



## **FAMILY HANDBOOK**

**STELLA MARIS ACADEMY**  
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## **RIGHT TO AMMEND**

In all policies, the principal, in consultation with the pastor, retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

## **INTRODUCTION**

Stella Maris Academy is a Catholic, coeducational, elementary school (TK-8), located in La Jolla, California. The school is committed to the mission of Catholic education.

It is recognized that the parents have the primary responsibility for the education of their children. The school will support, enhance and complement this role. (Diocesan Policy # 130).

## **HISTORY**

Monsignor Joseph O. Clarkin, who announced its conception in 1944, founded Stella Maris Academy. The school opened to students on September 17, 1947 and the first class graduated on June 8, 1950.

For many years, the Sisters of the Congregation of the Holy Cross instructed students with devotion and dedication. Since 1955 Catholic lay teachers have helped to staff the school and continue to promote its rich educational and spiritual traditions.

## **MISSION STATEMENT**

The mission of Stella Maris Academy is to empower a community of diverse learners to achieve their God-given potential by providing a Christ-centered, academically excellent, and safe environment.

## **STATEMENT OF PHILOSOPHY**

- The parents, administration, faculty, and staff of Stella Maris Academy believe that Christ is the center of our lives and that we are called to proclaim the Good News, to create community, and to be of service to all of God's people.
- We acknowledge that parents are the primary educators of their children.
- We foster a supportive environment that balances high expectations with the respect for individual differences.
- We commit ourselves to challenge students to become life-long learners while developing a healthy attitude of personal value and self-worth.
- We prepare students for higher education, responsible citizenship, and moral integrity in an ever-changing world.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

The administration, faculty and staff of Stella Maris Academy believe that “the true Christian, product of Christian education, is the supernatural [person] who thinks, judges, and acts constantly and consistently in accordance with right reason illumined by the supernatural light of the example and teaching of Christ...”

### **Graduates of Stella Maris Academy are:**

#### **1. Active Faith-Filled Catholics Who:**

- Pray everyday
- Live each day as Jesus and Mary did
- Share the teachings of Jesus with others
- Understand and participate in the teachings and traditions of the Catholic Church

#### **2. Lifelong Learners Who:**

- Read, write and speak effectively
- Develop independence in learning
- Demonstrate critical thinking skills
- Consistently appreciate and integrate fine arts
- Value every life situation as a learning experience

#### **3. Community and Global Ambassadors Who:**

- Utilize social skills
- Are peacemakers
- Appreciate and care for all of God’s creation
- Recognize that everyone is equal in God’s eyes
- Demonstrate a spirit of service

## **ACCREDITATION**

Stella Maris Academy participates in the Accreditation process formulated by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). Participation in this process assures continued school improvement through on-going self-study and evaluation.

## **DIOCESAN POLICIES**

The Diocese of San Diego Handbook for Catholic Schools establishes the policies within which Stella Maris operates. A copy of the Handbook is available for your reference in the office.

## **COMPUTER ACCEPTABLE USE POLICY**

Stella Maris Academy allows student access to computers and the Internet in order to prepare them to meet the challenges of a society that is becoming increasingly dependent upon technology. Every student utilizing the computers and accessing the Internet at school must sign the Student Computer Responsibility Contract (see attachment).

## **ADMISSIONS POLICIES**

### **Notice of Non-Discriminatory Policy**

Stella Maris Academy in the Diocese of San Diego, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Stella Maris Academy does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, tuition-assistance programs, and athletic and other school-administered programs. (Diocesan Policy #501).

### **Pre-Admission Interview**

A pre-admission interview is conducted with the principal and the parents. The purpose of the interview is to clarify mutual expectations and to emphasize the importance of the role of parents as the primary educators of their children especially in matters of faith and morals. The principal acquaints parents with the philosophy of the school and its regulations. At this time, a commitment is sought from parents to uphold all school values and policies.

No person shall be admitted as a student of Stella Maris Academy unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and Diocese. (Diocesan Policy # 502).

### **Testing**

Incoming Transitional Kindergarten and Kindergarten students are assessed to determine that they are educationally and developmentally prepared for entry into Transitional Kindergarten or Kindergarten. A child must be five years of age by September 1<sup>st</sup> to be admitted to

Kindergarten. A child must be four years of age by September 1<sup>st</sup> to be admitted to Transitional Kindergarten (Diocesan Policy #502).

Incoming students in grades 1 through 8 must also interview and assess with the entering teacher to ensure proper placement and admittance.

### **Admissions Priority**

Because Stella Maris Academy is a Parish school, preference will be given to the children of the actively supporting members of Mary, Star of the Sea Catholic Church and siblings of students already enrolled in the School. Second priority will be given to children of practicing Catholic parents in other Catholic parish communities. Third priority will be given to children of non-Catholic parents if the parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and Diocese. (Diocesan Policy #502).

### **Records**

At the time of pre-registration, the following records will be requested: academic records, including report cards and any professional assessments; Sacramental records; current immunization records and related health information; letters of recommendation; and a birth certificate.

### **Agreement of Cooperation**

All families must sign the Agreement of Cooperation and Support and return it to the school office (see attachment).

### **Probationary Period**

Pursuant to Diocesan policy, no student shall be admitted unconditionally to any Catholic school unless he/she has a reasonable, well-founded hope of successfully completing that school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. (Diocesan Policy # 502).

Since it is often difficult to accurately assess a student's academic and behavioral potential until he/she is in the actual classroom at Stella Maris Academy, all new students will be on probation for one academic school year (four quarters). During the probationary period, the student's teacher(s) and the principal will meet to discuss the student's performance. If the student has consistent problems that cannot be successfully addressed, the principal, in consultation with the teacher(s), may decide that the student will not be able to continue at Stella Maris. The parents will be kept informed throughout this process.

## **ATTENDANCE**

### **Absences**

Call the office first thing in the morning if your child is going to be absent. Be sure to inform the office if your child has a contagious illness so that, if necessary, appropriate steps can be taken to inform other parents.

**Diocesan policy requires parents to provide a written note explaining all absences.** This should be given to the teacher when the child returns and will be kept on file until the end of the school year. (Diocesan Policy #511).

### **Absentee Policy/Vacations**

Absences of fifteen or more days in a grading period may result in official grades being withheld.

If, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher should discuss with the parents the possible effects of such an absence. A record of the recommendations made to the parents may be kept on file. (Diocesan Policy # 511).

In the rare event of a planned absence, parents must submit to the principal (at least a week in advance) a written request explaining the absence and seeking approval. A planned absence will be classified as excused only if it is approved by the administration.

If a child is absent for a reason other than illness, the teacher will not provide assignments before the child leaves. Two alternative ways of dealing with this situation are available. The student may take all major books with him/her on the last day of attendance prior to a trip and check the classroom website where applicable each evening to see what was assigned in class. Or, the student can receive a list of work, which must be covered upon returning to class after the trip. In either case, the student will have a number of days equal to the number of absences to complete this work and return it to teachers. For example, if a student is absent for four days, four days after returning to school will be given to complete assignments.

Teachers will not be responsible for re-teaching material covered while a child is on a family trip.

If a student is absent the day before a previously announced test, they may still be required to take the test.

### **Tardiness**

The gates open at 8:00 a.m. indicating that students should go to their classrooms. The bell rings at 8:10 indicating that students should be in their seats ready to begin the school day.

