

St. Mary's School
1101 East Fifth St., Natchitoches, La. 71457
(318) 352-8394 Fax: (318) 352-5798

January 11, 2010

Dear Parents,

Re-registration of currently enrolled students for the 2010 – 2011 school year will begin the week of January 18th. The tuition rates for next year are found in the registration package. Students who do not register by February 26th will not be guaranteed a place in next year's classes. It is imperative that this deadline be met. On March 2nd registration will be offered to new students. Opening in some classes will be limited.

In order for us to prepare for the New Year, we need an accurate number of students. Teachers and staff have to be retained or replaced; textbooks and teaching supplies must be ordered and paid for before the opening of school.

St. Mary's School council and administration are always striving to find different avenues of trying to keep the cost of education from escalating. This is not an easy task to accomplish. We have to pay a just wage to our employees: we are still below the salary scale of the area public schools. Our operating costs continue to rise as well as our insurance and maintenance expenses. In addition we still owe on the renovation and refurbishment of the main building.

Thank you for your support and may God continue to bless our school community.

Sincerely,

Alan Powers
Principal

***Along with your registration fee, please return a total of 5 pages (6, 7, 8, 9, 12)

ST. MARY'S SCHOOL ADMISSION POLICY

St. Mary's School is a ministry of Immaculate Conception Church of Natchitoches. The school admits all qualified students regardless of race, color, sex, or national origin. The school is limited with respect to physical capacity and, accordingly, in the number of students which may be adequately accommodated.

Families of students to be enrolled in St. Mary's School are required to assume the responsibility of the school's operational cost by fulfilling all financial obligations in a timely manner.

All families of students to be enrolled in St. Mary's School are expected to be active members of a faith community. A Catholic Family is one who regularly attends Mass, that participates in the sacramental life and lives according to the tenants of the Catholic faith and whose children have been baptized and reared in the Church.

Students whose academic needs cannot be met within our educational environment will not be accepted.

Priority for P3, P4 and Kindergarten:

P3 and P4 enrollment does not guarantee enrollment in kindergarten. Some families may choose not to send their child(ren) to P3, P4, a non-mandatory educational opportunity. Therefore, students will be admitted according to the following priorities for P3, P4 and kindergarten:

1. Sibling of presently enrolled students other than P3, P4 whose families have fulfilled the requirements and obligations as set forth in the Handbook.
2. The first child in a Catholic family entering P3, P4 or kindergarten with one or both of their parents or siblings alumni of St. Mary's School.
3. The first child in a Catholic family entering P3, P4 or kindergarten.
4. Children of Catholic families other than the first child in the family.
5. The first child in a family of another faith entering P3, P4 or kindergarten with one or both of their parents or siblings alumni of St. Mary's School.
6. The first child in a family of another faith entering P3, P4 or kindergarten.
7. Children of families of other faiths other than the first child in the family.

Priority for grades 1 through 12:

1. Students presently enrolled.
2. Sibling of presently enrolled students.
3. Children of Catholic families transferring from a Catholic school.
4. Children of Catholic families transferring from a non-Catholic school who can clearly demonstrate in writing their support of Catholic education.
5. Children of families of other faiths.

The following procedure will be used for students transferring from other schools into St. Mary's.

1. The student must be in good standing with respect to discipline.
2. The student must be in good standing academically.
3. The student must be able to schedule into our curriculum.
4. The student must enroll within the first ten days of the start of the semester unless moving from another town.
5. The school will verify a student's history and information with previous school counselors and administrators.

ADMISSION PROCESS FOR ST. MARY'S SCHOOL

For new families applying for admission prior for the upcoming school year (space available basis), the following is required:

1. Completion of all registration forms.
2. Attach requested documents and submit entire packet of forms to the school office.
3. Payment of \$250 registration fee per child. The payment is NON-REFUNDABLE unless the application for admission is denied due to closed classes. Additional fees and full tuition must be paid in a timely manner.
4. When space is not available, the application may remain on file pending an opening, if so desired. Acceptance of the Registration Form and/or the registration fee does not guarantee admission.

