

**Saint Mary Interparochial School**  
**Fifth and Locust Streets**  
**Philadelphia, PA 19106**  
**215-923-7522**  
**CARES 215-923-3708**  
**FAX 215-923-8502**  
**Email: [stmary@cavtel.net](mailto:stmary@cavtel.net)**  
**Website: [www.saintmarys.us](http://www.saintmarys.us)**

### **PHILOSOPHY OF SAINT MARY INTERPAROCHIAL SCHOOL**

Founded in 1782 to educate the children of middle class Philadelphians, Saint Mary Interparochial School exists today to teach children how to live and work as Catholic Christians in the twenty-first century. Saint Mary, an elementary school of the Archdiocese of Philadelphia, assists children in finding their niche in today's world by cultivating their religious, academic, and service potential. All of this is accomplished within the context of the Gospel message of Jesus Christ, the Master Teacher, the foundation of all learning at Saint Mary Interparochial School.

Our school is part of a community of faith, which includes the home, where parents/guardians are the primary educators. Within this community of faith, we hope to nourish the spiritual development of each child. Our strong belief in the Gospel message of Jesus allows this community of faith to develop. Through active worship and prayer, students and teachers work together to practice the lessons of Jesus. This spirit of Jesus allows us to live the Gospel message through our service to others in our school and our community.

Educating the whole child within this Gospel context is a task undertaken by faculty and staff alike. The spiritual development of each child is the focus of each day's lessons and interactions. From this religious foundation, the academic and social pieces grow. Children are provided with many opportunities to pray for, to achieve with and to serve faithfully the school and neighborhood communities.

As an educational institution, Saint Mary Interparochial School strives to provide an outstanding academic program for its students. The curriculum is based on the Archdiocese of Philadelphia Guidelines and is further enhanced by the faculty to ensure that it meets the needs of our student population. The principal and faculty work together to determine which teaching strategies will maximize individual performance. We emphasize the teaching of basic skills, problem solving strategies and reading and writing across the curriculum. At Saint Mary, we want to provide each student with the skills that will be the foundation for their continued success as lifelong learners.

The Saint Mary Interparochial School teachers are firmly rooted in our call as Catholic educators. We believe in the message of Jesus and serve as role models for the students in conveying that message. Each of us views the school as an integral part of the larger Catholic Church and as such we regard ourselves as dynamic instruments who collaborate, support and challenge one another. The members of our school community take a positive view of the efforts of one another and support those efforts through cohesive actions. The spirit of Saint Mary Interparochial School is one of living out our Baptismal call – to love, honor and serve God through His children.

## ADMISSION

Saint Mary School provides a quality Catholic education for the following groups of children:

- Category One: Catholic students from parishes in Philadelphia South, which have no parish school. **A letter of permission from the pastor of the home parish is required for registration.**
- Category Two: Catholic students from parishes which have a parish school but who wish to attend St. Mary Interparochial School because of its unique history and location. **A letter of permission from the pastor of the home parish is required for admission.**
- Category Three: Others desiring a Catholic education as space allows. Class size is 30 students maximum.

Children from Category One parishes who meet eligibility requirements shall be admitted first. Other children who meet the eligibility requirements may be admitted to the school at the discretion of the Principal only if these children meet the standards of admission and can be accommodated.

Standards for Admission:

- ✓ **A baptismal certificate** from the parish of Baptism, if Catholic;
- ✓ **A birth certificate;**
- ✓ **An immunization record** with all immunizations required by the Commonwealth of PA clearly marked;
- ✓ **A letter from child's pastor** granting permission to attend, if Catholic;
- ✓ **Current transcripts, report cards, and results of all testing** for students being considered for Grades 2 – 6.
- ✓ **Students in grades 7 and 8** are admitted only at the request of one of the pastors on the Advisory Board and after being interviewed by the principal. Transcripts, report cards, and testing results are also required for admission.
- ✓ **Kindergarten students must be 5 years old by September 1 of the admission year.**
- ✓ **Entry age for Grade 1 is 6 years old by September 1 of admission year, and so on.**
- ✓ **Custody papers,** if applicable.

