

Welcome to Saint Margaret's Catholic School

"...Taking a step in faith and trust..."

Our Mission

We, the Saint Margaret's Catholic School Community, are dedicated to inspiring faith, achieving academic excellence, and nurturing all students to form strong moral character and values

Our Core Belief

The entire staff at Saint Margaret's School embraces the Gospel values of love of God and service to humankind, formation in the Catholic Faith and moral principles, and the development of personal integrity and character. We believe the center of Christian Life is based in a strong parental involvement in the lives of the children, supported by dedicated teachers and staff.

We affirm the dignity and uniqueness of each human person and strive to create an environment that nurtures and encourages the academic, spiritual, moral, intellectual, physical, emotional, and social development of each student.

Our Vision

With Christ as our center, we, the faculty at St. Margaret's Catholic School, are committed to making a positive difference in the lives of the children entrusted to our loving care.

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Saint Margaret's Catholic School Staff 2007 - 2008

Father Andrew Duncan	Pastor	856-3757
Kathy Martinez	Parish Office Manager	856-3757
Sister Florence McManamen	Principal	856-5922
Maria Corbett	Secretary	856-5922
Kim Bergin	Kitchen	856-8239
Don Poste	Grounds / Cafeteria	851-9270
Robert Crippen	Custodial	856-5922
Jennifer VonKrosigk	School Nurse	856-5922
Kristi Dale	Title One	857-5830
Jodi Mootz	Director Preschool Program	856-1748
	Preschool Program	856-5922
Michele Carr	Kindergarten	856-3393
Mary Elizabeth Petro	First Grade	332-5038
Sister Mary Wegher	Second Grade	856-5922
Lee Ann Greff	Third Grade	856-6722
Susan Mervis	Fourth Grade	857-3071
Christina Hill	Fifth Grade	856-5922
Sister Carol Kovarik	Middle School	856-5922
Jane White	Aide, Substitute Teacher	857-0534
Rebecca Murdock	Violin Music 3 - 8	856-6776
Mona Marshall	Music K - 2	856 5381
Milli Shelton	P.E.	857-3011
Doug Gordon	Latin	856-4251
Sundell Lepe	Spanish	851-0031
Maria Corbett	Computer K -3	349-6653
	Library	856-5922
April Olheiser	Library Aide	856-6681
Gwen Sowards	Art	856-3806

Education Commission

Father Andrew Duncan, Pastor
Sister Florence McManamen, Principal
Mike Zirbel, President
Jeremy Martinez, Vice-President
Tammy Linton, Secretary
Billie Wright, Advisor
Suzie Koehn, PTO Representative

School Foundation

Father Andrew Duncan, Pastor
Sister Florence McManamen, Principal
Joe Stanbury, President
Susan Goetzinger, VP/Sec/Tres
Tom Atwood
Grant Linck
Don White

Parent / Teacher Organization

Father Andrew Duncan, Pastor
Sister Florence McManamen, Principal
Suzie Koehn, President
Dawn Johnson, Secretary
Kathy Martinez, Treasurer
Amber Hinkle, Volunteer / Stewardship
Lars Flanagan, "Do Dads"

I. Admission to Saint Margaret's Catholic School

Non-discriminatory Policy: The Catholic Schools of Wyoming admit the student of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students within the Catholic schools, and do not discriminate on the basis of race, color, national and ethnic origin, in the administration of their educational policies, hiring policies, admission policies, scholarship or loan programs and athletic or other school administered:

Family Interview: All new families interested in enrolling their student(s) at Saint Margaret's Catholic School will be asked to complete a Saint Margaret's Catholic School application and participate in a selection committee interview conducted by the principal. In addition students and parents will be required to meet admission criteria referenced below. Based on successful completion of the admission process a family will be provided a registration form for their student(s) and a parent family contract volunteer agreement.

- a. *Volunteer policy:* Families enrolled with student's at Saint Margaret's Catholic School are critical components to the success of the school both academically and financially, therefore it is required of each family Preschool-12 to assist in a minimum fifteen (15) hours for preschool and single parents and thirty (30) hours for regular families annually in school projects or fund-raising efforts.
- b. *Student admittance criteria:* Students entering the $\frac{3}{4}$ preschool must be three on or before the 15th of September of the enrolling year. Students entering the 4/5 preschool must be four on or before the 15th of September of the enrolling year. Students entering kindergarten must be five or before the 15th of September of enrolling year. All students entering Saint Margaret's Catholic School for the first time must have an immunization record. We urge you to check with your physician to ascertain if your student is appropriately immunized according to present regulations.
- c. Prior to admission all students are screened for the following school related difficulties:

- Truancy (more than 5 unexcused or 10 excused absences during one school semester).
- Special education needs requiring individual Education Programs or related services not available at Saint Margaret School
- A history of emotional instability.
- Behaviors that have resulted in the student's suspension or expulsion from a public or private schooling.
- In cases when evidence exists showing one of the above, the approval of the Pastor of Saint Margaret's parish and Principal of Saint Margaret's Catholic School shall be required.
- Students entering Saint Margaret's Catholic School from another school should be admitted only after their reason for changing schools is validated. There should also be a reasonable assurance that the student can succeed behavior wise and academically.
- Complete academic records to verify grade level and minimum average of 2.0 "C" or better.

