parents wishing to meet with the Principal must schedule an appointment through the school office.

For professional boundaries and respect for personal time, parents are asked **not to contact faculty or staff at their homes or on personal mobile phones**.

# MAINTAINING A SAFE AND RESPECTFUL SCHOOL ENVIRONMENT

St. Mary's School is committed to providing a safe, respectful, and Christ-centered environment for all students.

If a concern arises involving another student, parents or guardians are asked to contact **their child's teacher or the school principal** so the matter can be addressed promptly and appropriately. School personnel are trained to investigate concerns and facilitate resolution in a manner that safeguards the dignity and well-being of all students involved.

For the safety of children, **parents or guardians may not confront, question, or discipline another student on campus or during school-sponsored activities**. Such actions can be intimidating and distressing to a child and may constitute harassment under the law.

By following proper school channels, families help ensure concerns are handled respectfully, confidentially, and in accordance with school policy and legal requirements.

## ACADEMIC PROGRAM, ASSESSMENT, AND RECOGNITION

### Reporting Methods

St. Mary's School uses a variety of methods to keep parents informed of their child's academic progress. These methods include, but are not limited to:

- Gradelink access
- Report cards
- Parent-teacher conferences
- STAR Assessments (Grades K-8)
- ACRE Test (Grades 5 and 8)
- Language Assessment Test results
- Classroom tests, classwork, and homework

Teachers may require certain classwork, homework, or tests to be reviewed and signed by parents. Students are responsible for showing these items to their parents and returning them promptly, as directed by the teacher.

## Report Cards and Gradelink

Parents will be assigned a username and password to access **Gradelink**, the school's online grading and reporting system. Through Gradelink, parents may view:

- Academic progress
- Quarterly report cards

Gradelink is available **24 hours a day, 7 days a week**, except during brief periods at the end of each quarter while report cards are being processed. Once processing is complete, access will be restored.

Parents will be notified if a student is struggling academically or experiencing difficulty in any subject area.

## Standardized Testing

All students in **Kindergarten through 8th grade** participate annually in the **STAR Assessment**, which measures academic growth in **Language Arts and Mathematics**.

There are **three Diocesan testing windows** each school year:

- Fall
- Winter
- Late Spring

Although students may take assessments multiple times during the year, **only results from the official testing windows** are recorded and maintained in the student's permanent file.

Students in **5th and 8th grades** also participate in the **ACRE Test**, which assesses religious knowledge and faith development.

## Grading System

### Kindergarten - 2nd Grade

- **O** - Outstanding
- **VG** - Very Good
- **G+ / G / G-** - Good
- **S+ / S / S-** - Satisfactory
- **NI** - Needs Improvement
- **U** - Unsatisfactory

### Grades 3 - 4

- **A**
- **B+ / B / B-**
- **C+ / C / C-**
- **D+ / D / D-**
- **F**

### Grades 5 - 8 (Percentage Scale)

- **A:** 93-100
- **A-:** 90-92.9
- **B+:** 87-89.9
- **B:** 83-86.9
- **B-:** 80-82.9
- **C+:** 77-79.9
- **C:** 73-76.9
- **C-:** 70-72.9
- **D+:** 67-69.9
- **D:** 63-66.9

- **D-**: 60-62.9
- **F**: 0-59.9

### **Grade Point Average (GPA)**

- **A** = 4.0
- **A-** = 3.7
- **B+** = 3.5
- **B** = 3.0
- **B-** = 2.7
- **C+** = 2.5
- **C** = 2.0
- **C-** = 1.7
- **D+** = 1.5
- **D** = 1.0
- **F** = 0

### **Student Recognition Programs**

St. Mary's School believes in recognizing students for **academic achievement, Christian values, effort, and growth**.

#### **Monthly Awards**

##### **Student of the Month**

Awarded to a student who exemplifies the school's **Student Learning Expectations (SLEs)** through:

- Christian behavior
- Academic performance
- Self-improvement

- Leadership
- Sportsmanship
- Service to school and community

Recipients receive a certificate in recognition of their achievement.

### **Christian in Action**

Awarded monthly to a student who best exemplifies Christian behavior and virtues aligned with the school's annual theme.

### **Quarterly Awards**

Honor Roll assemblies are held at the end of each quarter. Parents are encouraged to attend.