## ABSENCES

Regular school attendance impacts positively on a child's academic development. Parents/Guardians must notify the school when their student is absent. You may leave a message on voicemail at any time (215-923-7522).

**A student who has been absent from school is required by Pennsylvania law and by school policy to bring a written note upon his/her return signed by parents or guardian stating the reason for his/her absence.** An alternative is to have the attending physician fax a notification to the school office (215-923-8502). The notes are kept on file by the homeroom teacher during the entire school year. For absences that extend beyond three days, a doctor's certificate is required.

If a student sickness occurs during the school day, parents will be notified and the child may be picked up at the school office. In order to arrange for assignments of children who are absent due to illness, kindly call the school office before 10:00 a.m. This work may be picked up at the school office no earlier than 2:00 p.m. It is the responsibility of the student to complete work and tests that have been missed due to absence. Work

given during an illness or vacation must be complete in a timely manner. (All assignments are available through a link to [www.schoolnotes.com](http://www.schoolnotes.com) through our website.) Please do not send your child to school if he/she is ill.

### **BUSES**

Children in grades 1 – 8 are provided bus transportation through the School District of Philadelphia. This is a service that is offered to our students. **Any child who deliberately disregards the directives of the bus driver or who cannot abide by the rules of the bus will be suspended from riding the bus.**

Good behavior demands that:

Children get on and off the bus in a safe and orderly manner;

Children remain seated when the bus is in motion;

Children may not engage in any activity which might disturb the driver or be dangerous to themselves or to other students riding the bus.

Contact the bus company if there are problems occurring with pick-up, drop-off, or conduct on the bus.

### **CAFETERIA**

The cafeteria is a place where good social skills can be developed. Here each student is expected to practice general rules of good manners – the same manners a child uses at home. Some simple rules of courteous behavior are:

- Observing good table manners
- Leaving the table and surrounding area clean and orderly. Paper napkins or paper towels are to be part of a child's lunch kit.
- Remaining seated while eating and using “inside” voices to talk with friends at the table.
- Not wasting food.
- Being polite to the staff and any aides who work in the lunchroom.
- **\*\*\*\* No glass bottles. Soda is not permitted. \*\*\*\***

Hot lunch is served M – W- F from mid-September to mid-May. All students may purchase hot lunch. Orders are placed a full week in advance and must be accompanied by payment. Any lunches that have been forgotten may be left at the school office. Student's name and grade should be written on the bag or box. We will notify you if your child is not eating the lunch you send in or the hot lunch that you purchase.

Pretzels are sold at recess each day. Juices are not permitted in the classrooms – bottled water only at recess.

Once a month, cupcakes are sold to support our sports' teams. Cupcakes cost \$.50 each. Notice of the sale will be given in the monthly newsletter. When cupcakes are sold, pretzels are not sold that day.

### **CHANGE OF ADDRESS OR PHONE**

Please inform the homeroom teacher and school office in writing as soon as you have a change of address and/or phone number. All records will be changed accordingly. Two accurate emergency numbers also should always be on file in the office.

### **CONDUCT AND CONSEQUENCES**

St. Mary Interparochial School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer or cell phone), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. St. Mary Interparochial School does not actively monitor student use of technology outside of school. While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. We are partners with parents in their children's education. We will notify parents of concerns about student life or behavior, even when not in school.

### **CURRICULUM**

The curriculum content for all subjects is standardized throughout the Archdiocese of Philadelphia. The skills and areas for instruction are contained in the curriculum guidelines which are presented according to grade level. These guidelines are prepared by members of curricula committees through the archdiocese and are updated periodically based on educational research. Textbooks used are approved according to their adherence to our Catholic values and the curriculum content. Each student and his/her parents are required to sign an agreement each year, promising to observe all St. Mary protocols while using the internet.