Annual review of student/family standing: The principal and selection committee will conduct each spring an annual review of the standing of your student(s) and family participation with the school. This review will address suitability for your student/family continuation at the school for the upcoming year, to include: student academic standing, disciplinary difficulties, tardy record, financial account status and adherence to the stewardship agreement. Students and families found in good standing will be subsequently forwarded an invitation to register for the upcoming school year. Those with questionable status will be notified of the areas of concerns and the proper steps necessary, if any, for re-consideration of admission.

II. Saint Margaret's Catholic School Curriculum

Curriculum and Environment:

"The highest priority/goal is to teach those basic language, computational and religious facts, ideas and skills that the dignity of every Christian civilized person requires" (p.45 of Catholic Schools From the Inside Out) "The indirect goal is to provide a setting that will encourage children to progress in the Christian life." (p.42 of Catholic Schools From the Inside Out).

These goals are intertwined at Saint Margaret's Catholic School. The school day begins the evening before with a thorough cleaning of the school and after school preparations by the teachers. Each day the teachers arrive at least twenty minutes before Morning Prayer to ready the classroom and review the lesson plans for the day. About thirty children arrive early to partake of nutritious breakfast prepared by our cook.

At 8:00 am the bell rings for Morning Prayer in pate Hall attended by students in K-9 and their teachers. Father Duncan, a student and a music coordinator lead the prayer session consisting of a hymn, the recital of a psalm, a reading from Scripture and an explanation of the passage by Father, the Our Father and a prayer for the day. A student or group of students are invited to recite a psalm, a poem, and another piece of classical literature or present a skit. Prayer concludes with "*St. Margaret, Pray for Us*" and the Pledge to the Flag. Occasionally father intrigues the group with a surprise and once a month the Women's Auxiliary awards a student as the "Student of the Month". Father blesses the prayer assembly with holy water weekly and bestows a daily blessing upon everyone. The prayer area has a liturgically decorated environment and there are sacred pictures and crucifixes throughout the school. Prayer is interspersed throughout the school day with the Angelus recited at noon beginning in grade three and the Blessing Before Meals prayed by each class before they go to lunch.

After prayer, the students and teachers hurry to their classrooms for a morning filled with the basic classes of religion, language arts and math. The classes use the Loyola Press, "Finding God" series for religion along with Scripture, the lives of the saints and some of the basic catechism answers.

The "grammar" stage of a classical education, grades kindergarten to grade five, focuses on learning the basics of each subject. In reading this means leaning the phonetic approach in sounding out words in reading and writing. Good expression and critical thinking are also important elements of the reading, writing, vocabulary and spelling program.

In the lower grades the memorization of the addition and subtraction facts and the knowledge of the basic computational skills is important along with problem solving. In the intermediate grades, the multiplication and division

facts are mastered. Decimals and fractions are included in the curriculum and certain aspects of geometry and measurement are studied. Problem solving using the computational skills learned are a part of each class.

In the afternoon the teachers usually read to the children, which is also an important aspect of reading. History, science and geography and activities related to the basic morning subjects are part of the afternoon curriculum. Each of the classes participates in the afternoon enrichment classes of music, art, physical education, Latin (grades 3-9), Spanish (grades K-2), library and in some instances, computers. Latin is taught twice a week and reviewed on other days as part of the core curriculum.

The students in grades 6, 7, 8 and 9 receive their basic subjects on line through Jubilee Academy. Sister Carol Kovarik supervises the on line program and tutors the students where needed. She also teaches Latin and religion each day and leads the students participate in all aspects of the school including the enrichment subjects.

Preschool Curriculum:

Art: Encourage creativity and self-expression through a variety of mediums with an emphasis on the process not the product.

Language/Pre-reading: Foster enjoyment of books and stories through reading, sharing stories, rhymes and songs, labeling, talking about books and using descriptive language.

Music: Experiment with sounds and rhythms through listening, singing, finger plays and movement.

Physical/Movement: Develop eye-hand coordination and balance through creative movement, games, music and manipulation of materials such as balls and beanbags.