For currently enrolled families, the following is required:

1. Completion of all registration forms. Return to the school office by Friday, February 26 in order to avoid a \$250 late penalty fee.
2. Payment of \$125 per currently enrolled child.
3. Payment of \$250 per new sibling AND completion of entire registration packet of forms for new sibling with ALL required documents.
4. Fulfillment of all obligations and requirements as outlined in the Handbook.
5. Any financial deficiencies must be corrected.

Students whose families fail to comply with the regulations and obligations as set forth in the Handbook will not be accepted or allowed to re-enroll.

If a class closes because of lack of space, registration for new student forms will continue to be accepted contingent upon sufficient numbers for a second section of said class.

All families are required to perform 8 hours of service to St. Mary's School during the 2010-2011 school year. Please set aside at *least* 2 hours for our Annual Spring Fling Event, held on Saturday, May 1st. This event is the school's main fundraiser which contributes to the debt reduction on our renovation. Through the success of the past Spring Fling Events, funds were allocated to the Capital Campaign which helped us to complete Phase I and Phase II. It takes everyone's participation to make it a success. If someone in your family cannot work or you are not able to find someone to work in your place (this does not include students), your family will be assessed a fee of \$200.

ST. MARY'S SCHOOL
1101 East Fifth Street Natchitoches, LA 71457
Phone (318) 352-8394

2010/2011 TUITION, FEES AND OTHER COSTS

Due with Application at Registration: Registration Fee \$125 per currently enrolled student due by February 26. After February 26, 2010, registration fee will be \$250

All new students registration fee of \$250 per student.

ALL FEES ARE NONREFUNDABLE

ANNUAL TUITION RATES

	P3-P4	Kindergarten	Elementary (grades 1-5)	Middle School (grades 6-8)	High School (grades 9-12)
Catholic					
1 st child	\$4,100	\$4,100	\$4,020	\$4,280	\$4,700
2 nd child	\$4,100	\$3,110	\$3,035	\$3,295	\$3,710
3 rd child	\$4,100	\$2,460	\$2,380	\$2,640	\$3,055
4 th child	\$4,100	\$1,360	\$1,360	\$1,360	\$1,360
Non-Catholic					
1 st child	\$4,620	\$4,620	\$4,540	\$4,800	\$5,215
2 nd child	\$4,620	\$3,525	\$3,560	\$3,815	\$4,230
3 rd child	\$4,620	\$2,975	\$2,900	\$3,160	\$3,575
4 th child	\$4,620	\$1,665	\$1,665	\$1,665	\$1,665

In addition to tuition, each family will pay a \$300 maintenance fee.

This fee may be added into your loan amount and may be used as a tax deduction.

Financial aid is not available for P3 & P4
Students are responsible for school supplies

Our budget is based on full tuition of all students. However, if you should withdraw during the year the following applies:

TUITION REFUND POLICY

There will be a \$50 handling fee when withdrawing a student, then:

70% refund if the student withdraws during the 1st nine weeks.

50% refund if the student withdraws prior to December 1st.

25% refund if the student withdraws after December 1st.

No Refund if the student withdraws during the 4th nine weeks.

Currently, Lunch Fees * for P3-5 are \$396 per year, payable in nine (9) monthly payments of \$44 due by the 15th of the month. For grades 6-12th: 10-day lunch cards are sold @ \$27.50 per card. *Lunch Fees are set by the Diocese and subject to change for the 2010-2011 school year.

Page 2, Tuition, Fees and Other Costs

For returning students paying total tuition without a loan:

Tuition is due by June 15. After this date a \$250 penalty fee will apply.

For new to St. Mary's School students paying total tuition without a loan:

Tuition is due by August 2.

The Bank of Montgomery will once again service our school tuition loans at 5.38%. Loans have a 10-month term with the first payment due July 15th. The last payment will be April 15th. **Grades can be held on past-due accounts, as well as sport participation.**

If you intend to pay by loan only: You must return the loan information to the school to be forwarded to the bank. Loans must be signed by June 15.

If you intend to pay by part-check/part-loan: You must bring your partial check payment to the school finance office by May 21. Loan information may then be forwarded to the bank.