Trimester academic and developmental reports are distributed to all grades, K – 8. Progress reports are made regularly by teachers consistent with the grade level of the students. Parent/teacher conferences are held at the time of the first progress reports and/or report cards. Parents are encouraged to contact the school for an appointment with the teacher to discuss progress at any time.

### **CUSTODY ISSUES**

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of custody decrees. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. **To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in our school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody.** This Court Order/Custodial Agreement is placed in a confidential file.

## **DISCIPLINE CODE**

Students are expected to comply with school policies and directives and must be respectful, courteous, and attentive to the teachers. They must also be considerate of classmates. Our rule of discipline is based upon the law of love as quoted by St. John's Gospel, "Love God with your whole heart, mind, body and soul", "love your neighbor as yourself."

At times, detention may be required. Parents will be contacted by the teacher for episodes of misconduct or incomplete assignments and/or refusal to take responsibility. It is the student's responsibility to give detention information to parents prior to the detention.

Suspension may be imposed upon any student who deliberately and repeatedly disrupts a class making it difficult for others to learn, who is disrespectful to a teacher, or who harasses, bullies, or torments another student. Suspension may be imposed on a student who has merited more than three detentions for disciplinary reasons in a single trimester. (This means a child has accrued fifteen demerits in a trimester.) Suspension occurs after the family has been contacted regarding the problem. Suspension requires that the child be removed from school for two/three days. There will be assignments to be completed at home. After suspension, the child and his/her parents must report to school for a meeting with the principal.

The following infractions will warrant immediate suspension:

- Possessing or carrying a weapon;
- Dangerous behavior on the school bus;
- Using or possessing alcohol or drugs;
- Smoking on school grounds, possession of tobacco or tobacco products;
- Destruction of property;
- Deliberate lying or slander about a faculty member or another student;
- Purposefully missing detention;
- Truancy;
- Fighting and/or inappropriate language;
- Theft;
- Forgery;
- Cheating on tests and quizzes;
- Harassment/threats directed toward any member of the school community;
- Inappropriate use of technology, including cell phone, text messages, internet, etc.;
- Leaving school property without permission.

After two suspensions, a student is eligible for dismissal from school. Parents will be informed that such a decision is under consideration and they will be involved in the discussions with the teacher, principal, and pastor.

## **DRESS CODE**

The school uniform is to be worn by all students, grades K to 8, starting on the first day of school in September until the last day of school in June.

**FALL/SPRING UNIFORM (Opening day until October 31 – Easter until last day) – THIS IS AN OPTIONAL UNIFORM. If it is worn, however, all parts of the uniform must be worn.**

**BOYS AND GIRLS:** Navy blue walking shorts – not Dickies -- to the knee --- no cargo shorts  
White knit golf shirt – tucked into shorts -- with St. Mary Interparochial logo  
Black belt  
All white socks that cover the ankle and plain, low-top white sneakers with no markings on them.

### **WINTER UNIFORM**

**BOYS:** Navy blue pants with black belt  
White shirt with plaid tie or  
White turtleneck with no tie  
Prescott red sweater or sleeveless vest  
Prescott red blazer (optional)  
Black oxford (tie) shoes, not boots

**GIRLS:** Plaid jumper  
White blouse or white turtleneck  
Black, navy or maroon socks or tights  
Black, navy or maroon oxford (tie) shoes  
Prescott red sweater or vest  
Prescott red blazer (optional)

Children in grades 5 – 8 may wear **black** sweater or sleeveless vest if they wish.

### **GYM UNIFORM**

**ALL STUDENTS:** Gray shorts and tee shirt with St. Mary Storm logo  
Gray sweat pants and sweat shirt with St. Mary Storm logo  
White socks that cover the ankle and white sneakers

Hair is to be a reasonable style and length. Hairstyles that are distracting may not be worn to school. Jewelry is out of place except for religious medals. Post earrings are permitted. Make up and colored nail polish and fake nails are not permitted.

