

# ST. MARY SCHOOL

CHRIST CENTERED EDUCATION



## Elementary Parent Handbook

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## **Letter of Welcome**

Dear Parents,

We are pleased that you have chosen St. Mary School as your child's school. We consider it a privilege to share the responsibility of training your child. The Bible is our guidebook which serves as our set of rules and shows us how to live the Christian life. Our prayer for your family is that God's word will have a strong impact upon your life. Since school is considered an extension of home, it is imperative that parents create an atmosphere at home that is supportive of St. Mary School and its goals.

## **Affiliation**

We are part of the Coptic Orthodox Dioceses of California and Hawaii.

## **History & Philosophy**

St. Mary School was founded in 2005, with a philosophy to raise well-rounded Christian children. Trusting that the Lord Christ Himself is the center and the heart of a child from the early beginning, they will grow to become a positive addition to our community and society.

Our school philosophy is 'Christ Centered Education' where each child will participate in a developmentally enriched program that helps the child to grow spiritually, academically, intellectually, socially, emotionally and physically.

## **Mission Statement**

It is the mission of St. Mary School to educate and develop the whole person for the glory of God through adherence to Biblical principles. The school will strive to provide an atmosphere that is conducive to the highest gain of knowledge and skill.

St. Mary School desires to meet the needs of the whole child and to promote spiritual and moral growth, academic and intellectual progress, and physical and social development. Our emphasis is high quality education combined with the knowledge that God's principles are the confirming basis for our action and understanding. The school's goal is to reach the academic disciplines and independent study thoroughly. St. Mary School desires to send young people into the world who will be confident, devout Christian leaders.

Loving God, the Church, family and our country are the primary concerns of our pilgrim fathers in the education of our children. Students at St. Mary School will be taught of our nation's heritage, constitution and flag.

Teachers and Staff members function as role models for students. The professional preparation of the instructional staff is a part of the school's testimony and its commitment to parents to provide quality instruction for its students. We offer large and well equipped classrooms but we keep class sizes small in order to provide personal attention to each child.

St. Mary School has the responsibility to provide the best education possible. As Christian educators, we desire to teach each student to accept individual responsibility to God for their actions and to challenge them to glorify God in every facet of the child's life.

## **Statement of Faith**

We believe that the early school years play a very important role in one's life. Our goal is to provide a Christian environment for the children with a strong academic foundation. We believe that Christians should be imitators for Christ, hence providing Christian education and environment will greatly help to achieve this goal. We believe that love is the greatest commandment and the best way to teach it is to provide it for the little children, while providing best teaching practices.

Our Core Religious Beliefs could be summarized as:

- \* The Holy Bible is God's inspired words.
- \* We proclaim the Holy Trinity (God the Father, God the Son, God the Holy Spirit) is one Godhead.
- \* We believe that Christ is the only begotten Son of God.
- \* We believe that Christ, the Son of God, came to the world, took flesh, crucified and died on the cross, resurrected and ascended into heaven. That He (Christ) will come again to judge the living and the dead.
- \* We believe that our salvation is by God's grace and that one's faith should result in works and Christian life.

## **Student Goals of Understanding**

1. The Bible is the inspired, infallible Word of God, thus developing attitudes of love and respect toward it.
2. The basic doctrine of the Bible.
3. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities.
4. To teach the student to treat everyone with love and respect as unique individuals created in God's image.
5. To teach the student how to become a contributing member of society by realizing his/her needs to serve others.
6. Creative thinking and educational building blocks prepare them for the future.
7. To teach the student physical fitness, good healthy habits, and wise use of the body as a Temple of God.

## **Administration**

St. Mary School is a non-profit corporation. The pastor, school board, and the administrator are responsible for setting all the policies of the school. The administrator implements these principles and policies in daily operations.

## **Elementary Hours of Operation**

Saint Mary School is open Monday - Friday from 8:00 am to 3:00 pm. There is also an After School program available from 3:00 pm to 6:00 pm.

## **Food and Beverage Provisions**

St. Mary School will provide a morning snack, hot lunch and an afternoon snack.

## **Statement of Nondiscrimination**

St. Mary School admits students of any race, sex, creed, religion, national or ethnic origin. It does not discriminate on the basis of race, sex, creed, religion, national or ethnic origin in the administration of its education policies, admission policies, scholarship programs, athletic and other school-administered programs.

## **Admission Policy and Procedures**

Registration is based on the available spaces, the child's age and how the child fits into the academic and social development at St. Mary School. Each parent/guardian must fill out and sign a *completed* Elementary Application of Admission with all appropriate attachments and forms by the first day of school.

A pre-admission conference will be scheduled with the director. This meeting will give the parent/ guardian and child the opportunity to get acquainted with St. Mary School, the goals, philosophy, and policies of the program. It will also give Director of St. Mary School the opportunity to know the child and parent/guardian better.