*special arrangements can be made for new students registering after July.

Failure to pay tuition or sign your pre-arranged installment loan papers at the Bank of Montgomery by June 15 will result in a penalty of \$250 per returning student. After June 15 a student's place is not held until tuition is paid or the loan signed, plus payment of the penalty fee.

Hwy 6 East Bus Fee: 1st child \$300/year; 2nd & thereafter \$200 per each add'l sibling. Payable ½ by August 15, 2010 and ½ by January 15, 2011.

Other expenses as needed:

Uniforms: Required for P4 – 12th grades. Some uniform articles are available at Posey's Sports Center @ 536 Keyser Avenue and Land's End.

Spirit Shirts: On days designated as "Spirit Day", a spirit shirt may be worn with school uniform slacks. For this upcoming school year, they should be purchased at Posey's

Grades P3 – 5th must wear designated spirit shirt purchased from Posey's.

Grades 6th – 12th may wear any shirt that has "St. Mary's Tigers" on it.

Coats: Approved SMS sweatshirt or hoodie, SMS letterman jackets, and blue Nylon zipper jackets with crest all purchased from Posey's may be worn during class time on any day. Students may wear SMS sports affiliated sweatshirts or spirit group jackets on Spirit day only.

Saint Mary's School
1101 East Fifth Street Natchitoches, La. 71457
REGISTRATION FORM
Please complete one per family

FAMILY NAME _____

STREET ADDRESS _____

MAILING ADDRESS _____

CITY, STATE AND ZIP _____

PHONE NUMBERS:
include home, work and cell
(please note carrier on cell #) _____

E-MAIL ADDRESS _____

List each RETURNING child
& the grade for the
upcoming school year. _____

NEW SIBLINGS: list name,
date of birth and grade for
the upcoming year. _____
FURNISH birth certificate,
social security card,
State of LA Universal Certification
of Immunization w/expiration date

CATHOLIC _____ Catholic Baptismal Certificate required when registering
Student for the FIRST time

NON-CATHOLIC _____

Please indicate names of students riding the Many bus:

Person responsible for tuition payment: _____
Address and Phone
#: _____

For Office Use: Registration Fee: \$ _____ Date Pd _____ Check # _____

**Complete and Return
Student Registration Form, Page 2**

Family Name/Address: _____

**Student(s) name(s)
and grade(s)** _____

**E-mail Address for use by
Ren Web, Spring Fling
Committee and Friday
Flyer** _____

**Telephone # to be used
for automated telephone
message system. (If cell phone, please indicate carrier)** _____

For Development Office please give grandparents names and addresses:

**Please indicate in which areas your family might be interested in volunteering for your 8
required service hours:**

Spring Fling = 2 hours	
Steak Supper	Basketball Concessions
Football Concessions	Baseball Concessions

Complete and Return

Name of Student (s):

PREPAID TUITION PAYMENT INFORMATION

Method of payment: Loan _____ Check _____

If check method is selected, full payment is due directly to St. Mary's School by June 15. If part check/part loan method, please bring your check payment directly to St. Mary's School by May 21 so that loan information can be sent to the bank and loan papers signed by June 15. If loan method is selected, all loan papers must be signed by June 15.

There will be a \$250 per student penalty charged on unpaid tuition or unsigned loans after June 15.

If loan, ALL OF THE FOLLOWING INFORMATION IS REQUIRED.

Name _____

(One name only and this parent must sign loan papers)

SSN: _____ DOB: _____

Mailing Address: _____

Physical Address: _____

Drivers License #: _____ State: _____ Issue Date: _____

Expiration Date: _____ Mother's Maiden Name: _____

Your e-mail address for bank's use: _____

Phone #s, Home _____ Work _____

And Cell(s) _____

Please indicate if you would like to use automatic draft: Yes or No

If Yes:

Bank Name: _____ Routing #: _____

Account Name: _____ Account #: _____

Signature _____

For Office Use only:

Date Paid: _____

Amount \$ _____

Check # _____

ST. MARY'S SCHOOL INTERNET USE POLICY

Parents and Students,

As you are aware, St. Mary's is completely network equipped with the Internet in all classrooms throughout the school. The purpose of the Internet is to provide information about various topics to the students and staff. By using a school computer, students and staff can connect to the Internet to gain access to information around the world. The Internet offers vast and unique resources for our school. All persons using the Internet agree to do so in an appropriate manner. Internet use is a privilege and may be lost by those abusing the privilege. Your child will not be allowed to use the Internet without signing the consent agreement. Students will follow the following Internet Use Policies and agree by signing the consent agreement.