#### **"A" Honor Roll**

- Grades 3-8
- A's in all subjects, including behavior
- Fewer than 7 absences per quarter

#### **"B" Honor Roll**

- Grades 3-8
- A's and/or B's in all subjects (no C's), including behavior
- Fewer than 5 absences per quarter

#### **"Effort" Honor Roll**

- Grades 3-8
- B or better with only one C
- Fewer than 5 absences per quarter

## Instructional Program

### Curriculum

The instructional program at St. Mary's School supports the **physical, spiritual, intellectual, and emotional growth** of each student. Our goal is to help students develop appropriate understandings, attitudes, and habits—not only through subject matter, but through every school experience.

St. Mary's School strives to provide a **well-rounded academic program**, which includes:

- Religion and Family Life
- Language Arts (Reading, Grammar, Spelling, Speech, Composition, and Accelerated Reader)
- Mathematics
- Social Studies
- Science
- Art
- Physical Education
- Library

### Library Program

The school library supports academic instruction and literacy development. It contains **Accelerated Reader books at all reading levels** to help students strengthen reading skills, improve comprehension, and foster a lifelong love of reading.

### Homework

The purpose of homework is to reinforce concepts already taught in class and to foster habits of independent study. Homework is considered an essential part of the educational program and is planned to meet the developmental needs of students.

## Accelerated Reader

Information regarding **Accelerated Reader** login instructions and passwords is sent home at the beginning of each school year.

## English Language Expectations

Students are expected to speak **English at all times** on campus during class and playtime. This policy supports the development of English speaking skills.

Failure to comply will result in a **language notice**. After **three language notices**, the student will spend one lunchtime practicing English in the library under supervision.

## Promotion and Retention

### Promotion

Students will be promoted to the next grade level only if they have successfully completed all academic requirements and earned passing grades. Attendance alone does not guarantee promotion. Students are expected to complete assignments, homework, and assessments and to study in order to progress academically.

### Retention

In cases of slow academic progress, each student will be evaluated individually. Retention decisions are made by the teacher after careful consideration of all relevant factors.

#### Retention procedures include:

- Parent-teacher conferences each trimester
- Ongoing communication with parents regarding academic concerns
- Failure to meet minimum standards in **Language Arts and Mathematics**

A student retained **twice** will be automatically dismissed from the school.

Students retained in **8th grade** may not return to St. Mary's School.

## Graduation Program

### Eighth Grade Graduation Requirements

To participate in graduation and receive a diploma, students must meet the following requirements:

a) Complete a minimum of **forty (40) hours of Christian service** through St. Mary's School or another approved community organization.

- Service hours may begin during the summer prior to entering 8th grade
- All hours must be documented and verified
- Hours must be completed by the end of the **second trimester**

b) Maintain an acceptable final average grade in all subjects.

- Exceptions may be made for students with **doctor-documented learning disabilities**, with prior approval from the principal

c) Maintain an average of **75% or higher** in the following subjects:

- Religion
- Mathematics
- Language Arts
- Social Studies
- Science
- SLE Portfolio

Failure to meet these requirements will result in non-participation in end-of-year activities and forfeiture of a graduation diploma, as the approved Course of Study prescribed by the **Diocese of San Diego** will not have been completed.

## Academic and Citizenship Awards

### Valedictorian Award

Awarded to the student who:

1. Achieves the highest overall academic average, including behavior
2. Demonstrates appropriate moral conduct

### **Salutatorian Award**

Awarded to the student who:

1. Achieves the second-highest academic average, including behavior
2. Demonstrates appropriate moral conduct

### **Great Sense of Responsibility Award**

Awarded to the student who:

1. Achieves the third-highest academic average, including behavior
2. Demonstrates appropriate moral conduct

### **Christian Citizenship Award**

Awarded to the student who:

1. Achieves the fourth-highest academic average, including behavior
2. Demonstrates appropriate moral conduct

### **Fidelity Award**

Awarded to students who have attended Catholic school continuously from **Preschool, Kindergarten, or First Grade through 8th grade.**

### **Eighth Grade Graduation Ceremony**

1. Diplomas are conferred at the conclusion of the **Eucharistic celebration**.
2. **7th grade students** serve as the honor guard during the Mass.
3. Participation is required for all 7th grade students.

### **Graduation Dress Code**

a) Graduation gowns are worn during the Eucharistic celebration:

- **White** gowns for girls
- **Blue** gowns for boys

b) Families are responsible for purchasing graduation gowns.