## **Enrollment Procedures**

1. The completion and submission of the Elementary Application of Admission and payment of registration fee.
2. Full monthly tuition to be paid by the first day of school.
3. Signed Parent Handbook.
4. Transfer of Records from the previous school and submission of proper health records.

## **Health - When to Stay at Home**

When students are ill to attend classes, arrangements must be made for the parents to come and get them. **DO NOT SEND CHILDREN TO SCHOOL WITH A FEVER OR COLD.** Good attendance is vital but not when it may jeopardize the health of others. If your child becomes ill at school, we will notify you as soon as possible. The best place for a sick child is at home, in the care of a loved one. If you think that your child may be ill, check with your doctor before sending him/her to school. Children should stay home 24 hours after the last episode. Some signs of illness are as follows:

1. Fever
2. Sore Throat
3. Rash
4. Nausea, Vomiting, Diarrhea
5. Red Watery Eyes
6. Facial Swelling
7. Flushed Face

The school will administer prescription medication prescribed by a physician only. A Consent for Administration of Medication Form must be completed and signed by the parent / guardian before any medication can be given to a child.

The medication must be in the original container, clearly labeled with the child's name, physician's name, type of medicine, and the dose. A medicine measuring cup or dropper is required. All items must be placed inside a labeled Ziploc bag.

The School will record the time and dose of the medication to inform Child's parent / guardian daily when the medication has been given.

### **Services to be Provided if a Child has a Medical or Dental Emergency**

In case of an emergency such as a child becomes ill or sustains an injury more serious than a minor scratch, the child's parent/ guardian will be immediately notified.

If the parents or guardian cannot be reached, the next person on the child's Health and Emergency Form will be contacted.

St. Mary School will arrange for obtaining medical treatment of any child if necessary without specific instructions if the child's parent / guardian cannot be reached and if the nature of the illness or injury should not be delayed.

In case of serious injury or illness, 911 will be called.

### **Custody-Parent Visitation Rights**

In most cases, when parents are divorced, both mother and father continue to have equal rights to their children. However, if you have legal papers that limit the rights of one parent in matters such as custody or visitation, please provide a copy to the school. Unless this information is in the child's file in the school office, equal rights will be provided to both parents.

### **Attendance**

A child who misses a day of school misses a day of learning. Researchers show that children who are in school most of the time do better on standardized tests. Being late to school hurts a child's learning. A student that is 10 minutes late for school every day will miss 30 hours of instruction during the year. It will also reflect on your child's report card. We encourage parents to send their children to school on a daily basis unless the child is ill. If a test is scheduled for a class that the student will miss, the student should make arrangements with the teacher in advance.

When a student is absent, a telephone call in the morning is appreciated.

Any time a child is gone for more than two weeks without payment of the regular monthly fees or written notice, the child is dropped from the enrollment list and the vacancy may be filled. In order to be re-enrolled, an opening will have to be available, and a new registration fee paid.

### **Homework and Make-Up Work**

Homework is a mandatory part of the educational process. It will be assigned in most cases on a variable basis, and some work should be expected each night. Extra homework time should be expected when students are absent and need to make up work for students who are absent.

### **Special Events / Holiday Closings**

Tuition will remain the same during periods that contain closings for holidays (see attached Special Events and Holidays Calendar). Designated holidays are subject to change. Please watch for notices when the holidays are approaching.

### **Contact with the Child's Parent / Guardian**

- \* If redirection, distraction, active listening and time out are used and the child's conduct presents any health or safety hazard to himself/ herself or to other children, the school will contact the parent / guardian.
- \* The Director will observe the child and record any incident or accident that may happen, after the third incident the Director will have a conference with the parent / guardian, at which the child will be put on probation.

### **Grounds of Dismissal**

Any offense during the probationary period may result in the termination of the child's enrollment at St. Mary's School.

### **Reasons for Termination**

- \* If the child's behavior presents a health or safety hazard for himself / herself or to other children.
- \* If the child is left after the school closing time which is 6:00 pm more than 5 times in the school year calendar.
- \* If the parent / guardian has been charged a late tuition fee more than three times during one school year calendar.



## **Clothing Requirements**

- \* All students must wear a white, navy or khaki polo shirt and navy or khaki bottoms.
- \* Navy or Khaki shorts and skirts are allowed. Shorts and skirts must be long enough to reach the student's fingertips with arms to one side.
- \* Shoes and socks must be worn at all times. Platform or chunky heels are not allowed. No open sandals or heels.
- \* Pants must be worn at one's waist. Baggy pants are not allowed.
- \* Hair should be neat, well groomed. No unusual hair colors, ie: purple green, blue, etc.