SAINT MARY  
Interparochial School

### **ELECTRONICS -- CELL PHONES**

Students are not permitted to bring any hand-held electronic toys, beepers, pagers, CD players, Walkman, etc. into school on any day. If a student does bring this type of equipment into school and is using it during the school day, it will be taken from him/her. It will be returned to a parent/guardian in June.

Cell phones are almost necessary equipment these days. During the school day and at CARES, however, cell phones are to be turned off and are to be in a child's school bag. There is no reason for a child to have a cell phone on his/her person or in his/her desk during school hours. **All phones are to be turned off at all times in the school building.** If a child violates this procedure, the cell phone will be taken and will be returned to a parent after meeting with the principal.

### **FIELD TRIPS**

Field trips are encouraged to expand the curriculum and add enrichment to the school program. The school's geographical location gives access to many cultural, social, and historical sites. Written permission from parents, including insurance information, is required for children to participate in trips. We encourage parents/guardians to give blanket permission for walking field trips in our immediate neighborhood.

While we wish all children to benefit from these trips, the principal and the homeroom teacher reserve the right to deny permission to leave the school building to any student who has demonstrated a history of non-cooperation with authority.

### **FIRE DRILLS AND EMERGENCY EVACUATIONS**

Fire drills, emergency evacuation drills, and shelter in place drills are conducted at least ten times during the school year within school hours to insure safety for the students in evacuating the building and moving to another location in case of fire or other emergencies.

### **HEALTH CONCERNS**

All students are required to be fully immunized in accordance with the requirements of the Commonwealth of Pennsylvania and the City of Philadelphia in order to be admitted to St. Mary Interparochial School.

A school nurse is provided by the school district according to enrollment. The nurse is responsible for checking the vision, height, weight, and hearing of the children in school and for making necessary referrals to parents when problems are found. The nurse also teaches safety and good health skills and maintains health and medical records for every student.

If your child has a specific medical problem, it should be made known to the teacher and the nurse each year. Physical and dental examinations are kept according to requirements of the State of Pennsylvania. St. Mary School complies with all regulations with regard to the dispensation of medicines and requires parents to do the same. Please contact the school nurse if you are unfamiliar with these regulations as they vary from year to year.

## **HOME AND SCHOOL ASSOCIATION**

All parents are invited to join the Home and School Association. General meetings are held six times a year at the school. The organization aids in educating parents about school programs, special events, and participation in the school community. Discussion of general school issues is encouraged. Committee chairpersons are always in search of members. Some examples are fundraising, socials, public relations, etc.

Criteria for Home and School executive board candidates:

- Candidate must have one or more students currently enrolled in the school;
- Candidate must be a dues-paying member of the organization;
- Candidate must have a letter from his/her religious leader indicating that he/she is registered and active in the church;
- Candidate must have a new clearance from Child Protective Services and the PA State Police or the FBI if not born in PA;
- Candidate must write a letter stating that he or she is in agreement with the mission and philosophy of the school;
- Candidate must make a written declaration by May 1 to the nominating committee of the Home and School that he or she would like to hold office.
- All other paperwork should be completed by May 31.

## **HOMEWORK**

Homework, which includes both written and study assignments as well as research projects is intended to expand and reinforce learning concepts presented in class. Assuming the responsibility for completing homework assignments is part of the maturing process of growing child. In the beginning years, the parent must accept total responsibility for the quality of the home assignments. As the child progresses into grades 3, 4 and beyond, he/she should begin gradually to assume greater personal responsibility until he/she arrives at the stage where he/she accepts full control and therefore responsibility for the work assigned.