1. Respect the values of the Catholic Church with the transmission of material on the Internet: this includes but is not limited to pictures, sounds, videos, text, etc.
2. Respect the legal protection provided by copyright and license laws and restrictions for data extracted from Internet sites; do not transmit material in violation of federal and state laws or restrictions.
3. Every effort has been made to block access of obscene or pornographic materials on the SMH network. Any attempt to circumvent these efforts is prohibited and will result in the loss of all computer privileges at the school.
4. Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or represent themselves as another user.
5. Respect the integrity of the computing system, i.e., users shall not intentionally develop programs that harass other users or infiltrate a computer or computer systems and/or damage or alter the software components of a computer or its system.
6. Respect the rights of others on the Internet. You are expected to be polite and do not get abusive in your messages to others, use appropriate language, do not swear or use vulgarities, do not reveal personal addresses or phone numbers of yourself or others, nor misrepresent yourself on any Internet site.
7. Sending and receiving emails is not permitted at school unless it is part of an instructor-taught lesson. The use of chat rooms is prohibited at school.

By signing the consent agreement, you are agreeing to abide by the above policies, and you are agreeing to be held fully responsible for the results of any and all of your actions in using the Internet at St. Mary's School. As parents, by signing the consent agreement, and in consideration of the privilege granted to my child by St. Mary's School to use the school's Internet connection, I/we agree to release, indemnify, defend and hold harmless St. Mary's School and the Diocese of Alexandria from any liability or damages, including but not limited to damages arising from torturous activities for any and all attorney's fees, that may arise from my child's use of the Internet connections at St. Mary's for any purpose other than educational.

SCHOOL BUS REGULATIONS

Students who ride a St. Mary's bus for any reason must abide by the following rules as recommended by the State Department of Education. Please read carefully and discuss thoroughly with your child the importance of following these rules for his or her safety. Please have the student sign indicating his or her understanding of and agreement to abide by the rules. Please sign as parent (or guardian) indicating the same as well as indicating that you understand the consequences that accompany all infractions of rules. Return only the portion of this form containing signatures. Thanks for your cooperation in this important matter.

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver carefully and promptly.
2. Pupils shall observe the following:
 - a. Never stand in the road while waiting for the bus.
 - b. Clean their feet before entering the bus.
 - c. Do not mar or otherwise deface the bus.
 - d. Do not start for school when sick or when any member of the family has a contagious disease.
 - e. Walk on the left side of the road, facing traffic.
3. Students must be on time at designated stop. Students must board and depart at designated stop.
4. Anyone damaging a bus will be disciplined and required to pay damages.
5. Arms, heads, and objects must be kept inside the bus windows. There should be no moving from seat to seat. Students assigned to a seat by the driver or the principal must remain in that seat.
6. Loud, profane and/or abusive talking will not be tolerated.
7. Pushing, tripping, teasing being disrespectful, being uncooperative, eating, drinking, blocking of aisle, unnecessary horseplay, and/or behavior distracting to the driver will not be tolerated.
8. The use of tobacco or bringing of weapons on the bus is forbidden.
9. Articles that will not fit under the seat of the bus are a safety hazard and therefore are not allowed.

Failure to comply with bus regulations may result in permanent removal from the bus.

Complete and Return/Signatures Required
All children in the family may sign this ONE form.