Pre-Math: Classify, sort, compare objects, measurement, and identify size and shape through direct manipulation of materials.

Science: Learn about the world around us through e manipulation of materials, experimentation, cooking, observation, and questioning.

Social Studies: Develop awareness of our world and cultural diversity by discussion, books, pictures, and guest speakers.

Religious Awareness: Learn Christian values such as sharing, cooperation, and taking turns, accepting others, loving our neighbors and loving God as our Father.

Religious Education: Saint Margaret's Catholic School recognizes that the parents are the primary educators of their children. The teachers share this privilege and involve parents in the religious education of their children as much as possible. Our religion curriculum has been approved by Bishop David Ricken and is one that is required for both parish and Catholic school programs in the Diocese of Cheyenne. One of the three religion series approved by the Bishop is used as the basis for instruction. The greatest confirmation of man's unique dignity is the Incarnation of Christ, the God man who is the perfect image of the Father and who reveals God as Love, especially by the Cross and Resurrection. In revealing God, Christ showed us who we are and how to act. This emphasis on the dignity of the individual child as the foundation of the series is taken from Scripture, Catechism of the Catholic Church and the writings of John Paul II. The pastor conducts Morning Prayer where he reads and explains the Scripture each day. He usually presides at the weekly school Mass and the Sacrament of Reconciliation.

Extra curricular musical instruction: For an additional low monthly fee, classical music instruction is offered during the school day in the following areas: Stringed instruments (violin, cello, viola) are offered by the Wyoming Suzuki String School, Director Mrs. Rebecca Murdock to grades K-8th. Mrs. Julie Adams offers flute lessons to students in grades 4th-8th and Sister Carol Kovarik teaches piano typically starting at third grade level, but younger students are accepted. Father Andrew Duncan teaches drums to the students in the Middle School.

III. Tuition Policy

It is necessary to meeting operating expense that we receive tuition in a regular and timely manner. Thus, we are relying on you to uphold your financial obligation with the school by making tuition payments to Saint Margaret School on the 1st of each month no later than the 15th. Failure to keep accounts current may result in dismissal from Saint Margaret's Catholic School. Accounts include tuition, late fees, book fees, extra curricular music fee, school lunch cost and stewardship hours.

The tuition cost charged to parents/guardians covers approximately one-third of the actual cost to educate a student at Saint Margaret's Catholic School, so we need to have every family responsible in meeting their financial obligations. The remaining operating cost of the school is subsidized by Saint Margaret's Parish by annual fund-raising, and by donations.

Non-Catholic Tuition

Catholic families contribute to the parish through their weekly contributions that are used in providing a regular subsidy to the school. As such, Saint Margaret's Catholic School charges a non-Catholic tuition rate to all new entering non-catholic families that do not participate in weekly collection. Currently enrolled families will not be affected.

Tuition Assistance

Tuition assistance is available on a limited basis for students in grades K-8 to help reduce the cost of tuition for families who are not able to afford full tuition payments. Application for assistance can be picked up at the office. Please be prepared to demonstrate your need for aid through submission of your tax returns or other documents that would show you are in need of assistance. All applications are strictly confidential.

Anyone interested in being a sponsor and blessing our school's qualified students with a donation or memorial may do so by contacting the school at 856-5922. Your donation will be given to a specific student and they will be informed as to their sponsor unless the donor requests otherwise. Your generosity will be greatly appreciated.

IV. General Information

Arrival Time

Please plan your child's arrival by 7:40 a.m. if they are going to eat breakfast at school. When dropping off your child, please do not drive over the white lines. Students may socialize but not play before school begins.

The first school bell rings at 8:00 a.m. Students go directly to Pate Hall for the Morning Prayer. Morning Prayer is an important part of the school day when the students and staff gather for the praying of psalms, hymns and for the needs of the day. The preschool arrive by 8:30 a.m.

Absenteeism and Tardiness

Both for the good of the school and of the student, regular attendance is expected at Saint Margaret's Catholic School. Being tardy or absent should be only for serious reasons. Frequent tardiness or absenteeism could jeopardize the student's attendance at Saint Margaret's Catholic School. Frequent leaving before the dismissal bell rings can also cause class disruption.

The parent or guardian of a student at Saint Margaret School shall notify the school secretary in person, by telephone or in writing regarding an absence or tardy by the start of the school day. When a student arrives to the school late, he/she must check in at the office and receive a tardy pass. The parents will be contacted the day of an unexcused tardy or absence.

Dismissal

The dismissal bell for the Lander students rings at 2:55 p.m. The remaining students leave with the 3:00 p.m. bell. Please use extreme caution when driving onto the school grounds. Please do not drive over the white line when picking up your child. All students will remain in front of the building and will not be allowed to cross the white lines until a parent is parked and it is safe to proceed.