Parental interest and care about progress should never disappear. The following is a guide for how much time should be allotted for home study assignments:

- Grades 1 and 2 – 20 minutes
- Grades 3 and 4 – 40 minutes
- Grades 5 and 6 – 60 minutes
- Grades 7 and 8 – 80 minutes

Even though your child completes homework at CARES, we ask you to review the assignments at home. Check website for assignments each day.

## **HOURS OF OPERATION**

Children who walk or are driven to school in private cars should report between 7:45 and 8:05 a.m. The school doors do not open until 7:45 a.m. It is extremely dangerous for anyone dropping off or picking up a student to stop in the middle of Locust Street. Please pull over to the curb.

School begins at 8:10 a.m. with prayer. After 8:10 a.m., a student is considered late for school. Children who are late must receive an admission slip from the school office. Lateness due to doctor/dental appointments or difficulties in school bus transport is excused. A pattern of lateness is detrimental to a student who wants to be successful in his/her school life. After three unexcused late arrivals, a student will serve a 7:30 a.m. detention with the principal.

Kindergarten dismissal is at 2:30 p.m. each day. If your child is not picked up at 2:30 p.m., we will put your child in CARES at a cost of \$10 per day. Before your child serves a detention, you must make arrangements with him/her for pickup. If you are not at school to pickup your child after detention, he/she will be sent to CARES at a cost of \$10 per day.

Dismissal for students in Grades 1 – 8 is at 2:50 PM each day. Children not picked up by 3:00 pm will be sent to CARES at cost of \$10/day.

## **LEAVING SCHOOL**

Students are not permitted to leave school during the day because of sickness, appointments, or any other reason without the permission of the principal. When an emergency makes it necessary for a child to leave before dismissal, the student's parent or guardian is required to send a written request for such a dismissal giving the reason for it. Phone calls are insufficient. The student must be picked up at the office.

## **WHAT TO DO IF IT SNOWS!**

**St. Mary Interparochial School subscribes to a phone service called SchoolReach. We will call you, through SchoolReach, with any announcements of closing, late arrival, or early dismissal. It is imperative that we have accurate and current phone contact information for you and your emergency contacts.**

If it starts to snow in the evening or in the early morning hours:

1. Turn on KYW Newsradio (1060 AM) in the morning at 6:00 a.m., or check St. Mary's website.
2. If the announcement is that ALL PUBLIC AND PHILADELPHIA ARCHDIOCESAN SCHOOLS ARE CLOSED, we are CLOSED.
3. If the announcement is that ALL PUBLIC AND PHILADELPHIA ARCHDIOCESAN SCHOOLS ARE OPEN, then we are OPEN.

**If snow starts after the children are in school:**

1. Parents may pick up their children at any time. Call school (215)923-7522 to let us know that you are coming.
2. Listen to KYW Newsradio (1060AM) or www.KYW1060.com to hear if the schools are closing early.

3. If school buses take the children home early, we will make every effort to call you. You and your child should have an emergency plan in the event of early dismissal.

### **LUNCHTIME RECESS**

Lunchtime recess is a time for the children to get outside and enjoy some sun and fresh air and also to socialize while eating their lunch in the cafeteria. It should not be a time for the children to get hurt or to be behaving badly. We have initiated a PINK SLIP system. This lunchtime discipline system is in effect only during the lunchtime period. Our goal is to have roof time and cafeteria time free of injuries or fighting or pushing and shoving.

A copy of a PINK SLIP is attached to the back of this handbook. Pink slips do not affect conduct grades on a child's report card, however, there are consequences for inappropriate behavior during the lunch period. If a child's conduct does not change for the better and the child is issued a total of five slips, he/she will be suspended from the lunch program for one week. During that week, a parent must come to school and remove the child from school for the 40 minute lunch period. At the conclusion of the lunch period, the child may be returned to school for the afternoon session. Should a child receive ten pink slips, he/she will be dismissed from the lunch program for the remainder of the year.

We will also use the PINK SLIP system to inform you if your child is not eating his/her lunch.