## **End-of-Year Awards**

The school recognizes students who demonstrate **academic excellence, Christian citizenship, responsibility, physical fitness, and commitment** throughout the year.

Awards may include:

- Christian Citizenship
- Great Sense of Responsibility
- Academic Excellence
- Honor Roll
- Physical Fitness
- Perfect Attendance
- Perfect Uniform

Students participating in extracurricular academic activities (e.g., Science Fair, Academic Decathlon) are also recognized.

### **Christian Citizenship Award**

Awarded to a student who demonstrates exceptional cooperation, punctuality, observance of school rules, and Christian behavior, and who maintains the **third-highest academic average**.

### **Great Sense of Responsibility Award**

Awarded to a student who:

- Has the **second-highest academic average**
- Completes all assignments on time
- Maintains proper uniform and materials
- Participates actively in extracurricular activities
- Has no absences other than illness

## **Academic Excellence Award**

- Highest academic average in the class
- Quarterly conduct grades no lower than a "B"

## **Physical Education Award**

- One boy and one girl per class
- Recognizes fitness, participation, leadership, and sportsmanship

## **Athletic Program Awards**

- Most Valuable Player awards for each sport
- Coach's Choice Award (8th grade boy and girl) for participation, respect, and sportsmanship

## **Ineligibility for Awards**

A student is ineligible for awards if any of the following apply:

- More than one suspension in a school year
- Behavior grade lower than a "B"
- Excessive absences without sufficient cause (teacher judgment with principal approval)

# FAITH LIFE, STUDENT ACTIVITIES, AND ATHLETICS

## Faith Life and Religious Formation

### Religious Activities

To live its commitment to Christ and His Church, St. Mary's School:

- Celebrates the Eucharist weekly and on Holy Days of Obligation; these liturgies are prepared by students with faculty guidance
- Requires attendance at May Crowning for **3rd and 8th grade students**
- Encourages prayer corners in classrooms for personal prayer and reflection
- Provides monthly opportunities for students to adore the Blessed Sacrament
- Incorporates daily prayer involving the student body, using traditional, spontaneous, and meditative forms of prayer
- Strives to deepen the sacramental life of families through weekly Eucharistic celebrations and parental participation in sacramental preparation programs, including First Reconciliation and First Eucharist in third grade
- Designates a faculty member as **Faith Facilitator Coordinator** to foster and schedule the moral, spiritual, and liturgical life of the school

### Church Rules

When attending liturgies and church functions, students are expected to:

1. Act reverently at all times
2. Participate fully in prayers and responses
3. Enter and exit the church quietly to respect those in prayer
4. Give full attention to the pastor or speaker
5. Wear the appropriate school uniform as outlined in the uniform policy
6. Arrive **on time** for Mass; tardiness will be recorded

## **Altar Servers and Choir**

Participation as an **Altar Server** or **Choir Member** helps instill a sense of belonging and encourages active participation in the worship life of the Church.

- Students must attend required meetings and practices
- Students are expected to serve at **school Masses and weekend Masses** at St. Mary's Church
- Choir members must attend weekly rehearsals and scheduled liturgies
- Eligibility requires a minimum **90% average in conduct/responsible behavior**

## **Mission Program**

St. Mary's School encourages students to develop a spirit of mission, generosity, and brotherly love by responding to the needs of others.

- Voluntary collections are held throughout the school year
- "Jeans for Jesus Days" allow students to wear jeans with a school polo or themed shirt on designated days
- Funds raised support **Catholic Charities** and the **Holy Childhood Association**

## **First Holy Communion Program**

Students in **3rd grade** are prepared to receive First Holy Communion.

Students in **grades 4-8** who have not yet received First Holy Communion must contact the school office to arrange preparation.

### **Program Requirements:**

- Baptismal certificate on file prior to the start of preparation
- Parent attendance at sacramental meetings
- Attendance at the required Saturday retreat
- Mastery of required prayers **verbatim in English**
- Completion of all assignments and additional requirements as assigned

## Student Activities and Enrichment

### Study Field Trips

Study field trips are curriculum-related and planned by teachers with principal approval.