If a student is not in his/her seat at 8:10 a.m., he/she will be considered tardy and will be marked accordingly in TeacherEase. The student must report to the office to get a tardy slip before going to class.

*Parental cooperation is requested in order to keep tardiness to an absolute minimum. Teachers are required to document tardiness as part of their legal responsibilities. Students who are tardy more than three times in a quarter will be assigned school service hours or loss of privileges. Students and/or parents who show little or no effort to come to school consistently on time will force a parent-teacher-principal-student conference in order to carefully examine the situation.*

Chronic tardiness will not be tolerated. California State Law states, “A pupil...who is tardy in excess of thirty minutes a day on each of four days or more in one school year is truant and can be reported to the attendance officer of the local public school.” (Education Code #48260)

*“A pupil is considered a habitual truant if he/she has been reported truant three or more times; the pupil is then subject to dismissal.” (Handbook for Catholic Schools #513)*

## **Medical Appointments**

A written request for medical and dental appointments is required before early dismissal of a student can be granted. Parents are urged to keep these requests at a minimum and are encouraged to schedule appointments for after school. (Diocesan Policy # 511)

**Parents must report to the school office to sign their children out and receive an early dismissal slip before a student may be released from the classroom.**

## **Visitation of Students During School Hours**

**Anyone wishing to contact a student during the school day must receive permission from the principal.** (Diocesan Policy #581)

Please be reminded that your child is responsible for bringing schoolwork and related items to school, but if you have other items that you need to leave for your child, bring them to the office and they will be delivered as soon as possible. Do not disrupt the classroom.

## **Visitors to School**

Anyone wanting to visit the school must first obtain proper authorization from the school office.

To observe classroom procedures you must obtain permission from the principal. (Diocesan Policy #140).

## **Illness and Injury / Emergency Notification**

In the case of illness or injury the parents will be contacted. School personnel will administer minor first aid treatment only.

**It is imperative that parents keep their child's emergency card updated.** If the illness or injury is serious enough to require medical attention, the principal will consult the student's emergency card and arrange for treatment as authorized.

## **Immunizations**

No child may be admitted to Stella Maris Academy unless he or she has complied with California immunization requirements.

Students entering Kindergarten:

- DTP Shots
- Polio
- Hepatitis B Shots
- MMR (after 1st birthday)
- Varicella (Chicken Pox)

Students 7 years and older entering school:

- Tetanus and Diphtheria Immunizations (the "T" and "D" in DTP)
- Measles and Rubella
- Polio

- (Mumps immunization is not required for students age 7 and older, but is strongly recommended.)

Students entering the 7th grade must also show proof of:

- A second Measles (or MMR) shot
- Tdap (pertussis) booster shot

### **Medication**

School personnel cannot administer medication to students without written permission from the parent. Such permission must include the student's name, name of medication and dosage. Parental /Guardian Permission to Administer Medication Release Form are available from the school office or at [www.stellamarisacademy.org](http://www.stellamarisacademy.org).

The following procedures will be followed for administering medication:

- A release from the doctor or parent stating the nature of the medication;
- The day's dosage must be sealed, labeled and have the student's name attached; the medication is to be kept in the school office;
- The student is to come to the office for the medication;
- The student's medication is to be self-administered. (Diocesan Policy #371)

### **PEDICULOSIS (HEAD LICE)**

A strict policy of controlling head lice infestation (Pediculosis) has been established. When a student is identified as having head lice, that student shall be excused from school attendance. Readmission to school is permitted only in compliance with the following requirements:

- Student has been treated appropriately with the application of pediculicide.
- Student is free of active lice and nits.

Procedure for the identification, exclusion, and readmission of individuals with head lice and nits are necessary for the control of lice infestation. This process shall be under the supervision of the school staff. When deemed necessary a parent nurse will be consulted by the school administration.

### **Divorced and Separated Parents / Custody**

Divorced and separated parents must provide the school with a copy of the custody section of the divorce or separation decree.

## Emergency Procedures

The school has well-planned fire, earthquake and disaster drills. Emergency drills are conducted monthly or as needed. Emergency exit plans are posted in the classrooms.

The Principal may dismiss school at any time when an emergency or serious condition exists.

### **Stella Maris asks for parents' help in the following areas:**

- Please **do not call the school** - lines must be kept open for emergency calls;
- Following an emergency, **do not immediately drive to school** - streets must remain clear for emergency vehicles;
- Listen to the radio for information and directions (La Jolla High School will be the closest Red Cross Center)
- **No student will be dismissed** from school **unless** a person who is designated on the emergency information sheet comes to pick up the student.

## COMMUNICATION

### Student Records

The parents or legal guardian have the right to inspect all of their student's records in the presence of the principal or his/her delegate, provided 24-hour written notice is given.

Release of records to any person is ordinarily not permitted without the written permission of the parent or legal guardian. When a student transfers to another school, a copy of the student's transcript will be transferred by Stella Maris Academy only when proper request has been made in writing by the parent/guardian. These transcripts will be mailed, or delivered by a school official, to the receiving school. They will not be given to parents of students for delivery to the school.

### Appropriate Communication With Teachers

Teachers are on campus from 7:45 a.m. to 3:45 p.m. They can be reached in person, by written communication, e-mail, or by leaving a message on their voice mail. **At no time are parents to call the classroom directly during school hours.** Any emergencies should be reported directly to the school office.

Teachers may have a preference as to how and when they wish to be contacted. They will advise parents of that preference.

The parent/teacher relationship is a critical component of the successful education of each student. Parental feedback and concerns should be shared directly with the teacher in an effort to pool information and work together in the best interest of the student. Only if repeated unsuccessful attempts are made to resolve concerns should parents involve the administration. All parties are responsible for working together towards successful resolution. At all times, Catholic Christian values are to be upheld.

Any parent, guardian or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other

place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than \$50.00 nor exceeding \$500.00. (Diocesan Policy #571).

### **Airing Views, Comments, and Grievances**

Concerns regarding the school, its policies and procedures, or actions of staff members and students must be expressed to the school administration only. Concerns related to classroom procedures and other educational issues should be brought to the attention of the appropriate classroom teacher. Concerns about specific teachers or staff members should be brought to the school principal. Concerns regarding a child other than your own may be brought up with the teacher concerned or staff involved only.

### **Wednesday e-Notice/School Reach (automated phone call)/School Website**

In an effort to save paper, SMA will send all communications via Email. The Wednesday e-Notice will be sent each Wednesday afternoon to SMA families. This e-Notice has information on upcoming events, sports schedules and many other important items. Parents are responsible for obtaining all school communication via e-Notices, the school website, automated phone calls or texts, and communication sent home with students.

### **REPORTING TO PARENTS**

Stella Maris Academy uses an online grading system (TeacherEase) that provides access to assignment grades and behavior logs. TeacherEase allows parents to monitor their child/children's progress. Families are required to access this information on a regular basis.

### **Progress Reports**

Students in grades 6-8 will receive a progress report at mid-quarter showing the current status in all subjects.

### **Report Cards**

Report cards are tangible evidence of student growth and development. They are given at the end of each grading period (which is approximately nine weeks), four times a year. The Diocese mandates the format and grading scales.

### **Parent-Teacher Conferences**

Parent-teacher conferences are requested at the end of the first grading period. First quarter report cards are given out prior to the conferences.

If, throughout the school year, a parent or teacher feels that an additional conference would be beneficial, either party may initiate a meeting. (Please see Parent and Teacher Responsibilities under the section of Discipline).

