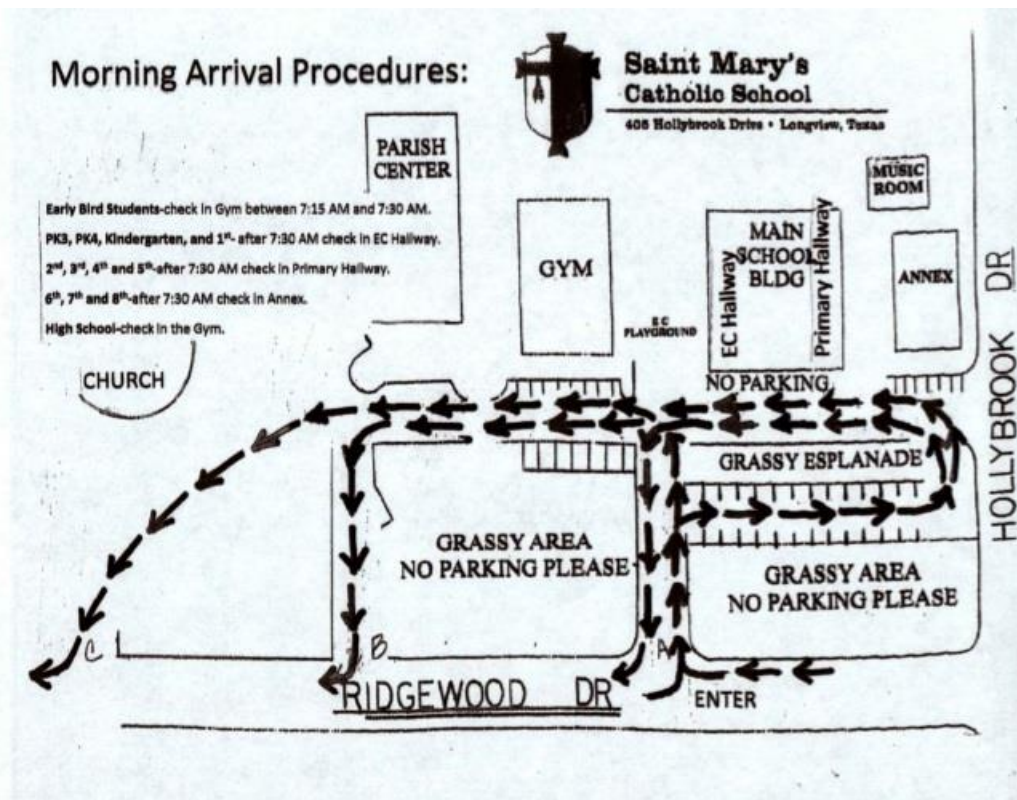


## Important Information 2020-2021

### Morning Arrival Procedures

- All students will be met at the car in the mornings to complete a temperature check and COVID19 screening questions. St. Mary's staff will perform the temperature check with no-touch thermometers. Anyone with a temperature exceeding 99.5 degrees will not be admitted to school and will need to follow the re-entry guidelines.
- Students will need to wear masks (solid black or solid blue) from the car to the classroom.
- Parents/guardians must drive through carline for arrival and must stay in their vehicles.
- Parents/guardians may not walk students up to the building.
- **Early Bird Students** will check in at the Gym between 7:15 AM and 7:30 AM.
- **PK3, PK4, Kindergarten, and 1st grade** will check in after 7:30 AM at the main school entrance to the EC wing.
- **2nd, 3rd, 4th, 5th grade students** will check in after 7:30 AM at the Primary Hallway door.
- **6th, 7th, 8th grade students** will check in after 7:30 AM at the Annex door.
- **High School students** will check in at the Gym.
- **High School Flex students** will check in at the School Office. Do not enter the building; call the school office to let us know you are outside so that someone can come out to do your check in procedure.
- **Tardy students** at any grade level will check in at the School Office. Do not enter the building; call the school office to let us know you are outside so that someone can come out to conduct your check in procedure. Do not drop your student until he or she has been checked in after screening.
- All students will use hand sanitizer before entering the classrooms.