Visitors

We encourage parents and grandparents to visit our school but it is **required** that the teacher is notified beforehand (please call the office to make an appointment). This procedure will help the class welcome the visitor and create an atmosphere where classroom learning is not interrupted. **All visitors are required** to report to the front office before going further into the school.

Buses

Riding the bus is a privilege. Just as any other privilege, it can be taken away from a student for misconduct. The bus driver has complete authority on the bus. If a student receives a bus misconduct report, the school will notify the parent. The district policy states three misconduct reports will result in loss of bus privileges. Saint Margaret's Catholic School students are guests of the district buses. Every effort should be made to comply with the rules and regulations of the bus personnel and school district.

Lander shuttle: The same good conduct expected for riding the public school bus also applies to the Lander shuttle.

Money and Personal Possessions

Students are encouraged to leave money and personal possessions not required for class work at home. Water guns or replica weapons are prohibited. Do not allow your child to bring valuable/electronic toys to school unless it is for a special/show and tell activity with permission from the teacher. We are not responsible for broken or lost toys.

Use of Office Phone

Please communicate after-school plans with your child **before** they arrive at school. **We assume your child will ride the bus if we have not received a call or note from you to the contrary.** To avoid classroom interruptions, we ask that children not be called to the telephone during school hours unless absolutely necessary. We gladly take messages for students and teachers. If a message is necessary, please indicate with whom your child is to go home with in your call or note. The school phone should be used only in emergencies.

Medication Policy

- School personnel will give no medications to a child unless written instructions have been received from the parents.
- The school does not furnish medications.
- All medications should be in the original container and be labeled with the child's name, time that it is to be given, the amount to be given and the physician's name.
- All medications are locked in the office.
- Cough drops and inhalers are acceptable in the classroom with the written permission and instructions of the parent. The classroom teacher will distribute cough drops as needed.

First Aid

- If a child is injured or becomes ill on school grounds the office will be notified.
- School staff will administer minor first aid as needed. If further treatment is necessary, the parent or emergency contact will be notified.
- A parent will be notified when a child reports feeling ill or in the event of an injury that might require medical treatment.

- If the child is running a fever or is ill, please do not send the child to school. If the child develops a fever while at school, the child needs to go home for adequate care. If after about thirty minutes the parent cannot be contacted, one of the persons listed on your emergency list will be contacted.
- In case of extreme emergency, the school reserves the right to seek immediate medical attention for the child by calling 911

Emergency Drills

In compliance with state regulations, fire drills will be held on a regular basis. When the alarm sounds, **ALL** building occupants must evacuate in an orderly manner. Each teacher will review Fire Drill Rules in her class before the first fire drill.

Emergency Situation Drills will also be practiced during the school year. Students will be asked to gather in a safe place in the classroom with their teacher until any unforeseen dangerous situation has passed. It is not our policy to describe possible situations to the students that may warrant a "safe gathering", but we feel it is important the students know what to do in an emergency.

Uniform Policy

Saint Margaret's Catholic School follows a mandatory uniform dress code. See below for the description of the uniform items to be ordered only from the French Toast school uniform company at www.FrenchToast.com In using the Saint Margaret's Catholic School Code # **QS46G6P** you will be able to view the Saint Margaret's Catholic School uniform on the web site. Catalogs can be picked up at the office or by calling French Toast at 1-800-373-6248.

Students arriving at the school out of uniform or inappropriately dressed will be asked to call a parent or guardian to bring in appropriate clothing. **Similar colors and styles from other uniform companies or stores may not be substituted for the chosen uniform. All the students who cooperate by wearing the correct uniform each day and keep their shirt tucked in during school hours, will be invited to participate in a special activity about once a month.**

Girls Dress Code:

Jumper/Skirt: Navy blue jumper grades (K-5). Navy blue pleated skirt grades (6-8)

Pants: Navy blue pants - flat front, may be worn only during the cold months of November, December, January and February with the exception of the days on which Mass is celebrated and special occasions as announced by the school.

Blouse: White "Peter Pan" collar blouse either long or short sleeved.

Cardigan: Navy cardigan may be worn - it is optional. However, if a student wants to wear a sweater during class time it must be the uniform sweater. It may not be substituted for any other piece of clothing other than the uniform inside the school - no sweatshirts please.

Tights or socks: Must be white or navy. Girls may wear pants under their jumpers on cold days while outside, but they must be removed while in the building.

Shoes: No open toed and/or, flip flops, crocks or clogs, etc. All shoes must be safe and appropriate for playground wear. White, dark or dark trimmed shoes coordinate best with P.E. The P.E. teacher asks that students wear blue shorts or sweat pants on P.E. days. K-2 on Tuesday and 3-9 on Thursdays.