## **Standardized Testing**

One standardized test adopted by the Department of Education and the Diocese of San Diego, the Iowa Test of Basic Skills (IOWA), will be administered in the fall. This standardized test measures student abilities and achievements in learning. Parents will receive a progress report indicating areas of strengths and weaknesses.

## **ACADEMICS**

### **Required Courses**

The following courses will be taught to all children in grades TK-8:

Religion	Music
Reading	Spanish
Language Arts	Health
Mathematics	Physical Education
Social Studies	Computer Literacy
Science	Family Life Education
Fine Arts	

(Diocesan Policy #635)

At Stella Maris, Spanish is taught to students in grades TK-8 and is considered a required course of study for those grades.

### **Standards and Evaluation**

As an academic institution, Stella Maris Academy upholds high standards of achievement for all students. We challenge students to stretch their minds toward inquiry and discovery in learning by engaging them in meaningful educational activities. We believe that students will attain excellence only when they practice academic integrity and feel pride in their work. By enforcing high standards, we will teach students the life skills of responsibility, timeliness, organization and consistency in work patterns.

We believe that excellence is measurable by the quality of student attitude, effort, and performance. Through the implementation and practice of the Social Skills Curriculum, teachers guide students in forming appropriate social relationships and demonstrate the value of correction as a means toward social maturity. Students are evaluated in academic subjects based on their completion of assignments and mastery of skills and content.

## Diocesan Grading System

Stella Maris Academy utilizes the Diocesan Achievement Code. Students in grades K-8 are evaluated using the following scale.

### Achievement Code

I	II	III		I	II	III	
A	93-100	O	Outstanding	C	73-76	S	Satisfactory
A-	90-92	VG	Very Good	C-	70-72	S-	Satisfactory Minus
B+	87-89	G+	Good Plus	D+	67-69	NI	Needs Improvement
B	83-86	G	Good	D	63-66	NI	Needs Improvement
B-	80-82	G-	Good Minus	D-	60-62	NI	Needs Improvement
C+	77-79	S+	Satisfactory Plus	F	59 and Below	U	Unsatisfactory

### Rubrics as Assessment

The Language Arts Curriculum is at the core of all learning. Listening, speaking, reading, and writing skills will be emphasized in all areas of the curriculum.

To assess student writing, teachers have created rubrics appropriate to assignments and grade levels. Grades will be derived from percentages based on a ratio of points earned to points possible.

### Homework

Homework reinforces material taught in school, promotes student responsibility and encourages habits of independent study. It is a critical component of a successful school experience.

**Students are required to do their own homework.** If needed, parents can be helpful in clarifying directions or reinforcing the content of the lessons taught.

In accordance with Diocesan policy, the following homework schedules for each grade level are advised:

K	15 minutes	4-5	60 minutes
1-2	30 minutes	6	90 minutes
3	45 minutes	7-8	120 minutes

### Honor Roll

Stella Maris utilizes an honor roll system for grades 6-8. The honor roll is a measurable tool that celebrates the success of those students who are able to achieve the rigorous requirements. Parents, students or teachers should not use the honor roll as a means to compare students to each other or as an unrealistic goal, as many students doing their best will not meet honor roll standards.

## **HONOR ROLL ASSEMBLY FOR GRADES 6, 7, 8**

Honor Roll Assemblies will be held after the end of each quarter. Honor Roll is broken down into 2 categories: Principal's List (93% and above) and Honors (85% to 92%).

The Principal's List is for students who achieve 93% and above in every subject and a VG or O in Responsible Behavior.

Honors is for students who achieve an 85% to 92% in every subject and a VG or O in Responsible Behavior.

The principal's list and honors are based on the report card and accordingly all subjects will count toward meeting the requirements.

### **Academic Probation**

A student may be placed on probation for serious academic deficiency. The principal must approve the probation and Diocesan procedures will be followed. The student will not be allowed to participate on school sponsored sports teams.

### **Graduation**

As a condition for receiving a diploma from Stella Maris Academy, students must have passing grades in all subjects. Students not receiving passing grades will be required to attend summer school before receiving their diploma. As a requirement for participation in the Graduation Exercises, students must evidence throughout the year appropriate behavior in relationships and compliance with all school rules.

### **Field Trips**

As part of the curriculum, field trips will be scheduled by teachers and will have specific educational goals. Restrictions may be placed upon a student's participation on field trips due to a lack of maturity or responsibility. (Diocesan Policy #652).

If parents are participating by driving, they must have a current California driver's license, supply verification of adequate insurance coverage, Live Scan fingerprinting, and must have a seat belt for each passenger transported. (Diocesan Policy #652).

## **FAMILY PARTICIPATION**

### **Parent Teacher Organization**

The Parent Teacher Organization is a vital part of Stella Maris Academy. As an advisory group, it promotes parental support and increases mutual understanding between parents and the school. Parents are strongly encouraged to attend meetings and to be as active as possible in the PTO.

The Dads' Club is a community of fathers dedicated to their families and the school. It exists to support and build relationships with dads, our families, the SMA staff and students, and the parish at large.

### **Back to School Night**

Back to School Night is held each September. This evening gives parents a chance to meet the teachers and find out individual classroom rules, expectations, curriculum and schedules.

### **Mentor Family Program**

Stella Maris Academy offers a Family Mentoring Program for all new families. This program matches an experienced Stella Maris family with a new family entering the school. The purpose of the program is to provide an immediate link to the school community especially during the summer months prior to the start of the new school year. The mentor family is available to assist with any questions that the new family may have about the school. Our school administration is always available as well, but new families are encouraged to utilize their Mentor Family as often as necessary.

### **Service Hours**

Each two-parent family must perform 25 service hours per school year; single-parent families require twelve service hours per school year.

The Weekly E-Notice frequently contains suggestions on ways in which service hours may be completed. Parents may also wish to check with the school office or individual teachers for ideas on ways in which to fulfill the service hours requirement.

### **Scrip/Gift cards**

The Scrip program is a major fund-raiser for the school. The school earns money when families purchase scrip gift cards for stores, restaurants and businesses or registers with eScrip. Scrip is sold in the school office. It can also be accessed online through our school website. A list of participating stores, restaurants and businesses is published regularly on the E-Notice, on our website, and is also available in the school office.

## **DISCIPLINE POLICIES**

Discipline will be consistent with Diocesan policies and with expectations of students as Catholic Christians. In addition, we expect full support among students, parents, teachers and administration in working together on matters of discipline as outlined here. (Diocesan Policy #541)

### **Approved Measures of Discipline**

- Conference with student
- Conference with parents
- Denial of privileges
- Assignment of special tasks
- Detention
- Probation
- Suspension
- Expulsion

### **Disapproved Measures of Discipline**

- Corporal punishment and emotional pain
- Personal indignities or public humiliation
- Sending a student outside of the classroom without supervision
- Indiscriminate punishment of all students in a class for the disruptive conduct of one
- Sending the students home without the knowledge of the parents/guardians
- Fines when there has been no destruction of property
- Lower academic grades because of conduct
- Suspension or expulsion which does not strictly adhere to Diocesan procedures

### **Behavior Citation:**

- The principal will issue a Behavior Citation to a student whose behavior does not meet that required of all SMA students.
- A yellow carbon of the citation will be given to the Homeroom Teacher.
- A white sheet will be given to student to be returned the following day with a parental signature. Student will also attach a letter of apology to this sheet describing the inappropriate behavior, why it was inappropriate, and how behavior will change in the future. The letter (parent signature required) is to be returned the following day.
- Behavior Citation (white and yellow copy) is to be filed by Homeroom Teacher.
- If student does not return the signed citation the following day, a second citation is issued.
- Behavior Citations are documented in TeacherEase.