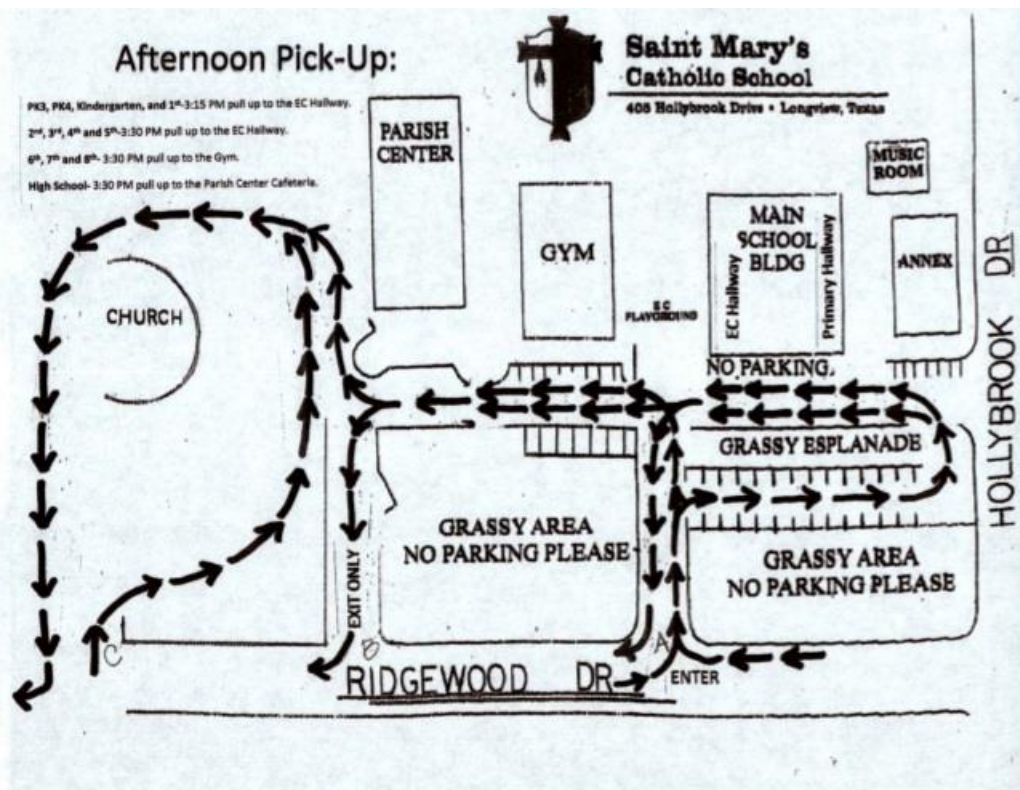


### Afternoon Pick up Procedures

- All parents/guardians must use the carline to pick up their students. No parent/guardian will be allowed to walk up to pick up students.

- If a student needs to be picked up early for an appointment, call ahead so that the student will be ready in the office. Call us when you are outside, and we will escort your child to the car.
- All students will wear face masks during dismissal, from classroom to car.
- Regular dismissal has been staggered to allow for safe-distancing and traffic control.
- **3:15 PM - PK3, PK3/4, PK4, Kindergarten and 1st Grade** will dismiss at **3:15 PM** each day from the EC-1st Hallway by the front entrance to the school. Pull up and display your family name placard. Your student(s) will be called from their classrooms and brought to your vehicle.
- **3:30 PM - 2nd, 3rd, 4th, 5th grade** students will dismiss at **3:30 PM** each day from the Primary Hallway. Please pull all the way up to the door by the front office and display your family name placard and your student(s) will be called from their classrooms and brought to your vehicle.
- **3:30 PM - Middle School (6th, 7th, 8th grades)** will dismiss at **3:30 PM** each day from the Gym. Pull up to the front of the gym and display your family name placard. Your student(s) will be called.
- **2:05 PM – Seniors who have chosen afternoon Flex dismissal at 2:05 PM** Seniors who are driving may depart from the student parking lot after checking out with Mr. Arnett. Students who are being picked up should proceed to the front office to wait for their rides. Call when you arrive, and the student will be released to go to the car.
- **2:55 PM – Seniors and Juniors who have chosen afternoon Flex dismissal at 2:55 PM** Juniors and Seniors who are driving may depart from the student parking lot after checking out with the front office. Students who are being picked up will wait at front office. Call when you arrive, and the student will be released to go to the car.
- **3:30 PM – High School** will dismiss at 3:30 each day from the Cafeteria. Pull up and display your family name placard; your students will be called.

**Early Dismissal Days, when pick up is at noon, PreK 3 through 1st Grade will be picked up at 11:45 am and all other grades will be picked up at noon.**



## **Basic Etiquette for Drop-off and Pick-up**

### **Do not cut in line.**

Drop-off and pick up lines are moving more quickly every day. Please practice patience and, for the safety of the other families waiting in line, do not cut into the line.

### **Pull forward.**

There is no reason to leave a car's length of empty space in between your car and the vehicle in front of you. All of our St. Mary's parents are trying to get their children to or from school every day and it takes much longer when parents do not pull forward.

### **Do not park in the line and get out of your vehicle.**

The pickup and drop off lines are supposed to be moving lines. If you have to park for some reason, then find a designated parking spot and park your vehicle there. Otherwise, please stay in your vehicle during drop off and pick up times. Any conversations you need to have with your child should happen on the way to school or while waiting your turn in the drop-off line; our goal is to keep the line moving.

### **Get off your phone and pay attention.**

Remember, no phones in school zones. Please put it down until you are at home or at work.

