



WELCOME

St. Mary Catholic School Home and School Association

Welcome back! And to our new families - we are happy that you have joined us! We hope that you are ready for a great year!

Attached you will find the St. Mary Catholic School HSA Purpose and Explanation and Things to Know about SMCS. Please take some time to review this important information.

HSA dues are an important part of our budget and fund many programs throughout the school year. Remember to pay your HSA dues **(\$50)** by returning dues to the front office in an envelope labeled with your child's name(s) and grade(s).

Early Bird Special: Families that pay HSA dues on or before 9/10 may pay the reduced rate of \$45.

HSA members in good standing receive the following benefits:

- Discounted bus fees on field trips
- Participation in the Scrip program
- Voting privileges for the annual budget and for new officers

If you have a concern or question that you would like addressed at an HSA meeting, please submit via email to any HSA officer or to the HSA mailbox: smcshsa@gmail.com. We will then include it as an agenda item at an upcoming meeting. Agenda and meeting minutes will be emailed to parents and will be posted the HSA Facebook page: <https://www.facebook.com/SMCSHSA/>.

Back-to-School nights:

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| ELEMENTARY (PreK-5) | Tuesday, September 14 th at 6:30 P.M. |
| MIDDLE SCHOOL (6-8) | Thursday, September 9 ^h at 6:30 P.M. |

Should you have questions as you peruse the packet of information or at any time during this school year, please contact any HSA officer your concerns, your comments are important to us. We will be glad to hear from you!

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| Marilisse Gonzalez | Co-President | 410-903-4642 | marilissegonzalez@hotmail.com |
| Sarah Warner | Co-President | 443-799-7068 | smbauer17@hotmail.com |
| Aggie Cantave | Vice President | 240-469-1896 | acantaveSMCS@gmail.com |
| Cassie Kinna | Recording Secretary | 240-675-2506 | ckinna@3032@gmail.com |
| Rachel Goodman | Corresponding Secretary | 717-799-4158 | rlmgoodman@gmail.com |
| Crystal Strother | Bookkeeper | 301-712-6194 | castrother22@gmail.com |
| Jennifer Prosa | Treasurer | 717-643-1477 | peacenharmoney4eva@hotmail.com |
| Danielle Campbell | Fundraising Committee Chair | 240-291-6293 | daniellecampbell2@yahoo.com |

Thank you for your continued support.

With your assistance and cooperation, we know it will be a great year for St. Mary Catholic School!



ST. MARY CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION

HSA Purpose and Explanation 2021 - 2022

The purpose of the Home and School Association is two-fold. First, the HSA strives to strengthen the network between home and school. This means we will strive to improve communication, provide assistance where needed, and assist the administration in reaching the objectives and goals associated with the mission of the school. Second, the HSA provides the little extras. Our fundraising efforts provide the means to enhance the learning experience of all St. Mary Catholic School students.

According to the Manual for Catholic Elementary Home School Associations provided by the Archdiocese of Baltimore, our role is as follows:

We are:

- rooted in prayer, discernment, and the contemporary vision of the Church for Catholic Education
- accountable to the Principal of the School

What we do:

- help parents, school administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic Education as lived in the local Catholic School and the Archdiocese of Baltimore
- provide a formal avenue for parents/caregivers of current students to participate with the faculty and administration in their children's education
- develop supportive systems of communication and service to the local Catholic School
- work with the Principal to provide programs and processes that engage the School families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the School
- collaborate with other parish, civic, and School Organizations

We are not:

- the school board
- the administration of the School
- independent of other appropriate parish and/or School Organizations
- a replacement for direct channels of communication and collaboration between families and the School administration and faculty
- a decision making or a deliberative body

The goals of the HSA are to continue improving communication, assist parents and teachers where needed, support the administration in its mission and goals, and provide "little extras" for the students.

This is what we do. It is about fundraising and so much more. We rely on the involvement of the parents, teachers, and students to fully support St. Mary Catholic School.

Why get involved?

There are many reasons to become involved with the Home and School Association. The most important is what research tells us. When parents are involved with their children's education at home, they do better at school. When you are connected to your child's school, your children are more connected to school.

There are many ways to become involved through volunteering. Please be sure to contact us with questions or ideas you may have for building our community.

Email: hsa@stmarycatholicsschool.org



Things to Know About SMCS



As with any new endeavor, you will have new people, vocabulary, and traditions to learn. This flyer is intended to be a “cheat sheet” to help you learn the ins and outs of St. Mary Catholic School. Feel free to let us know if new items need to be added as you acclimate yourself to SMCS!