We NEED your help at lunchtime. At times, there is one adult with sixty children on the roof; or two adults in the cafeteria while 60 children are eating their lunches. It is most difficult to monitor such a large crowd at any time, but especially at play time. If you are available, please volunteer to help with lunchtime recess. Outside lunchtime is from 11:30 a.m. to 12:30 p.m. each day. We NEED your help.

SAINT MARY  
Interparochial School

### **NATIONAL PARKS**

One of the most beautiful and serene sites that surround St. Mary Interparochial School is the garden of Independence Historical Park. They are tended by the Park Rangers and the Horticultural Society. The gardens contain not just beautiful flowers but also some plants with historical significance. Varieties of roses and trees are descendants of plants brought to Philadelphia centuries ago. It is a matter of great importance then, that we work to preserve this gift.

In that spirit:

- Any student using the gardens between the hours of 8:00 a.m. and 4:00 p.m. must be in the care of his/her parent or a teacher.
- Absolutely no organized games may be played in the gardens.
- Students may not go into the plantings or bushes when permitted in the gardens. They must stay on the sidewalks and grassy areas.
- No paper or trash may be left behind after an authorized use of the gardens.
- Any official activity requires a permit from the Park Rangers.

### **RECEPTION OF SACRAMENTS OF INITIATION**

Saint Mary Interparochial is an Archdiocesan elementary school and is governed by the policies and procedures of the Archdiocese of Philadelphia. Current policy for reception of sacraments states: “Individuals are to receive their First Holy Communion and Confirmation in their own parish Church.” Exceptions may be made for private and special education schools. Since we are an Archdiocesan elementary school, not a parish or private or special education school, we are not able to apply for an exception.

We take the responsibility of preparing students for their reception of the sacraments of Initiation – Holy Eucharist and Confirmation – very seriously, but children will receive these sacraments at their home parishes in the loving environment of their worshipping community.

Parents are asked to notify school after your child has received these sacraments for the first time.

### **SCHOOL LIBRARY**

The library is an important part of the school curriculum. Library materials are accessible to all children from Grades K through 8. Each class visits the school library every week and children are encouraged to borrow one or two books each week from the library. Keeping the library neat and clean, maintaining a respectful silence and obedience to the library personnel, and taking care of library equipment is expected of all students who use the library. **No food or drink is to be brought into the library.**

It is suggested that each child be a member of the Free Library of Philadelphia and make use of reading lists and summer programs offered by the Free Library.

## **TUITION**

Upon registration, all families must fill out forms for a tuition payment plan (Tuition Management System - TMS) based on a time schedule that is convenient for them. Payments are made on a monthly basis and a monthly billing is provided. The first payment is in July and the last is in April. A non-refundable fee of \$100 per family is required at the time of registration. Families who pay the entire year's tuition before July 1 are entitled to a \$200 discount.

The tuition is determined by the budget and approved by the Advisory Board. It is the cost of educating one child for one year. Families with three or more children receive a 50% reduction for the third child registered in St. Mary Interparochial School at one time.

Tuition collections guidelines are as follows:

- By September 1 of each year, two tuition payments must be made to TMS. A STUDENT WILL NOT START SCHOOL IF THESE TWO PAYMENTS ARE NOT MADE.
- By December 1 of each year, five tuition payments must be made to TMS. A STUDENT WILL NOT BEGIN THE SECOND TRIMESTER IF THESE PAYMENTS ARE NOT MADE.
- By March 1 of each year, seven payments must be made to TMS. A STUDENT WILL NOT BEGIN THE THRID TRIMESTER IF THESE PAYMENTS ARE NOT MADE.
- If tuition is not current, students will be excluded from participating in CARES, field trips, report cards.

If your payments are delinquent at these times, your child will be excluded from school. Your payment plan is for ten months; we ask that your payments be made in a timely manner to avoid any unpleasant consequences for you and your child. When you do not honor your contract, you put school in a difficult position.

