

APPENDIX A

ADMINISTRATIVE ORGANIZATION

The Ordinary

The Most Reverend Edward K. Braxton

The Pastor

Father Dale Maxfield

The Principal

Mr. Jason Swann

The Faculty

Ms. Laurie Klostermann (Grades 7 & 8 Teacher)

Mrs. Marie Pryor (Grades 5 & 6 Teacher)

Ms. Emily Pryor (Grades 3 & 4 Teacher)

Ms. Tai Kasban (Grades 1 & 2 Teacher)

Ms. Lindsey Hugel (Grades Pre-K & K Teacher)

The Staff

Mrs. Lynn Featherling (Secretary)

Mrs. Genny Luithjohn (Cafeteria Manager)

The School Board

Lisa Barrow (2016)

Misty Pelaez (2017)

Nicole Garren (2016)

Dustin Meier (2016)

Lynn Ann Pigg (2014)

Rose Anne Pickett (2016)

Heather Knowles (2016)

Hugh Moran (2015)

Jan Hawkins (2014)

Theresa Hacker,
(Business Manager)

Father Dale Maxfield,
(Pastor)

Jason Swann,
(Principal)

The Parent-Teacher Organization (2018-2019)

Lisa Barrow, President

Heather Knowles, Vice President

Betheny Hall, Secretary

Theresa Hacker, Treasurer

APPENDIX B

THINK SHEET

Think Sheet # _____

Student's Name _____ Date _____

This is what I did _____

What could happen because of this action? _____

I chose to do this because _____

Who did I upset / hurt by this action? _____

What better choice could I have made and why didn't I? _____

Student _____ Teacher _____

Parent Signature _____ Date _____

Parent Comment _____

APPENDIX C

WELLNESS POLICY

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges - cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit - nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits -raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken / tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

** This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

APPENDIX D

APPROVED SCHOOL UNIFORMS
Manufacturer: French Toast School Uniforms
www.frenchtoast.com
School Source Code: QS45NDP
1-800-801-1118

GIRLS

<u>Description</u>	<u>Item #</u>
Short Sleeve Red Pique Polo Shirt	1012
Long Sleeve Red Pique Polo Shirt	1009
Sport Red Polo (stay-cool fabric boys sizes)	1498F
Short Sleeve Peter Pan Collar White Blouse	1040
Long Sleeve Peter Pan Collar White Blouse	1034
Adjustable Red Cross Tie (optional)	10744
Three-Tab Button Front Pleated Khaki Skort	1302
Pleated Khaki Pants	1055
Bermuda Khaki Shorts	1303
Pull-On Girls Khaki Shorts	1349
Flat Knit Crew Neck Cardigan Sweater (Choice of Red or White)	1072
Shoes should be clean and presentable. No open toed / heeled shoes or sandals of any kind.	
Red or White Knee Socks or Red or White Cable Knit Tights with Skort.	
Red or White Crew / Bobbie Socks with shorts.	
Black or Dark Brown Belt (a must with pants and shorts) <u>no exceptions</u>	Various

NOTE: Skort must be worn with white blouse or red polo. Optional red cross tie may also be worn with this outfit.
Shorts should only be worn during the months of August, September, and May, when temperature is projected to be 80 degrees or above, or as deemed necessary by the principal.

APPROVED SCHOOL UNIFORMS
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1-800-801-1118

BOYS

<u>Description</u>	<u>Item #</u>
Short Sleeve White Oxford Shirt	1020
Long Sleeve White Oxford Shirt	1017
Sport Red Polo (stay-cool fabric boys sizes)	1498F
Short Sleeve Red Pique Polo Shirt	1012
Long Sleeve Red Pique Polo Shirt	1009
Double Knee Khaki Pants	1004
Pleated Double Knee Khaki Pants	1005
*If young Men's Size:	
Pleated Twill Khaki Pants	1006
Pleated Khaki Shorts	1024
Flat Knit V-Neck Red Cardigan Sweater	1027
Adjustable Solid Red Tie (optional)	10311
	10312
Full-Make Solid Red Tie (optional)	11323

Shoes should be clean and presentable. No sandals of any kind.

Red or White Crew Socks with shorts.

Black or Dark Brown Belt Various
(a must with pants and shorts) **no exceptions**

NOTE: Shorts should only be worn during the months of August, September, and May, temperature 80 degrees or above, or as deemed necessary by the principal

APPENDIX E

SAMPLE FIELD TRIP FORM

FIELD TRIP PARTICIPATION FORM

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from **St. Mary School**. A brief description of the activity follows:

Curriculum Goal: _____

Destination: _____

Designated Supervisor: _____

Departure Date & Time: _____

Return Date & Time: _____

Transportation: _____

Field Trip Cost: _____

Dress: _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student. **No student may participate in a field trip without a signed participation form. Telephone calls by the parent(s) or guardian may NOT substitute for a signed participation form.**

I hereby request participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee(s) on the stated sites. I further consent to the conditions stated above on participation in this event including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property, or for bodily injury to others, caused by the above named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form; I fully understand and consent to its terms.

Date of Field Trip:	_____
Class(es):	Parent/Guardian Signature
Destination:	_____
Curriculum Goal:	Address _____
	Emergency Phone Number _____

Please return bottom portion of form with payment by: _____

Only students with a signed permission slip will be allowed off campus.

Diocese Of Belleville, 1/94