## **Verbal and Written Warnings:**

- Teacher will keep track of “Verbal Warnings” and “Written Warnings” during class each day. (Behavior grades of “O” will be reserved for truly impeccable behavior—students should not have had multiple daily “Verbal Warnings”. Two Verbal Warnings = a Written Warning.
- If a student earns a third “Written Warning”, a Behavior Citation is issued.
- Instances of student LYING, CHEATING, STEALING, PHYSICAL CONTACT (pushing, shoving, etc.) WITH ANOTHER STUDENT causing a student to fall to the floor/ground or student injury, DISRESPECTFUL LANGUAGE/ BODY LANGUAGE will result in the student’s being issued a Behavior Citation and being sent to the Principal’s Office.

## **Finish Up Friday**

At Stella Maris, we aim to provide all of our students with a top-notch education. In order to make sure that all can succeed, we think it's imperative that assignments are completed to the best of each student's ability and that work is turned in on time. To assist with this process, we provide the time, space, and a credentialed teacher to complete work that was not turned in during each week.

Details:

- Parents and students will be notified of Finish Up Friday on the Wednesday before the appointed Friday
- Students must bring lunch or have a lunch order as they will need to come directly to the Resource Center at 12:30
- Students must also bring all of their work with them as well as work they could get a head start on
- If students are not picked up, and do not have a walking pass, they will be escorted to Extended Care at 3:00

## **Code of Conduct**

### CHEATING POLICY—First Offense

- A Behavior Citation is issued.
- Student meets with Teacher and Principal.
- Student receives a grade of zero.
- A letter to the parents is sent home.
- Student loses recess and lunch recess for one week. Student will spend this time in the Office.

### CHEATING POLICY—Second Offense

- A Behavior Citation is issued.
- Student meets with Teacher, Principal, and Parent.
- Student receives a grade of zero.
- A letter to the parents is sent home and copy is placed in student’s file.
- Student receives a one-day school suspension.
- Student loses recess and lunch recess for a week. Student will spend this time in the Office.

## **Social Skills Curriculum**

For the orderly and harmonious functioning of the school as an educational environment and for the purpose of teaching social behaviors in combination with the academic curriculum, Stella Maris Academy has adopted and implemented a Social Skills Curriculum based on the Boys Town educational model. To achieve a clear and verifiable outcome, the teachers and staff have been provided with sound theoretical principles and practical approaches to guide them in their teaching efforts. The foundation of the social skills is a structured educational approach that offers a well-defined and manageable set of social behaviors that encompass adult relations, peer relations, school rules and classroom behaviors. The skills assist the teacher to go beyond merely describing problem behaviors to identifying alternative pro-social behaviors and their components for instruction/learning.

A very important component of the Social Skills Curriculum is TEACHING INTERACTION. Its purpose is to teach alternative behaviors and consequate inappropriate behaviors in a calm and positive manner.

The social skills are as follows:

Greeting Others	Talking to Others
Introducing Yourself	Accepting Compliments
Following Instructions	Saying You're Sorry
Accepting "No" for an Answer	Giving Criticism
Getting the Teacher's Attention	Saying "No"
Accepting Criticism	Reporting to the Teacher
Giving Compliments	Asking for What You Want
Disagreeing Appropriately	Offering Help

Each skill is taught and practiced. Students are made aware of the expectations to utilize these skills and are corrected when they are not performed properly. They will also be affirmed when the skills are properly practiced. Consequences are earned and are either positive or negative. Parents may be called upon to support consequences at home.

Consequences may involve the following:

- Positive rewards
- Student-teacher discussion
- Communication with parents and principal, if necessary
- Additional responsibilities/fewer responsibilities
- Denial of privileges or extra privileges
- Service Hours to be performed at school

This program will not be successful unless each participant understands and complies with his/her own responsibilities.

### **Responsibilities of the Student**

- to learn and practice all social skills
- to accept, with respect, expectations and corrections
- to cooperate with given consequences
- to adhere to all classroom and school policies
- to display Catholic Christian values in words and deeds

### **Responsibilities of the Teacher**

- to express affection and empathy to all students
- to provide the student with feedback regarding behavior
- to apply the concepts of the social skills program
- to guide students in the practice of skills and self-discipline
- to communicate with parents regarding the progress of their child
- to seek parental support with consequences and discipline
- to display Catholic Christian values in words and deed

### **Responsibilities of the Parents**

- to cooperate with reasonable requests in support of social skills and discipline
- to communicate with teachers any concerns in these areas
- to have a fundamental knowledge of social skills and discipline policies
- to support the policies as outlined here
- to display Catholic Christian values in words and deeds

### **Responsibilities of the Administration**

- to supervise the implementation and ongoing progress of the social skills program
- to affirm students in their growth in the program
- to guide in matters of discipline when necessary
- to assist teachers on request or as needed
- to administer consequences, when necessary, as school principal
- to display Catholic Christian values in words and deeds

Individual classroom management systems may vary but all will be consistent with the Social Skills Curriculum, discipline policies of the school, Diocesan policy and Catholic Christian values. Specific systems will be outlined at the beginning of the school year.

If any student's misconduct becomes habitual and/or serious, the administration will exercise their responsibility to inform student and parents of any action taken towards probation, suspension and expulsion in accordance with Diocesan policy.

### **Probation**

A student may be placed on probation if his/her conduct/academic record is seriously deficient, but not so serious to warrant suspension. Students are placed on probation will have the term and conditions spelled out in a letter. Generally probation is for one marking period. A conference will be held with the parent/guardian. Violation of probation may result in suspension or expulsion. A positive change in behavior is expected in order to remain at Stella Maris Academy. The school will make every effort to work with the child to assist in a change for the better.

### **Suspension**

A student may be placed on suspension for serious misconduct, on campus or off campus, during school related activities, or for continued misconduct after having been placed on probation. The principal must approve a suspension and the pastor must be informed.

Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct must be clearly stated to student and parents.

The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances. The suspension should not exceed three school days unless serious cause determined by the principal warrants it. (Diocesan Policy #544)

Suspension means that a student is to remain away from classes for a definite period of time. It may be “in house” (at school) or “off campus” (at home). Suspension will be handled on an individual basis only through the principal’s office. Suspension is meant to suspend the student from all academic and extracurricular activities during the suspension. Parents are responsible for a student during “off campus” suspension. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY WORK OR MAKEUP ASSIGNMENTS.** Work and assignments missed are the total responsibility of the student when he/she returns to school.

### **Expulsion**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of behavior for which the student has already been suspended one or more times. Expulsion, the permanent termination of a student’s enrollment, is the most serious penalty which the school can give and, therefore, it is given only as a last resort for clear and serious cause.

### **Grounds for Expulsion**

Grounds for expulsion are not to be applied automatically. There are, nevertheless, acts that constitute good cause for suspension or expulsion from school when a student while under the jurisdiction of the school commits the conduct or when the conduct is directly related to school activities or school attendance.