### **Make sure your child is ready to get out of the vehicle when they need to be.**

School drop-off time is not the time to chat about after school plans, put on coats, find masks, or fill out forms. When it is time for them to get out of the car, please make sure that they are fully dressed and ready to go so you do not hold up the line.

### **Let your child out in a designated area only.**

The school has designated drop off and pickup areas for a reason. Letting your student out in the middle of the parking lot may seem like a great way to avoid the car line when you are in a hurry, but having them run through cars in the car line is dangerous!

### **Pick up your student(s) and continue the flow of traffic...**

Please do not take time to get everything organized or have a conversation about the day before you pull away from the curb. Have children buckle up and then pull away from the line when it is safe to do so, allowing other parents to pull up and get their children. If your child is in a car seat or booster and needs extra help with their buckles, please pull into a parking space to assist them.

### **Lastly, be patient.**

We are all working to keep our children and families safe. Honking at other parents or kids or displaying any other form of road rage is not necessary and is not in keeping with the Christian environment which we promote.

## **After School Care**

- After School Care will be offered for PK3-8th grade students who have pre-registered. If you need to register for ASC and have not done so, please contact the school office so that we can add your student(s) to the list.

- Students will be divided into various locations by grade level, maintaining our school day cohorts, and maintaining social distancing of at least 6 feet.
- Parents will need to call the designated ASC phone number and the ASC staff will escort your student(s) to the car.

Please Preregister for After School Care by completing the ASC Form and returning to the school office by the first day of school. There will be no After School Care on August 18th and 19th.

### [AFTER SCHOOL CARE FORM](#)

#### **Supplies**

Students will not need to bring supplies to school.

Back packs and lunch boxes are still allowed.

Accounts will be charged accordingly:

PK3 - 2nd: \$50

3rd – 5th: \$60

Middle School: \$75

High School: \$80

St. Mary's Catholic School Lanyards are being provided for all students and staff.

Replacement and extra lanyards are available for \$5 each.

#### **Facilities, Cafeteria, Recess**

- St. Mary's will continue to offer lunch plans for our students who wish to purchase a lunch. Food will all be cooked on campus and will be individually plated for the students. Lunches will need to be ordered in advance and will be delivered to the students at their assigned lunch seats.
- Students will still have the option to bring a lunch if they choose to do so. Please pack lunches which will allow students to be as autonomous as possible. The less help that your student needs with his or her lunch, the fewer hands that will be involved in the process.
- Due to our closed campus status, at this time, students will not be able to have lunches delivered to campus. Please plan ahead.
- Students will eat lunch in the cafeteria, where social distancing and cohorts will be maintained. Unfortunately, we will not be able to welcome parents or visitors to campus for lunch. If we can alter this later in the school year, we will let everyone know.
- All drinking fountains will be off limits, so students will need to bring a water bottle. Students may refill water bottles in the gym when they go to PE, or a teacher will help them to refill it as necessary during the day.
- High-touch surfaces will be disinfected frequently.
- The playground areas will only be used by one grade at a time and will be disinfected daily.
- Lockers will not be utilized by students; all materials will be kept in classrooms.
- Students waiting for the restroom will practice social distancing of at least 6 feet and will wait in the hallway until it is their turn.

#### **Community Health Safety Plan**

[PDF Document](#)

Please do not hesitate to contact [Cami Jo Harouff](#), our school nurse, or [Darbie Safford](#), our principal, with any questions or concerns.

## **Uniforms**

Uniforms can be purchased at Lands'End, Kohl's, Academy, Dillard's, Walmart, etc as long as they follow uniform guidelines stated in the handbook and on the uniform guides on the school website.

### [UNIFORM GUIDES AND INFORMATION](#)

All plaid items must be purchased from Land's End. Here is a direct link to our approved uniform apparel.

Our school direct link is: [Lands End - St. Mary's](#)

Our preferred school number is 900150183

You may shop the Used Uniform Closet at the school for gently used uniform pieces. Please make an appointment in advance.

## **Athletic Uniforms**

Middle School and High School Students will need uniforms for PE and Athletics. Please complete the order form and send into the school office or email to [knotts@stmaryslgv.org](mailto:knotts@stmaryslgv.org)

### [PE/Athletics Uniform Order](#)

## **Closed Campus**

Please remember that we are a closed campus.

Lunches, forgotten homework, gym clothes, water bottles, etc should not be delivered to school. We will not be accepting food delivery services either.

Please call the school office to make an appointment.

Any child who does not have a lunch, will be served a cafeteria lunch and their account will be charged accordingly.

Be sure to check the [Weekly What's Happening](#) for campus updates and event information.

*St. Mary's Catholic School partners with families in the formation of children as Disciples of Jesus and His Kingdom through FAITH, SCHOLARSHIP, LEADERSHIP, AND SERVICE.*

Visit our Website at [www.stmaryslgv.com](http://www.stmaryslgv.com)



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