Boys Dress Code:

Pants: Navy flat front pants, was the style chosen by the Committee. Pants of the same color purchased some place else, *may not* be substituted.

Shirt: White Oxford shirt either short or long sleeve.

Shorts: Navy flat front shorts may be worn the months of September and May only.

Vest: Blue navy vest must be worn by boys in K - 5 throughout the day starting in October through April. It is a requirement during these months, but it is optional during the months of September and May.

Polo shirts for school outings and field trips: If your child does have last year's polo shirt, please keep it for when we go on field trips. We have extra polo shirts, for the students new to the school.

Outdoor wear: Saint Margaret's Catholic School students arriving in the morning before the bell typically wait outside until the bell rings so please make sure they dress for the elements. Also, unless weather is severe, students

attend recess outside during the winter months so please remember to send them with mittens, hats, warm coats and boots during these months. Hats though are not to be worn indoors.

Please do not let your child bring to school:

- Fingernail polish.
- Lipstick or lip-gloss. Chap stick, lip balm or Carmex is fine for dry lips, but please remind your child not to share these products with friends.
- Eye makeup.
- The wearing of jewelry is discouraged since it jewelry can be distracting, lost or a cause of injury.

Students arriving at the school out of uniform or inappropriately dressed will be asked to call a parent or guardian to bring in appropriate clothing.

V. Citizenship

**"Before you do anything to anyone, ask yourself:
"Would I want this done to me?"**

Student Conduct Code

For teaching and learning to be effective, students need a safe, orderly and predictable environment. Additionally, such an environment enhances the spiritual, emotional, and social growth of student. The goal of Saint Margaret's Catholic School is to provide such an atmosphere, reinforced with the Roman Catholic Christian belief in the sanctity and value of all human life. To this end, the Conduct Code of the school teaches and emphasizes the following expectations of all students:

1. Be honest and truthful.
2. Behave in a safe, healthy and ethical way.
3. Show proper respect and consideration to all adults in our school.
4. Respect the needs and rights of others.
5. Take responsibility for one's own behavior and for learning.
6. Use appropriate language.
7. Use school voices.
8. Be kind.
9. Follow directions the first time they are given.
10. Walk in school
11. Be prepared to have a positive attitude.

12. Out of respect for the clergy, students and teachers will stand upon recognition of a priest, sister, or bishop entering the room.

Discipline Plan

In order to accomplish the above, a discipline plan has been developed. Following is that plan so that parents and students are well informed and know what to expect on a consistent basis.

Saint Margaret's Catholic School will not tolerate conduct that endangers the health, safety comfort or property of others, impedes the learning process for him/herself and others or which is unlawful, disobedient or in violation of school rules.

Examples of unacceptable conduct in each category, though not all-inclusive, include:

- Endangering property, health, safety or comfort of others
 1. Fighting
 2. Physical harassment
 3. Verbal harassment
 4. Running in the halls or classroom
 5. Possession of weapons, fireworks, drug, alcohol, or tobacco
 6. Vandalism
 7. Throwing or propelling objects, (including snowballs)
 8. Stealing
- Impeding the learning process
 1. Loud talking
 2. Class disruptions
 3. Failure to cooperate
 4. Unacceptable language
 5. Failure to complete and turn in homework or classroom assignments
 6. Failure to bring correct classroom supplies
- Disobedience
 1. Willfully disregarding a reasonable request or direction of a school adult
 2. Disrespectful behavior (arguing with a school adult)

Classroom Disciplinary Steps

In accordance with our philosophy that each person can choose to re-create him/herself each day, most disciplinary steps are taken within a single school day. Depending upon the

seriousness of the offense, some of the steps might be omitted, but most situations are remedied by step 3

1st Offense: Step One

The teacher will mention the inappropriateness of the behavior.

2nd Offense: Step Two

The child's name will be written on the chalkboard.

3rd Offense: Step Three

A check will result in a loss of recess privilege or time out.

4th Offense: Step Four

Child will go to the principal's office to phone parents and advise them he/she has chosen to repeatedly behave in an unacceptable way.

5th Offense: Step Five

The parent is called and may be asked to take child out for the remainder of the day. The teacher, student, parent, and the principal will conference regarding the behavior and develop a corrective plan of action. A written contract will be entered into by all parties spelling out the specifics of any necessary interventions required to improve the student's behavior.

Clearly not every possibility can be addressed in a discipline code. A large measure of judgment must be applied, and consequently, complete uniformity in discipline probably effectively addressed at the classroom level, some inevitably reach the principal. In all cases, school purposes and school goals must prevail both for the school and for the students in question. The discipline measure assessed must be related to school goals and purposes in relation to all students. Our goal is the welfare of each student and we will exert extreme effort before we move to suspension or expulsion.