Among those offenses are the following:

- Conduct, whether inside or outside school, that is detrimental to the reputation of the school
- Gravely detrimental to the moral and spiritual welfare of other students
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Damage to, or theft of school, church, or private property
- Infliction of, or threatened physical injury to another person
- Possession, use or sale of weapons
- Possession, use or sale of drugs, including controlled substances
- Possession, use or sale of intoxicants
- Possession, use or sale of tobacco
- Commission of obscene act/s or engagement in habitual profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities
- Habitual truancy
- Bullying

In regards to an offense which takes place off of school premises and which constitutes grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline expectations and the welfare of students.

## **Appeal and Review of Disciplinary Action**

Opportunity for appeal by the parents/guardians shall be provided in accord with the provisions of Diocesan Policy #547

## **Withdrawal for Academic Reasons**

Certain students may be given a recommended transfer on ground other than discipline. The following procedures apply to students clearly unable to profit from schoolwork by reason of ability or emotional instability. Following are procedures to be observed:

- There is a consultation between teacher/s and principal as early as possible in the first quarter. During this consultation it will be determined if a Student Success Team meeting will be scheduled.
- A Student Success Team process will begin and a meeting will be held with the principal, teacher/s, and parents to advise of the possibility of withdrawal for academic reasons, and to discuss possible remedial actions and educational alternatives. It shall be the responsibility of the principal to provide a copy of the recommendations to the parents.
- Follow-up SST meetings are held with the parents to evaluate academic progress of the students.
- The principal makes the final decision (after appropriate consultation with the pastor).
- Ordinarily, the transfer shall occur at the end of the grading period.

## **Transfer On Grounds Of Parental Behavior**

Normally, a child is not to be deprived on a Catholic education or otherwise penalized for actions of parents. However, in rare instances parents may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline as to reduce significantly the school's ability to serve their own children or other children.

In such cases, Diocesan procedures will be followed and may result in the transfer of a child. (Diocesan Policies # 547-549).

## **Expulsion for Academic Reasons**

If the parents of a student will not accept recommended transfer after all procedures cited in Policy *Withdrawal for Academic Reasons*, have been completed, the procedures for (a) notification, (b) SST meetings, (c) written documentation, shall be followed as in cases for disciplinary expulsion. Opportunity for appeal by the parents shall be provided in accordance with the provisions of *Withdrawal for Academic Reasons*.

## **Student to Student Harassment Policy**

The Diocese of San Diego affirms the Christian dignity of every student. It is the policy of the diocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive, or

intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or other personal characteristic.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

Disciplinary action for Harassment will follow the Student Discipline Policies, #540..., in Handbook for Schools.

### **Student Threats Policy And Procedure**

The Diocese of San Diego has revised its Student Threats Policy and Procedure. The following is a summary of the revised Policy and Procedure.

1. Any and all student threats of harm to self or others will be taken seriously.
2. Anyone hearing such a threat shall report it immediately to the principal.
3. The police and parent or guardian of the student making the threat will be immediately notified.
4. The student making the threat will be kept under supervision in the principal's office until the police/parents/guardians arrive.
5. The parent or guardian of any student who has been mentioned as a potential victim and any adult, who has been so mentioned, verbally or in writing, will be immediately notified.
6. The student who has made the threat will work from home and will not be considered for re-admittance to the classroom until the following steps have been completed:
  - a. The principal receives a police report that indicates whether the child will be charged with a crime and assess the child's access to weapons.
  - b. An independent psychiatrist or psychologist conducts a comprehensive mental health evaluation. After obtaining parental permission, the principal will provide the mental health professional with relevant facts concerning the threat and the child's behavior.
  - c. The principal will receive a comprehensive written evaluation; report and treatment plan from the mental health professional that will be shared with legal and administrative personnel who will assist the principal in determining whether the student should be readmitted to the school.
7. If the psychologist or psychiatrist recommends re-admittance and the principal is satisfied with the report, the principal will, after consulting with the pastor and conferring with the parents, decide whether to re-admit the child. The outcome of the investigation, including the police and mental health reports, will be determining factors in the decision on re-admittance.
8. Disciplinary action, including suspension/expulsion will be administered as appropriate.
9. If the student is readmitted to the school, the mental health care professional must, at the principal or pastor's request, provide a written follow-up assessment and evaluation with any recommendation for therapy, counseling or other treatment. Such assessment or evaluation must be provided within thirty days. Cooperation with the recommendations for continuing care will be a condition of re-admittance and continued enrollment.
10. Counseling will be made available to children who are victims of or witnessed the threatening behavior if counseling is deemed necessary and parental permission is obtained.

11. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's disciplinary or academic file.

## **FINANCE POLICIES**

### **Tuition**

In conformity with Diocesan policy, the pastor and School Board establish the yearly tuition schedule in consultation with the principal. Tuition is determined by the cost to educate each student and ordinarily must total at least 75% of the cost per pupil. Projected percentage increases are given by the Diocese, which helps in the preparation of the school budget. (Diocesan Policy #312)

There is a discount given for full payment. Monthly tuition is collected through the FACTS program, which is an automatic withdrawal system. There is an annual fee for this program.

Specific tuition information is given each year at the time of registration or re-registration.

### **Tuition Assistance**

Financial aid is offered to Catholic families who ordinarily are members of the parish of Mary, Star of the Sea Catholic Church who cannot afford to pay 100% of the tuition required each year. (Non-parishioners may seek aid from their own parishes).

No family will be given a full tuition grant; at least a token contribution must be made for each student. All families receiving aid will be obligated to pay the balance of tuition and fees not covered by aid.

Financial aid resources are limited. Tuition assistance is granted on the basis of proven financial need and is subject to the availability of funds.

The application process for tuition assistance is as follows:

- Applications for tuition assistance are available at the school office.
- Completed applications and supporting documentation are to be submitted to the school office.
- A committee of the School Board reviews applications. However, the principal and pastor make the final decision.
- Applicants will be notified in writing concerning the disposition of their application.

## **OTHER GENERAL INFORMATION**

### **Extracurricular Activities**

Extracurricular activities are offered at Stella Maris, as opportunity and supervision are available. The school participates in the Diocesan Parochial League in a variety of sports. There is also an after school sports program for grades 4-8 conducted by a faculty member. Students must have attended school that day in order to participate in after school activities.

Any student earning an "NI", (Needs to Improve) in Responsible Behavior will be ineligible to participate. Academic eligibility is determined by guidelines of the Parochial Athletic League, but may be superseded by the Principal.

The purposes of after school sports programs are:

- To teach sportsmanship
- To overcome tendencies toward excessive competition
- To acquire ability and physical coordination
- To learn to keep rules
- To practice self-control  
(Diocesan Policy #654)

### **Student Council**

The Student Council is comprised of students in grades 5-8. Candidates campaign and elections are held in the spring. The student body (grades 3-7) elects the new council, which begins the new term in September. Those students running for office must maintain a 85% or higher overall average and have "VG" or better in Responsible Behavior. Those running for office must also be registered for the upcoming school year.

### **Extended Care Program**

A before and after school child care program is offered to Stella Maris families.

Before Hours are 7:00-8:00 a.m. and is located in the Gathering Hall.

After school hours are 3:15-6:00 p.m. on regular school days and 12:30-6:00 p.m. on minimum days. Parents may utilize the program regularly or on a periodic basis. After school care is located in the Junior Yard.

**It is imperative that all children be picked up before 6:00 p.m. Starting at 6:00, parents will be charged \$1.00 per minute for late pick-up.**

Parents who are habitually late will lose the privilege of using the Extended Care Program. Parents will be billed monthly for all Extended Care fees incurred.