| Person | Responsibility |
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| Mr. Frank Nicely | Principal |
| Mrs. Theresa Nixon | Absences, calendar, front office duties |
| Mrs. Jenny Beck | Tuition, financial issues, FACTS, re-enrollment |
| Ms. Paula Radley | School nurse, health issues, after-care program |
| Mrs. Audi Lebedda | Admissions and development, alumni relations, publicity |
| Your child's teacher | Curriculum, discipline, class requirements, student concerns |
| HSA Executive Board | Volunteering, fundraising, communicating |
| Vocabulary | Meaning |
| AOB | Archdiocese of Baltimore, of which SMCS is a part |
| Catholic Schools Week (CSW) | Catholic Schools Week serves as a means to celebrate our tradition, to embrace our Catholic identity, and to appreciate our community. Activities include: Pancake Breakfast, Parent Appreciation Day, Grandparent Appreciation Day, Student Appreciation Day, Talent Show, Volunteer Recognition, Open House, a School-Wide CSW Mass, and Teacher Appreciation lunch. It is usually held the last week of January/ first week of February of each year. |
| FACTS | FACTS is the tuition management system that SMCS uses. FACTS allows parents to set up tuition payment plans and schedules. Contact Mrs. Jenny Beck for assistance with FACTS. |
| Weekly Mass | All students attend mass weekly and on holy days of obligation. |
| Good SAM | A student in each homeroom is recognized each month for exceptional Service, Attitude, and Manners. |
| HSA | The Home and School Association. (Commonly known as the PTA in public schools.) |
| PowerSchool | PowerSchool is an internet-based student record system that tracks information including grades and attendance. Parents have access to PowerSchool to track their student's progress and can communicate directly with their child's teacher(s). |
| Courtyard /Primary Doors | The Courtyard is the paved lot directly outside the middle school and primary entrances where students enter the school in the morning, have 10:00 Break, and enjoy recess. Select students are dismissed to this lot at the end of school. Students wait with a teacher until parents pick them up. The primary doors are the doors located on the back side of the school closest to the PreK-4 th grade. |

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| Raptor Visitor Management System | All visitors must enter the building through the front door at 218 W. Washington Street and present a valid government-issued identification card, such as a driver's license, that will be scanned through the Raptor Visitor Management System, before receiving an identification badge for access to other areas in the school. |
| SchoolAdmin | SchoolAdmin is the admissions and management software that SMCS uses. Parents use the parent portal to register their children, complete necessary school forms, and link to the FACTS tuition management system. Contact Mrs. Jenny Beck for assistance with SchoolAdmin. |
| SCRIP | A gift card program that generates "free money" to be used for tuition. Gift cards are purchased through the school and a percentage of your purchase is applied toward your tuition. More information can be found on our website or by speaking to Michelle Shaper, SCRIP coordinator: mrsshaper@myactv.net |
| Sign Up Genius (SUG) | Sign up Genius is a tool used to ask for volunteers to assist with an event. Parents will receive email notifications to sign up for volunteering, sign up to send in items for school events, etc. |
| SMARTBoard/BenQ | An interactive whiteboard that links a computer with a large touch screen. It allows students of all learning styles to utilize their senses and maximize their learning. |
| VIRTUS | Training/screening required by the Archdiocese of Baltimore for a volunteer to have contact with SMCS students. More information can be found on our website or by speaking to Donna Kelly, screening coordinator: Donna.kelly@saintmarysonline.org or (301)733-0390 ext. 129. |
| Swift K-12 | An email/phone notification system that allows the school to provide quick information to its families. |
| Tag Days | Sponsored and planned by the Student Council, Tag Days are opportunities for students to make donations to various charities. Making a charitable donation allows a student to come out-of-uniform on a designated day. Sometimes the Tag Days have themes like Christmas colors, favorite team or activity, or crazy day. Reminders are sent home a few days before each Tag Day, and include guidelines. |
| Walnut Lot | The Walnut Lot is the St. Mary Catholic Church parking lot directly across Walnut Street. Students may be dropped off here in the morning, and will cross Walnut Street with the assistance of a crossing guard. Select students are dismissed to this lot at the end of school. Students are assisted by a crossing guard as they cross the street and wait with a teacher until parents pick them up. |
| Facilities | Location |
| Monsignor Passarelli | School Dining Hall, located on the first floor across from the Pre-K room. |
| Pangborn Hall | School gymnasium / Auditorium, located outside of the school kitchen |
| Fatima Hall | Parish Activity Center, located to the left as you enter the Parish Offices. |
| John Bosco Room | Youth Room, located upstairs in the Parish Office building. |



SCRIP

The fundraiser that directly reduces
your tuition!

SCRIP is a gift card program that generates “free money” to be used for your tuition. You purchase gift cards from Martins, Weis, Food Lion, any Great Lakes Scrip participant, or any of our local vendors through our school Scrip program. A percentage of your purchase is then given back to you. For example, by purchasing a \$100 Martins card, you receive 5% back, or \$5. For every purchase, a percentage is given back to you. Your profit is deducted from your tuition twice year, or whenever you request it.

You may also choose to designate your profit to benefit your mandatory fees, the tuition assistance program, or any area of the school (for example, your child’s classroom or the science lab).

SCRIP orders should be sent into school or placed online any Monday before 12:00 P.M. remember to place your order by 12:00 P.M. on Mondays.

If you have any questions, please contact:

Michelle Shaper
Scrip Coordinator
301-730-4694
mrsshaper@myactv.net