ST. MARY'S SCHOOL
1101 East Fifth Street Natchitoches, LA 71457
Phone (318) 352-8394

CONSENT AGREEMENT

Parental cooperation is essential for the welfare of our students. The decision to enroll a child in St. Mary's School signifies an acceptance of not only our mission as a Catholic School, but an agreement to abide by the regulations, policies, and procedures that have been established. If the actions of a student or parent do not support the goals and objectives of St. Mary's School, then the student may be asked to withdraw.

By signing, I agree to abide with all policies of the school in the handbook including, but not limited to, the financial policies listed hereafter.

It is St. Mary's School policy that any family who fails to pay their bank installment loan on time, four (4) times during any given school year, will jeopardize their ability to secure a loan the following school year. Any family with past due tuition payments exceeding 30 days and/or any other past due school accounts may have student grading reports withheld. Further, re-registration fees will be first applied to the previous balance owed. Refer to the handbook for policy regarding withdrawal and refunds.

I understand that St. Mary's School has adopted a school-wide drug testing program. My signature indicates my consent for my child(ren) to participate in the drug testing program. I understand that my consent to drug test is necessary before my child(ren) can be enrolled at St. Mary's.

Further, my permission in this document hereby authorizes the Diocese of Alexandria and their representatives to display, publish and reproduce photos and videos of the above named student for promotional materials.

I understand that the promotional materials may or may not be used for internal, diocesan, community and/or national publications that promote the mission of the Immaculate Conception Church. These promotional materials and publications may include, but are not limited to; The school yearbook, the Church Today Catholic newspaper, the Natchitoches Times and other regional newspapers, websites for the school (no names will be published), individual school pictures, the all-school picture, class pictures, photos of school and church activities, and photos of awards.

Your son/daughter or guardianship is eligible to participate in all school sponsored activities within Natchitoches City Limits that requires transportation by bus, van, or private vehicle (whether driven by student or by others) to a location away from school grounds. These activities will take place under the guidance and supervision of employees from St. Mary's for the school year 2010-2011.

I have read and agree with the School Bus Regulations.
I have read and agree with the School Internet Policy.
I understand that each family will be assessed a \$200 fee if unable to meet the service hour requirement for Spring Fling.

Student's Name

Student's Name

Student's Name

Mother or Guardian Signature

Father or Guardian Signature

St. Mary's School
Uniform Requirements and Dress Code
2010-2011

P4 – 5th girls: White or light grey polo shirt (short or long sleeve) with SMS crest on left breast pocket. Only solid white shirts (long or short sleeve) may be worn under the uniform shirt. Shirts must be tucked in at all times, and buttoned properly. Navy shorts, pants, jumper, or 10 pleat skirt. No cropped pants or skorts. Shorts and skirts must touch longer than mid-thigh. May wear white socks, blue, black, or white tights. No leggings. Girls must wear skirts or jumper on Mass days. Girls may wear tennis shoes or solid red, blue, brown, or black flats. No boots, crocks, moccasins, backless, or opened-toed shoes may be worn. Shoe and lace color should not be distracting. Blue, black, or brown belts must be worn if the pants or shorts have belt loops. Girls may not wear head bands with ties hanging over the shoulder. Girls may not wear fingernail polish, make up, or earrings that hang down from ears.

P4 – 5th boys: White or light grey polo shirt (short or long sleeve) with SMS crest on left breast pocket. Only solid white shirts (long or short sleeve) may be worn under the uniform shirt. Navy shorts or pants. Boys may wear tennis shoes or dress shoes (brown or black). Blue, black, or brown belts must be worn if the pants or shorts have belt loops. Boys must wear pants on Mass days. Boys' hair must be above the eyebrows, off the collar, and have half of the ears showing.

6th – 8th girls: Light blue polo or oxford shirt (short or long sleeve) with SMS crest on left breast pocket. Only solid white t-shirts (long or short sleeve) may be worn under the uniform shirt and must not show at the sleeves. Shirts must be tucked in at all times, and buttoned properly. Navy short, pants, or 10 pleat skirt will be worn. No cropped pants. Shorts and skirts must touch longer than mid-thigh. Students may wear white socks, blue, black, or white tights with the uniform. No leggings or cargo type pants will be allowed. Girls must wear skirts on Mass days. Girls may wear tennis shoes or solid red, blue, brown or black flats. No boots, crocks, moccasins, backless, or opened-toed shoes may be worn. Blue, black or brown belts must be worn if the pants or shorts have belt loops. Girls may not wear head bands with ties hanging over the shoulder. Girls may not wear earrings that hang down excessively long from ears.