## Library

Students needing to do research, check out books, or take Accelerated Reader quizzes may come to the library before school, after school or at recess if the librarian is present. Books are checked out for a two-week period and may be renewed as needed.

## Parties

Classroom parties are allowed at certain times of the year as planned by teachers with the assistance of room parents.

## Birthdays

A simple treat to share with classmates may be brought to the school office by 10:00 a.m. for your child's birthday with classroom teacher approval. These may be distributed at recess, lunch or 3:00 p.m., at the teacher's discretion. In addition, the child may have non-uniform privileges for the day. Healthy treats that meet the class allergy guidelines are encouraged! ***Please see Birthday Treat Policy (see attached).***

**Invitations to birthday celebrations off-campus may not be distributed at school unless each student in the class receives one, or if it is an all-boys party unless all of the boys are invited, or if it is an all-girls party unless all of the girls are invited.**

## Cell Phones / Electronics

Cell phones are not to be used on campus. If a student in grades TK-5<sup>th</sup> grade has a cell phone, it needs to be kept in his/her backpack and the power turned off. Students in grades 6-8 will turn in their phones to the teacher for safekeeping until school is dismissed. No electronic games or music players are allowed. If used on campus, cell phones or other electronics will be confiscated and parents will need to retrieve the item(s) from the office. The use of electronic devices (including iPods and e-books) is allowed if specified by individual teachers.

## Lunch / Playground Rules

No low-nutritional food may be sold in elementary schools through a vending machine, at a cafeteria or by any other means of direct sale during regular school hours. (Diocesan Policy #379).

Please support a healthy diet for children and provide lunches that are nutritious. Soda, candy and gum are not allowed. Glass containers are not allowed. No "Fast Food" may be brought in. Forgotten lunches may be brought in to the office to be delivered to the classrooms. Do not bring lunches directly to the classrooms.

All students must remain seated while eating. Proper manners and courtesy are expected at all times. Tables are to be cleared of any debris when finished and lunch bags/boxes must be put in the proper place before going to play.

Students must stay in the areas assigned. No student may enter a classroom during recess without a teacher's permission. If play equipment goes out of the yard, the playground supervisor will retrieve it. Teamwork and cooperation are expected at all times on the playground.

Sunscreen is recommended for all outdoor play.

### **Hot/Cold Lunch**

Hot/cold lunch is available for purchase on all full days of school, i.e. Monday through Thursday, unless it is a minimum day (12:30 dismissal).

Chicelunch is the approved provider of our hot/cold lunch program. [www.choicelunch.com](http://www.choicelunch.com)

### **Milk Program**

Milk is available to students who sign up at the beginning of the year. White or chocolate milk is offered. Order forms are available in the school office or on the web site.

### **Traffic / Safety Regulations**

School hours are from 8:00 a.m.-3:00 p.m. **Students arriving prior to 8:00 a.m. should go directly to the school office for Before School Care. Also, if children are not picked up by 3:15 p.m., they will be sent to the Extended Care program and families will be billed accordingly.**

Parents need to support Stella Maris policy and make the necessary arrangements to ensure that children are well supervised.

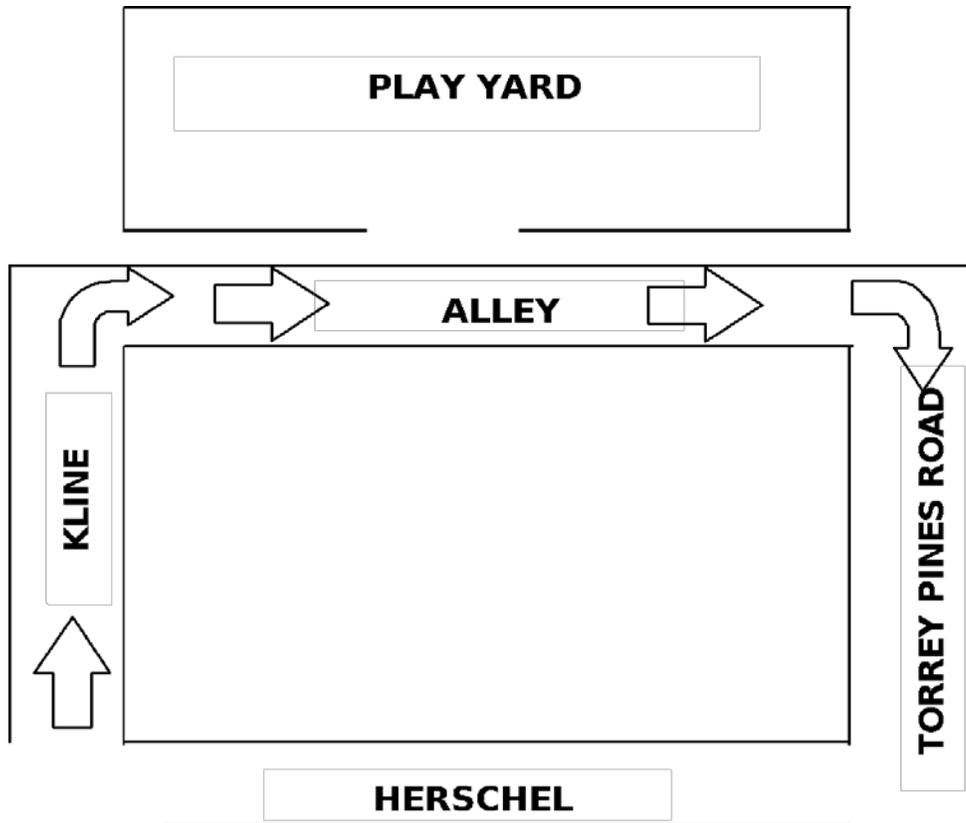
### **Before and After School Pick-Up**

No student shall leave the campus until a parent or an approved adult has come for him or her. Only those students holding a "Walking Pass" may leave campus unaccompanied. A Walking Pass may be issued to students in grades 6-8 with a parental authorization on file in the school office. The walking pass must be kept in the students' backpack at all times.

At dismissal time, the students in the Junior Yard will remain sitting in class lines until the parent or another approved adult comes to the gate and the supervisor releases the student. The students in the Senior Yard will remain in the senior play yard in class lines until an approved adult comes to the gate or alley and the supervisor releases the student. The exception to this will be students with a walking pass, or students with a younger sibling or carpool group picking up from the Junior Yard. These students will wait together with a faculty member in the lower senior yard and then proceed over to the Junior Yard for pick-up. Any students not picked up from the Senior Yard by 3:10 will proceed over with a faculty member to the Junior Yard to be checked in for Extended Care.

**Procedure for Before and After School Pick-Up**

The procedure for automobile pick-up from the senior play yard will be for the cars to line up on Kline Street and proceed through the alley between the senior building and the play yard. **Please do not attempt to turn left into the alley from Kline Street.** The students will be loaded into the cars and the cars will continue through the alley to Torrey Pines Road. **Please do not turn left out of the alley onto Torrey Pines Road** as this will slow down the dismissal procedure. Your assistance in keeping our students safe is greatly appreciated.



**STELLA MARIS ACADEMY UNIFORM REGULATIONS  
ALL UNIFORM ITEMS AVAILABLE AT DENNIS UNIFORMS**

PLEASE MAKE SURE ALL CLOTHING IS LABELED WITH STUDENT'S NAME.