Unconditional positive regard

Effective teachers show the students that they like them, through their words and deeds, because they are part of their class and children of God. For parents, this is unconditional love. For teachers, it is called "unconditional positive regard".

Warmth and nurturing

Loving parents nurture their children and treat them with respect. Teachers do the same by maintaining a positive tone, not allowing put-down, catching kids doing things right and modeling respectful behavior. There are countless teacher personalities but we believe all effective teachers show respect for their students.

Clear expectations

It is helpful when parents set specific guidelines and limits for their children. Instead of making vague requests to a preschooler such as "Stay in the yard", a parent might say, "You may be on the grass but you must never step on the sidewalk or beyond." "Do your homework" is not enough to help a 4th grader make good choices.

A definite study time from 3:30 - 4:30 and a place at the kitchen table helps in developing good study habits. A key element in the Time to Teach Strategy encourages teachers to set clear and reasonable guidelines for expected behaviors in the classroom.

One request

One of the most important characteristics of parenting is they don't have to "say it twice". When the child disobeys, there should be one request for compliance. After that comes a consequence. Teachers, too, give one request. After that they provide a consequence.

Consistency

Effective parents and teachers care enough to wisely use both positive and negative consequences following good or bad behavior - **every time**. It is never the consequence over the long term, which produces happy, learning children. It is the child's understanding that they can rely on a parent or teacher to follow through whenever they behave in a certain way.

Prompt time-out

For children of all ages, the most common, effective consequence is an immediate and relatively short "time-out". Children are expected to take responsibility for changing their own behavior. Teachers and parents should keep the length of the time-out open. They wait until the child shows readiness to return, even after a very short time. Properly used, time-outs (refocus times) are equally effective.

No arguments

Children, especially those approaching adolescence, feel it is necessary to debate the rightness or wrongness of current and past decisions. Such debates should be non-productive. Parents and teachers listen respectfully, allow the child a right to their feelings, and terminate the discussion.

VI. Playground, Lunchroom and Bathroom Rules:

Playground

1. All students will exercise safety at all times while on the playground.
2. All students will respect the rights of other students by not endangering their lives or by committing an act that could cause injury or mental anguish to others.
3. All students will be respectful to the school staff.
4. Students will not leave the playground without permission.
5. Students will use the slide and swings appropriately by having their bottoms touching the slide/seat and facing forward at all times.
6. Student will refrain from under-ducking and twisting in the swings.
7. Students will refrain from throwing objects at others such as snowballs, toys, rocks, and sticks.
8. Bullying is unacceptable behavior. This includes name-calling, teasing, gossiping, pushing, taunting, gesturing, leaving out of games, and fighting.

Lunchroom

1. Be courteous to all.
2. Talk quietly.
3. Respect others' food and space, no sharing of food.
4. Walk in lunchroom.
5. Stay seated until dismissed.
6. Raise hand to be dismissed.
7. Clean up area after yourself.
8. Raise hand to go back for seconds.
9. 3rd - 9th grades wash off their tables when finished eating.
10. Respond politely with "please" and "thank you".

Bathroom

1. No loitering in bathroom.
2. Hands to self always.
3. Dispose of toilet paper in toilets.

4. **Flush the toilet!**
5. Wash hands with soap and dry with a paper towel.
6. Put paper towels in the trashcan.

All areas outside of classroom

1. The students should be quiet in line in the hallways.
2. Students are expected to be courteous and wait their turn while in the office.
3. Students are to line up in appropriate lines when arriving at school. They may talk quietly while waiting to enter building, keeping hands and backpacks to selves.
4. Latecomers should go directly to Pate Hall for Morning Prayer or to Church for Mass.

In keeping with our vision, the staff at Saint Margaret's Catholic School expects each student to behave in an exemplary manner inside and outside the classroom. It is important our students show respect to staff, visitors and one another. We also understand the value of creative play and expression to foster enthusiasm for learning. If you or your child has any questions regarding school rules or expectations, please feel free to call the principal at 856-5922

VII. Helping your child succeed at Saint Margaret's Catholic School:

Make sure your child gets to school every day - and is on time: Good attendance is critical to academic performance. Missed class time is missed learning time! To put absences in their proper perspective, missing 20 minutes of school each day means 60 hours - or two weeks - of missed learning in one school year. When a student is tardy, prayer time or class time is interrupted and precious learning time lost. Chronic tardiness will be addressed by discussing the problem with the home or by having the students make up lost time or after school or on a Saturday. Prompt and consistent attendance benefits both the student and the school.