Tuition Management System - TMS provides a service to withdraw funds from your savings or checking account automatically each month. You may also ask TMS for an automatic credit card payment. You must sign up with TMS for these options.

## **VISITORS**

For safety reasons, the school doors are locked at all times and visitors must ring the bell at Fifth Street for entry. Parents picking up their children from the CARES program after school should use the Locust Street doors after 3:00 p.m. Proper identification is required.

Parents may not walk their children to the classrooms. Teachers and their classes may not be interrupted during the school day. Observations of the class in session may be allowed to a qualified professional with the permission of the principal.

There is a No Smoking area to be observed around the outside of the building.

## **VOLUNTEERS**

Our school makes use of the many skills of dedicated parents and grandparents who volunteer to assist our teachers and administrative staff to work with students: to enrich or reinforce subject matter and skills which have been taught; to sit on the finance committee; to hold office with the Home and School Association; to help in clerical and office work; to assist students in the use of library materials; to help monitor children's activities at lunch time; and to assist during class trips. Volunteer forms are sent home at the beginning of the school year and may be returned to the school office, or you may call the school office (215-923-7522) at any time to volunteer your services. Volunteers are required to present PA Criminal Check, a Child Abuse Clearance and proof of attendance at a Child Abuse Prevention Training sponsored by the Archdiocese of Philadelphia.

## **PARENT-TEACHER RELATIONS**

Catholic education is based firmly on the belief in community. Its participants: priests; parents; teachers; and children constitute a family. Every effort should be made to keep open the lines of communication and work out differences in a loving, caring atmosphere. The focus of our ministry is the child and he/she is the primary consideration. Educating the whole child requires the cooperation and good will of all in the community. Anything less is detrimental to both the individual child and the school at large. Therefore, parents and teachers must respect each other's professionalism, good will, and expertise.

Parents desiring a conference with the teachers should call the office or apply to the teacher in writing in advance. The school recognizes that parents know and love their children above all else. The teachers want to give parents their undivided and informed attention. This can be done best by giving the teachers time to look up records in their possession and those located in the offices to give the insight and depth needed in your discussion.

Teachers will also notify parents by note or by phone should they require a conference to discuss a student's progress. In general, teachers do not schedule conferences during school hours.

Parents wishing to confer with the principal are welcome and should call the school to make an appointment.

SAINT MARY  
Interparochial School

## **COMMUNICATIONS**

### **School to Home**

- Calendar and Handbook
- Monthly newsletter
- Progress reports
- Conferences with parents
- Trimester report cards
- Letters/Notices from Home and School Association
- Homework assignment books, tests, and portfolios
- Telephone conferences with teachers
- Weekly (Wednesday) communication envelope/email

### **Home to School**

- Telephone message when a child is absent (215-923-7522)
- Notes for all absences
- Arrangements for early dismissal
- Requests for telephone or school conference
- Return of weekly communication envelope after reading contents and signing off

## **A FINAL WORD**

Our school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, its admission policies or in any school administered program.

St. Mary Interparochial School is a member of the National Catholic Education Association and is accredited by the Middle States Association of Colleges and Schools.

SAINT MARY  
Interparochial School

**SAINT MARY INTERPAROCHIAL SCHOOL  
RESERVES THE RIGHT AT ANYTIME TO AMEND OR ADD TO  
THE POLICIES, RULES AND REGULATIONS CONTAINED IN THIS HANDBOOK,  
AND TO MAKE SUCH CHANGES APPLICABLE TO CURRENT AND NEW STUDENTS  
WHEN THE SITUATION DICTATES.  
PARENTS WILL BE GIVEN PROMPT NOTICE.**

*St. Mary Interparochial School  
challenges our diverse student body to grow  
morally, academically, and socially  
into passionate, confident, and Christ-centered leaders  
of the 21<sup>st</sup> century.*

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