**GIRLS DAILY UNIFORM**

**SKIRTS/SKORTS/SHIFTS**

Christopher Plaid shift/dress (TK-3), skort, or skirt  
Skirts are to be no shorter than 2" above the knee.  
Shorts must be worn underneath skirt of shift

**PANTS/SHORTS – (NO CARGO POCKETS)**

Navy Blue Pants/Walking Shorts (TK-6)  
Khaki Pants/Walking Shorts (7-8)

**SHIRTS – (SMA LOGO REQUIRED)**

TK: Navy blue short or long sleeve polo  
K-8: Solid white short or long sleeve polo  
7th graders may wear yellow polo  
8th graders may wear dark green polo

**Shirts must be tucked in at all times**

**SWEATSHIRT – (SMA LOGO REQUIRED)**

Navy blue crew neck or hooded sweatshirt  
Navy blue fleece Zip Front Jacket

**SOCKS (NO LOGOS OR DESIGNS)**

White crew or knee socks, plain or cable knit tights

**SHOES (NO LOGOS) - (Low top only)**

Solid white lace up athletic shoes with white laces

**GIRLS MASS/FORMAL UNIFORM (K-8 only)**

Any part of the Mass/Formal Uniform may be worn with the daily uniform

**SKIRTS/SHIFTS**

Christopher Plaid skirt (K-8) or shift (K-3)

**BLOUSE - (SMA LOGO REQUIRED)**

White blouse w/Peter Pan collar with logo on left sleeve

**TIE** – Navy Blue crossover tie

**BOYS DAILY UNIFORM**

**PANTS/SHORTS – (NO CARGO POCKETS)**

Navy Blue Pants/Shorts (TK-6)  
Khaki Pants/Walking Shorts (7-8)  
NO CARGO POCKETS  
Grades 6, 7 & 8 plain black/brown belt required

**SHIRTS – (SMA LOGO REQUIRED)**

TK: Navy blue short or long sleeve polo  
K-8: Solid white short or long sleeve polo  
7th graders may wear yellow polo  
8th graders may wear dark green polo  
**Shirts must be tucked in at all times**

**SWEATSHIRT – (SMA LOGO REQUIRED)**

Navy blue crew neck or hooded sweatshirt  
Navy blue fleece Zip Front Jacket

**SOCKS (NO LOGOS OR DESIGNS)**

White or navy blue crew (mid-calf) length

**SHOES (NO LOGOS) - (Low top only)**

Solid black lace up athletic shoes with black laces

**BOYS MASS/FORMAL UNIFORM (K-8 only)**

Any part of the Mass/Formal Uniform may be worn with the daily uniform

**PANTS – (NO CARGO POCKETS)**

Navy Blue Pants (K-6)/Khaki Pants (7-8)  
Grades 6,7 & 8 plain black/brown belt required

**SHIRT** – White long sleeve button down dress shirt

**TIE** - Navy Blue Neck Tie or Clip-on Tie

*Girls' Mass Uniform cont'd.*

**SWEATER - (REQUIRED) - (SMA LOGO ONLY)**

Navy Blue V-Neck Cardigan, Pullover or Vest

**SOCKS** - White knee socks only

**SHOES** – Black/white saddle shoes or black low heel Mary Janes (no higher than 1"). If student has PE on Mass Day, athletic shoes should also be brought to school.

*Boys Mass Uniform cont'd.*

**SWEATER - (REQUIRED) - (SMA LOGO ONLY)**

Navy Blue V-Neck Cardigan, Pullover or Vest

**SHOES** – Black or Brown dress shoes. If student has PE on Mass Day, athletic shoes should also be brought to school.

**JACKETS/COATS**

Navy blue only

Jackets may be worn over the uniform while outside in cold weather.

**RAIN GEAR**

Navy blue, black, white or yellow

**HAIR**

Conservative style and clean

No bleach or dyes

Boys' hair should be cut above the ear, above the collar and out of the eyes. Girls' hair needs to be pulled back for PE.

**HAIR ACCESSORIES**

**Solid** Navy blue, dark green, black or white; Christopher plaid

**JEWELRY**

1 pair of earrings, stud style only.

One bracelet, one necklace

One watch

One ring per hand

No earrings for boys

**NON-UNIFORM REGULATIONS FOR GIRLS AND BOYS**

Clothes are to be fitted, modest, clean and presentable – not baggy, low-rider or rolled up; dresses, skirts and shorts are to be no shorter than two inches above the knee. **ATHLETIC SHOES ONLY.** The same jewelry, make-up and hair (but not hair accessory) rules as listed apply to non-uniform days.

**Students are expected to be in proper uniform at all times (exceptions will be noted). Clothes and shoes are to be fitted, modest, clean and presentable – not baggy, low rider or rolled up; dresses, skirts and shorts are to be no shorter than two inches above the knee; shirts must be tucked in at all times.**

## Senior Yard Uniform Policy

### A OUT OF UNIFORM

- 1 A student who is out of uniform will be issued an “Out of Uniform Citation”. Citation must be signed by the parent and student and returned by the student on the following day. Attached to the citation must be a letter written by the student describing non-compliance of uniform regulation and expressing a sincere commitment to follow the rules in the future. This letter is to be signed by the parent and student. Failure to return the uniform citation and letter will result in a Behavior Citation.
- 2 Student will be required to wear regular uniform on the next Non-Uniform day.
- 3 Student will lose recess and lunch recess that day.

### B MAKE-UP

- 1 A student who wears make-up to school will have to go to the bathroom to wash the make-up off her face.
- 2 A copy of the Dress Code Policy will be sent home for parents to sign and student to return on the following day.
- 3 Student will be issued “Out of Uniform Citation”. Citation must be signed by the parent and student and returned by the student on the following day. Attached to the citation must be a letter written by the student describing non-compliance of uniform regulation and expressing a sincere commitment to follow the rules in the future. This letter is to be signed by the parent and student. Failure to return the uniform citation and letter will result in a Behavior Citation.
- 4 Student will lose recess and lunch recess that day.

### C HAIR POLICY FOR BOYS: Hair must be cut above the ears, eyebrows, and collar in order to present a clean-cut look.

Non-compliance will result in the following actions:

- Student must take home a Hair Policy Form to be signed by the parents and returned the following day. Student will have one week to comply with the policy.
- If after one week there is no compliance, the student will be sent to Mrs. Lowell.
- Parents will be called. The student will be sent home until he has received a haircut complying with the policy
- Before student can be re-admitted to school, parents must meet with Fr. Jim and Mrs. Lowell to discuss school policy.

## *Stella Maris Academy Policy: Birthday Treats*



### Did you know?

If every student in an average-sized SMA class were to bring iced cupcakes on his or her birthday, each student would be consuming **over 2.5 pounds of sugar each year** in birthday treats alone!

Healthy eating is essential for the psychological, physical, and educational growth of school-aged children and prevention of diet-related health problems including obesity, heart disease, cancer, and diabetes.

We understand that many students enjoy sharing special treats with their classmates on their birthdays! Please support a healthy diet for children when providing birthday treats. In the past, sugary treats have distracted students from eating their healthy lunches in the afternoon and have caused avoidable “sugar rushes” and subsequent “crashes” that make learning difficult.