Give your child the tools he or she needs to be successful in the classroom: Success in school takes more than just student effort and good teaching. Your child must come to school each day with the "tools of the trade". These include standard school supplies as requested by his or her teacher. A proper diet is also a vital tool. Breakfast is critical. A hungry child will not be able to concentrate or work very well.

It is also important that students show up at school with completed homework. This means that you should be familiar with your child's homework schedule and monitor whether he or she has completed a homework assignment before it is time to get ready for bed. A consistent homework time and place in your home will help your child develop good study habits. Even when no homework has been assigned, ask your child to read a book during his or her usual homework time. Please check with your child daily to see if a homework assignment has been given.

Make sure your child gets plenty of rest: The value of a good night's sleep cannot be overstated. No child can learn while fighting off sleep in a classroom. While your child will likely groan about your persistence, make sure that bedtimes and waking times are consistently enforced. Studies have shown that children need more than eight hours, in some cases up to fourteen hours of sleep, for optimum learning and retention.

Support the school: Children are very impressionable. Your attitude about school and learning, whether positive or negative, will rub off and affect your child's performance and motivation to do well. If you do happen to have a disagreement with a teacher or the school, take it up with the teacher or principal privately. While you should certainly approach the school with any concerns, you do your child no favors by airing your frustrations in front of him or her. A child's attitude toward teachers and school will affect his or her learning.

Resolution of problems: Under the Principle of Subsidiary a concern or suggestion should be taken first to the person most closely connected with the situation. In a school setting this would mean that the parent(s) try to resolve the problem first with the child. If a satisfactory solution cannot be found, an appointment should be made with the teacher. If a solution is still not found, an appointment might need to be made with the principal. Hopefully, the situation can be solved in one of these three steps before asking to have it taken to the pastor or School Commission. In safety or curriculum issues, the suggestion or concern might be taken directly to the principal; in the case of maintenance or financial concerns it might go to the School Commission.

In smaller matters, we will try to practice this principle with the students in order to give them confidence in dealing firmly in relationships with other students. In place of

running to the teacher or principal with a problem we will help the student learn ways saying something like, "that hurt my arm" or "that hurt my feelings" or "do not ever do it again". If the other student does not respond favorably, the teacher or principal will work with the "offending" student. In serious situations the teacher will intervene immediately.

VIII. **Parent / Teacher Organization:**

All parents of currently enrolled students, Pre-K through 9th grade are members of the Parent/Teacher Organization (PTO) as well as all of the teachers. This group meets the 3rd Thursday of every month except September and December. The purpose of this group is:

1. To provide refreshments for open houses, special receptions and events.
2. To treat teachers and staff to lunch during Catholic Schools Week.
3. To donate money to special classroom and purchase needs, and
4. To assist with school projects such as room mother/father, special activities and school fund raisers.

The main PTO fund-raiser for the year is the annual tree and wreath sale. Order forms are sent home in September and wreaths are delivered at Thanksgiving. The Tree Lot is open until Christmas. Parental involvement is extremely important to the success of this program and other programs.

IX. **Fund-raising:**

Each year the school participates in fund-raising projects that help off set operating expenses and therefore keep tuition as low as possible and for special project needs. Parents are expected to participate in fund-raising as part of their parent contract requirements.

Annual fund-raising events

- Saint Margaret's Catholic School Golf Outing (September)
- PTO Annual Christmas tree and wreath sales (pre-sales begin in October the tree lot opens after Thanksgiving.)
- The Joe and Rose Stanbury (Riverton Tire and Oil) Raffle (December)
- PTO School Carnival (January)
- Saint Margaret's Catholic School Dinner Dance and Auction (February)
- Cinco de Mayo Celebration (May 5th or about)

Other on-going fund-raising programs

- SAFEWAY GIFT CARDS - Our school receives 5% of the value of your purchase when you use a Safeway gift card purchased through the school.
- TOP OF THE HILL AUTO REPAIR - The Jeff & Beth Scheiffer family of Top of the Hill Auto Repair off 2% of the proceeds of the labor and parts to Saint Margaret's Catholic School - just mention to them that you would like 2% set aside for the school.
- SMITH'S GROCERY CARD - fill out a form annually designating Saint Margaret's Catholic School as the recipient. The Kroger Company contributes a percentage (4% or 5%) of sales designated to Saint Margaret's Catholic School.
- BOX TOPS FOR EDUCATION - Bring in your box tops to the school office. We receive about 10 cents per box top.
- ON-LINE ORDERING - If you like to buy items on-line, please check with the office for a list of vendors that give us a percentage of the proceeds.
- INK CARTRIDGES - Save your cartridges from home and work and turn them into the office.