Uniform – page 2

6th – 8th boys: Light blue polo or oxford shirt (short or long sleeve) with SMS crest on left breast pocket. Only solid white t-shirts (long or short sleeve) may be worn under the uniform shirt and must not show at the sleeves. Shirts must be tucked in at all times, and buttoned properly. Navy shorts or pants will be worn. Cargo type pants or shorts, and corduroy pants will not be allowed. Boys must wear pants, oxford shirt, and a tie (purchased from the school) on Mass days. Boys may wear tennis shoes or dress shoes. Blue, black, or brown belts must be worn if the pants or shorts have belt loops. Boys' hair must be above the eyebrows, off the collar, and have half of the ears showing. Boys must be clean shaven and side burns may not be longer than the bottom of the ear lobe.

9th – 12th girls: White polo or oxford shirt (short or long sleeve) with SMS crest on left breast pocket. Only solid white shirts (long or short sleeve) may be worn under the uniform shirt and must not show at the sleeves. Shirts must be tucked in at all times and buttoned properly. Khaki shorts, pants, or plaid 10 pleat skirt will be worn. Khaki pants must be khaki colored (not dark khaki or light stone colored or corduroy pants). Shorts and skirts must touch longer than mid-thigh. Students may wear white socks, blue, black, or white tights with the uniform. No leggings or cargo type pants will be allowed. Girls must wear skirts on Mass days. Girls may wear tennis shoes or solid red, blue, brown, or black flats. No boots, crocks, moccasins, backless, or open-toed shoes may be worn. Blue, black, or brown belts must be worn if the pants or shorts have belt loops. Girls may not wear head bands with ties hanging over the shoulder. Girls may not wear earrings that hang down excessively long from the ears.

9th – 12th boys: White polo or oxford shirt (short or long sleeve with SMS crest on left breast pocket. Only solid white t-shirts (long or short sleeve) may be worn under the uniform shirt. Khaki shorts or pants will be worn. Cargo type pants or shorts and corduroy pants will not be allowed. Boys must wear pants, oxford shirt, and a tie (purchased from the school) on Mass days. Boys may wear tennis shoes or dress shoes. Blue, black, or brown belts must be worn if the pants or shorts have belt loops. Boys' hair must be above the eyebrows, off the collar, and have half of the ears showing. Boys must be clean shaven and side burns may not be longer than the bottom of the ear lobe.

Coats: Approved SMS sweatshirt or hoodie, purchased from Posey's, SMS letterman jackets, and blue nylon zipper jackets with crest from Posey's may be worn during class time on any day. Students may wear SMS sports affiliated sweatshirts or spirit group jackets on designated spirit day only. Heavy coats worn to school may be of other style or design but must be removed and put in student's locker once at school.

Miscellaneous: No hats or caps are allowed inside the building.

After School Care

Saint Mary's School offers an after school care program for parents in need of a place for their children to stay from 3:00-5:00 PM. Students may study or do homework under the supervision of a faculty member. Arrangements may be made for this service daily or any combination of days in the week. Drop-ins are welcome. The fee for this service is \$3.50 per hour. You will be billed at the end of each month. Payment for this service is due by the 5th of each month, immediately following use of this service.

Please note that duty ends and students are no longer supervised after 3:10 p.m. each day. All students that are not picked up by 3:10 pm will be sent to After School Care and will be charged. **Students that are not involved in an after school activity** (athletic practice, dance line or cheerleader practice, quiz bowl, etc. with a sponsor) **MUST REPORT TO AFTER SCHOOL CARE AND WILL BE CHARGED.** This applies to students of all ages.

Please understand that no student regardless of age or grade can be on campus after 3:10 pm without adult supervision. This is for the protection and safety of all our students. Any questions regarding this program should be addressed to the office.