#### General Guidelines

- **All birthday treats will be dropped off before 10 A.M. in the office.** No parent or guardian is permitted to deliver items of any kind to students during school hours. All such items must be given to the office.
- Birthday treats are optional and not required. Students are expected to use appropriate social skills and not pressure their peers to bring in treats on their birthdays.
- Students may offer treats to students in their class only.
- Snack size must be appropriately sized and limited to one serving per student. (See nutritional label for suggested serving size)
- In the case that a student brings in a snack that is listed as “unacceptable,” the snack will not be provided to the class.
- Please see your child’s homeroom teacher regarding the policy for summer birthdays.
- No party favors, balloons, or decorations, please.

Please see other side for suggested snacks as well as a list of unacceptable items. Thank you for contributing to a healthy learning environment for Stella Maris Academy students!

Sincerely,  
Patricia Lowell  
Principal



### Suggested Snacks

- Pre-sliced fruit or vegetable plates/kabobs (any dips offered may not be classified under “unacceptable snacks” below)
- “Gogurt,” frozen overnight to ensure freshness
- Packaged dried fruit or fruit snacks
- Crackers, pretzels, or baked chips (Goldfish, Baked Lay’s, yogurt covered pretzels, popcorn, animal crackers, or trail mix without peanuts)
- Whole grain muffins or biscuits (no icing or added sugars)
- Fruit juices with no added sugars
- All snacks must be individually packaged and ready to serve
- A Google search for “healthy birthday snacks” yields many ideas for creative baked goods and treats!

### Unacceptable Snacks

- Treats that include peanuts or peanut products (out of respect and safety for students with serious peanut allergies)
- Treats in which a form of sugar is the first ingredient listed in the nutritional information (look for less than 10 grams of sugar per serving)
- Treats high in fats or saturated fats (look for less than 7 grams of fat or 4 grams of saturated fat per serving)
- Chocolate or candy, including gummy candies
- Fried food
- “Fast food”
- Chips
- Soda of any kind
- Pastries (cupcakes, doughnuts, cookies, etc.)
- Any type of frozen treat (the office cannot provide freezer space for these items, and they may not be stored in the junior or senior yards)



\*Teachers / administration may use their own discretion to decide if a treat does not meet the general guidelines listed above. If you are unsure if a treat is appropriate, please contact the homeroom teacher **before** sending the snack to school!

## **Stella Maris Academy's Computer Acceptable Use Policy, Computer Responsibility Contracts, and School and Teacher Web Site Permission**

Stella Maris Academy affords its students access to computers and the Internet in order to prepare them to meet the challenges of a society that is becoming increasingly dependent upon technology and to enable them to take advantage of the research and educational resources available on the Internet.

Every sixth through eighth grade student utilizing the computers and accessing the Internet at school must sign the Student Computer Responsibility Contract set forth below. The parent or guardian of each student in grades TK through 8 must likewise sign the Parent or Guardian Computer Responsibility Contract hereinafter set forth. Parents or guardians should discuss acceptable and unacceptable uses with their children in all grades in terms appropriate to their grade level. The signatures at the end of this document are binding and indicate that the parties who have signed it have read the document's terms and conditions carefully and understand their significance.

### **Acceptable Use**

Student use of the computers and the Internet at Stella Maris Academy is intended to, and must, be consistent with and promote the educational objectives of the school. Use of the computer is restricted to only those programs and web sites authorized by the instructor.

### **Unacceptable/Prohibited Use**

Unacceptable use of computers includes, but is not limited to, any activity involving pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and identity theft.

Unacceptable use of computers also includes the unauthorized changing of hardware or software settings, downloading, adding, deleting or moving files, folders or icons and the unauthorized accessing of any other students' folders.

Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including without limitation, the introduction of "viruses" or pirated software is unacceptable and strictly prohibited.

The distribution or transmission of the following is also unacceptable and strictly prohibited:

- a. Any and all information that violates or infringes on the rights of any other person;
- b. Any and all defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
- c. Any and all advertisements, solicitations, commercial ventures or political lobbying;
- d. Any and all information that encourages the use of controlled substances or

the use of the system for the purpose of inciting or committing a crime;

e. Any and all material that violates copyright laws.

Transmission of any material in violation of any federal or state law is prohibited.

### **Network Etiquette**

The use of the Internet requires the user's adherence to accepted rules of network etiquette, including, but limited to, the following:

a. *Be Polite*: Do not send abusive messages to anyone.

b. *Use Appropriate Language*: In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly prohibited.

c. *Maintain Privacy*: Do not reveal the personal address or phone numbers of yourself or other persons.

e. *Respect Copyrights*: All communications and information that is accessible on the network should be assumed to be the property of the author and should not be used without his/her permission.

f. *Do Not Disrupt the Network*: Do not use the network in a way that would disrupt the use of the network by others.

### **Privileges**

The use of computers and the Internet at school is a privilege, not a right.

**Unacceptable use may result in cancellation of computer and Internet privileges at school and/or other consequences.** The principal will ultimately decide whether a particular use is unacceptable and will determine what consequences to apply. The principal's decisions in this regard are final.

**STUDENT COMPUTER RESPONSIBILITY CONTRACT**

*(To be signed by students in grades 6 through 8.)*

Please read the Stella Maris Academy Computer Acceptable Use Policy set forth on pages 1 and 2 of this document. This is a contract and must be signed by you before you will be given access to the Internet at Stella Maris Academy.

I understand and will abide by the terms and conditions for access to the Internet at Stella Maris Academy as set forth on pages 1 and 2 of this document. I understand that the signatures on this document are binding and indicate that the signing parties have read the document's terms and conditions carefully and understand their significance.

I further understand that any violation of these regulations is unethical and that some actions could constitute a criminal offense. Should I commit any violation, my computer and Internet access privileges may be revoked, school disciplinary action will be taken against me and appropriate legal action will be considered.

Student User's Name (please print) \_\_\_\_\_

Student User's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT OR GUARDIAN COMPUTER RESPONSIBILITY CONTRACT**

*(To be signed by parents/guardians of all students grades K through 8.)*

As the parent or guardian of \_\_\_\_\_, I have read the terms and conditions of the Stella Maris Acceptable Use Policy set forth on pages 1 and 2 of this document.

I understand that access to the Internet at Stella Maris Academy is designed for educational purposes and that Stella Maris Academy takes precautions to restrict student access to controversial materials. However, I also recognize that it is impossible for Stella Maris Academy to make all controversial materials inaccessible and I will not hold the school, and/or its agents or employees, responsible for materials acquired on the network.

I hereby give my permission for the student named above to have access to the Internet at Stella Maris Academy.

Parent or Guardian (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Go to reverse side (page 4) for School and Teacher Web Site Permission**

## SCHOOL AND TEACHER WEB SITE PERMISSION

The school maintains a Web site, <http://www.stellamarisacademy.org>, about activities at the school, and many teachers maintain Web sites about classroom and other school activities. The sites are intended to inform and build school community. These sites may contain photographs of the students or samples of their work with your permission. The photos or samples do not include a student's last name. Examples include photos of parochial and intramural sports, classroom activities, Masses, field trips, science labs, assemblies, and other school related activities. The sites are available to the public. Please indicate your consent to have your student's photographs or work samples displayed on the school Web site and/or teacher Web sites by signing below.

I hereby give my permission for the student(s) named below to have his or her photographs and/or work samples displayed on the Stella Maris Academy Web site and the Web sites of teachers at Stella Maris Academy.

Student(s) (please print) \_\_\_\_\_

Parent or Guardian (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_