X. **Tuition Rate and Fees**

Student Registration

Preschool through 9th Grade: \$20 each

Book - Materials Fees

Pre 3/4 : \$ 25 each

Pre 4/5 : \$ 35 each

K - Grade 9th : \$100 each

Tuition

Preschool 3/4:

\$90 per month X 10 months = \$900 per year

Preschool 4/5:

\$100 per month X 10 months = \$1,000 per year

K - Grade 9th:

First Child : \$190 per month X 10 months = \$1,900 per year

Second Child : \$180 per month X 10 months = \$1,800 per year

Third Child : \$170 per month X 10 months = \$1,700 per year

Tuition payments start in August and end in May and are payable the first week of each month.

Extra Curricular Music Fees

Violin: \$205 per semester

School Lunch and Breakfast Program

Saint Margaret's Catholic School operates a hot lunch and breakfast program. We encourage parents to prepay for meals. If you have not received an application for free and reduced lunches, please contact the school secretary at 856-5922

Breakfast	:	\$1.75
Preschool Lunch	:	\$2.00
Student Lunch	:	\$2.50
Adult Lunch	:	\$3.50
Extra Milk	:	\$0.50

Breakfast is served from 7:40 a.m. to 7:55 a.m. Students must be finished with breakfast by the first bell at 8:00 a.m.

Lunch for K-2nd grades is served at 11:20 a.m. Recess follows at 11:50 a.m. until 12:10 p.m. Lunch for 3rd - 8th grades is served at 11:50 a.m. Recess follows at 12:10 p.m. until 12:30 p.m.

If your child brings a sack lunch, milk may be purchased for \$0.50. Soda is not allowed at lunch.

According to State Law, students are not allowed in the kitchen. Therefore, the students may not use the kitchen's microwave. The teachers have a limited time to eat lunch so it is difficult for the teacher to heat an item and the kitchen staff is busy serving.

Lunch with your child is a great way to make him or her feel important. You are welcome to join us anytime by calling us in the morning so that we may include you in our lunch count. You may pay the school secretary in the front office for your lunch upon arrival.

LEARNING AGREEMENT

Saint Margaret's Catholic School Shared Responsibility for Learning Agreement Grades K-9

Students must achieve and feel comfortable at school; therefore, as a teacher I will:

- ❖ Maintain an attitude of respect and care about all students and their families.
- ❖ Attend school regularly and report to class on time, modeling appropriate school expectations.
- ❖ Expect all students to learn and treat each one with respect and dignity.
- ❖ Communicate to students and parents about student progress, classroom activities and school events.
- ❖ Plan meaningful daily instruction and learning activities to facilitate a quality education and a positive learning environment for each student.
- ❖ Support and facilitate a safe, sharing, caring, community of learners.
- ❖ Engage in continuing professional growth activities.

Teacher's Signature

Date

Students must achieve and feel comfortable at school; therefore, as Principal I will:

- ❖ Maintain an attitude of respect and care about all students and their families.
- ❖ Assist teachers with the instructional process.
- ❖ Plan the instructional year to enhance the learning of all.
- ❖ Work with teachers, students and parents to develop a positive learning climate.
- ❖ Support and facilitate a safe, sharing, caring, community of learners.
- ❖ Engage in continuing professional growth activities.

Principal's Signature

Date

I realize the importance of working to the best of my ability; therefore, as a student I will:

- ❖ Cooperate with and respect other students and adults.
- ❖ Learn each day, making school and homework a priority.
- ❖ Attend school regularly and report to class on time.
- ❖ Bring appropriate learning materials to class.
- ❖ Participate actively in learning activities as directed by the teacher.
- ❖ Take responsibility for my schoolwork and behavior.
- ❖ Listen and follow directions so that I can do my best work in class and with homework.
- ❖ Ask for help if I need it.

Student's Signature

Grade

Date

I want my student to achieve; therefore, as a parent/guardian I will:

- ❖ Maintain open, honest and respectful communication.
- ❖ Support the school staff practice of subsidiarity as described on page 17 of handbook.
- ❖ Expect my child to complete all assignments on time.
- ❖ Contact my student's teachers if I have questions about his/her progress.
- ❖ Expect my student to behave appropriately and to be respectful of the learning environment of other students.
- ❖ Support the school's attendance policy

I have read the Saint Margaret's Catholic School Student/Family Handbook with my child, and I am aware of the Time to Teach disciplinary program.

I understand my child may be asked to refocus if his/her behavior warrants time away from the class activity. I also am aware that I may be called to meet with school staff if my child breaks one of the "absolute" rules or receives five or more refocuses during a one-week span.

Parent's Signature

Date