- Trips are funded by class funds and/or parents
- Participation may be denied due to chronic inappropriate behavior
- All students must pay transportation fees, regardless of bus use
- A signed **Field Trip Permission Slip** and required fee must be submitted by the deadline (no exceptions)
- Permission may not be granted by phone or fax

### Transportation and Safety Requirements:

- Children under 8 must use a car seat or booster seat
- Proof of California auto insurance and a valid driver's license is required for parent drivers
- Minimum coverage: \$100,000 per person / \$300,000 per accident
- Drivers must be at least 21 years of age
- All volunteer drivers must complete CMG Connect Safe Environment training, background check, and defensive driving certification

### Student Council Program (ASB)

The Student Council Program fosters leadership, responsibility, and service by involving students in the well-being and functioning of the school community.

#### Eligibility Requirements:

- Minimum "B" average in all subjects, including conduct and effort
- Student must be registered for the following school year

## Health, Wellness, and Athletics

### Physical Education Program

St. Mary's School provides a balanced physical education program designed to meet the needs, interests, and abilities of all students.

The program emphasizes:

- Physical fitness and skill development
- Nutrition education
- Anti-drug awareness
- Positive attitudes toward health and wellness

### Athletic Program

The athletic program promotes teamwork, discipline, and good sportsmanship and does not interfere with the academic program.

### Participation Guidelines:

- Participation fee: **\$70 per sport** (subject to change)
- Minimum academic average of **75%** in all subjects
- Minimum conduct average of **85%**
- No more than 7 absences, 5 uniform infractions, or 3 language infractions
- Permission slips required for away games
- Students must complete all missed academic work
- Students not participating in after-school programs may not remain on campus to wait for others

### Health and Nutrition Program

Health and nutrition education is integrated into the **Physical Education, Science, and Family Life programs**.

To promote student wellness:

- Low-nutritional foods are not permitted during school hours

**Low-nutritional foods include:**

- Carbonated drinks
- Candy
- Gum
- High-fat snack foods

**Glass containers are not permitted on campus.**

# STUDENT CONDUCT, SAFETY, AND SCHOOL STANDARDS

## Dress and Grooming Policy

St. Mary's School expects all students to enter and leave campus in full compliance with the school dress code. **Modesty, neatness, cleanliness, and good grooming** are essential to a positive learning environment and reflect our Christian values.

Students who arrive out of compliance will report to the school office until appropriate attire is secured. Parents may be contacted to bring suitable clothing. Time missed from class due to dress code violations is considered **unexcused**. Repeated violations may result in disciplinary action.

Final decisions regarding dress code appropriateness rest with the **school administration**.

## Free Dress (Non-Uniform Days)

On designated free-dress days approved by the principal, students must dress conservatively and modestly.

### Not permitted:

- Torn, skinny, or baggy jeans or shorts
- Sleeveless tops, spaghetti straps, or revealing clothing
- Shorts or skirts above the knee
- Visible midriff
- Caps or hats
- Heels or open-toe shoes

Leggings may be worn only with a covering garment.

Students violating free-dress guidelines will receive an **Out-of-Uniform Slip** and may be required to borrow school clothing.

## Grooming and Appearance Guidelines

- Uniforms must be clean, neat, properly fitted, and in good condition
- White shirts and undershirts must be plain white and tucked in
- No makeup, nail polish, eyelash extensions, lip gloss, or colored ChapStick
- No tattoos or body piercings
- Girls may wear small stud earrings; boys may not wear earrings
- Religious necklaces must be worn inside clothing
- Hair must be natural in color and free of extreme or distracting styles

**Boys:** Hair trimmed off ears, collar, and eyebrows; clean-shaven

**Girls:** Hair pulled back; bangs must be above eyebrows or pinned back

## Uniform Requirements

Uniforms are required daily from the first to last day of school, except on approved non-uniform days or field trips.

Uniforms must be purchased through **School Uniforms by Tommy Hilfiger**

Website: [www.globalschoolwear.com](http://www.globalschoolwear.com)

School Code: **STMA32**

Parents are responsible for ensuring uniform compliance before students arrive at school.

### Rent-a-Tie Program:

Students without a tie for Mass must rent one for **\$5/day**, receive an out-of-uniform slip, and return payment the following day.

## Technology, Electronics, and Media Use

Students may access school technology for educational purposes only.

### Unacceptable Use Includes:

- Personal email use
- Cyberbullying or offensive content

- Obscene language
- Copyright violations
- Unauthorized recording or photography
- Sharing passwords or accessing others' files

Violations may result in loss of privileges and disciplinary action.

## Electronics at School

Cell phones and personal electronic devices are **not permitted** on campus.

Kindles or iPads may be used **only with prior written approval** from the principal. Confiscated items will be returned at administrative discretion.

## Use of Student Images

St. Mary's School may use student photos for publications and media. Parents must complete the **Photo/Media Release Form** annually to grant or deny permission.

## STUDENT CONDUCT AND DISCIPLINE

Discipline at St. Mary's School is rooted in **Catholic teaching**, respect for human dignity, and personal responsibility. The goal is growth, accountability, and restoration—not punishment alone.

Students have the right to a distraction-free learning environment.

## General Expectations

Students are expected to:

- Show courtesy and respect to all
- Follow school rules
- Represent the school honorably in uniform
- Demonstrate honesty, responsibility, and self-discipline

## Prohibited Behaviors (Examples)

- Disobedience, disrespect, intimidation
- Bullying, harassment, or threats (zero tolerance)
- Fighting or roughhousing
- Truancy or excessive tardiness
- Cheating or plagiarism
- Theft, vandalism, or forgery
- Inappropriate language or false accusations
- Bringing unauthorized items (toys, electronics, etc.)

## Harassment and Bullying

Harassment of any kind—including sexual harassment—is strictly prohibited.

Violations may result in disciplinary action up to **expulsion**. False or frivolous accusations will also be disciplined.

## Disciplinary Measures

### Teacher-Directed:

- Conferences
- Detention
- Loss of privileges

### Administration-Directed:

- Probation
- Suspension
- Expulsion

## Grade-Level Discipline Policies

### Kinder-4th Grade:

Color-card system leading to detention or suspension.

### Grades 5-8:

Progressive discipline notices per quarter, leading to conduct referrals, suspension, expulsion, and loss of eligibility for awards and athletics.

## Detention

Formal detentions are held **Thursdays from 2:30-3:30 p.m.**

Parents receive 24-hour written notice. Missed or late detentions result in additional consequences.

## SAFETY, SUPERVISION, AND EMERGENCY PROCEDURES

School supervision is provided **7:30 a.m.-3:00 p.m. only.**

The school assumes no responsibility outside these hours.

## Emergency Procedures

In emergencies (fire, earthquake, lockdown, border closure), staff will care for students until authorized adults arrive.

Parents must **keep emergency cards current** at all times.

## Lockdown and Border Closure

Students will only be released to authorized individuals listed on the emergency card.

Families residing in Mexicali must list **at least one U.S.-based contact**.

# CAMPUS USE, TRANSPORTATION, AND PROPERTY

## Playground and Campus Rules

Students must:

- Play safely
- Follow supervisor instructions
- Use equipment properly
- Respect property and neighbors

Bullying, rough play, and unsafe behavior are prohibited.

## Transportation and Carpools

The school does not provide bus service.

Parents must:

- Register carpools annually
- Follow traffic and drop-off procedures
- Use Waterman Ave. access only

Walking students require written parental permission.

## Personal and School Property

- School books must be covered and returned in good condition
- Lost or damaged items must be replaced
- Personal items are discouraged and may be confiscated
- Gum, candy, and food are prohibited outside designated areas

Unclaimed lost-and-found items will be discarded.

## SUPPORT SERVICES AND RESOURCES

The school provides families with contact information for **county and local support services**, including:

- Special Education
- Speech Therapy
- Counseling and Behavioral Health
- Vision and Developmental Specialists

### All residents of Imperial County:

Special Ed. Program Specialist	(760) 352-5712
Carmen Parker Speech Therapist, El Centro School District	(760) 357-7354
Dr. Donald Barniske Optometrist Specializing in Dyslexia	(760) 351-2020
Imperial Valley Counseling Associates	(760) 352-4773
Deborah Mishek MD Developmental/ Behavioral Pediatrician	(858) 581-5053
Peter Di Manno, L.C.S.W.	(760) 352-4773
John Grass, M.F.C.C. & Associates Alcohol, drug, and co-dependency programs	(760) 353-6302
Jackie Moss, M.F.C.C. Individual & Family Therapy	(760) 353-0500
Nancy Moreno-Derks, M.F.C.C. Individual, family, child behavior therapy	(760) 352-1502
Christopher Carstens, Ph.D. Children & family counseling	(858) 455-5252